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| Welsh Triathlon Board Meeting |
| 12th January 2022 | Attendees: Martin Kitchener (MK) Beverley Lewis (BL), Parul Patel (PP), Greg Garner (GG), James Leavesley (JL), Iwan Roberts (IR), Kirsty Morgan (KM), Luke Organ (LO), Claire Lane (CL), Bethan Mitchell (BM), Claire Ewing (CE), Louis Richards (LR), Cicely Lock-Williams (CLW). |
| Chair | MK  |
| Minute taker | CLW |
| Chair’s Opening |
| Apologies for Absence: Simon Maguire (SM). |
| Presentations |
| UKAD Framework – LRLR identified the framework needed to be compliant by 31st April 2022, otherwise we risk losing funding. JL taken on the Board UKAD champion role. Results will be fed back through monthly written board reports with a yearly review at the January Board 2023 and update at the AGM in November. JL noted how well ahead LR is with the UKAD requirements and thanked him for his work.BM asked were there any areas that LR was concerned that we wouldn’t meet. LR was confident in most areas but wanted to keep an eye on resources to deliver. LR keen to deliver above the minimum standards. PP asked how we are going to monitor the impact of training. LR said by he had built in monitoring and reviewing. CL asked if club champions are going to be mandatory or optional. LR doesn’t think it will be mandatory, but extra training will be given to club champions.CL also asked if there are opportunities to collaborate with swim and cycling, LR is keen to collaborate with others.ACTION: LR to pick up UKAD Communications with BTF to share resources.ACTION: LR to look at Collaboration with other sports.MK congratulated LR on his progress and presentation, noted how grateful the Board were for his efforts and thanked JL for stepping up to the Board Champion role. |
| Conflicts of interest / Risk Register |
| Conflicts of interest: NoneRisk: No new (Staff retention on Live doc) |
| Approval of minutes |
| Minutes from the last meeting: 10th November 2021. APPROVED |
| Board reports |
| Safeguarding and EqualityNo new issues.Actions from last meetingAll Actions CompletedBoard reports taken as read.SuccessCWG update LR happy with athletes’ progress, looking positive for CWG. Course maps have been released. Athletes to be housed outside the Village due to travel times between training and competition venue.Key Dates;* 11th February to 6th March- Portugal Camp
* 26th March- European Triathlon Cup Quarteria
* 3rd April- European Triathlon Cup Melilla
* 12th May- Phase 2 Nomination Meeting
* 20th May- Submission of Nominations to CGW
* 25th May- Notification of team selection by CGW
* 8th June- Official Team Announcement

Finance Report IR notes membership is our key area to drive growth. Opportunities lie in driving student membership as well as converting core to Ultimate which was data we could now access effectively.BL thanked IR for the work in automating the Finance Reporting.MK highlights importance of events but recognises this is dependent on restrictions (COVID-19).BL added that IT technical road map will help aid Welsh Triathlon to identify how we can drive membership.Commercial Update No update as no meetings until 2nd of February 2022.WT have joined the BTF HUUB contract but still retain the additional VIK outlined in the existing Contract with HUUB which included CWG technical kit.Technology Road Map BL asked Board if we are happy with the Technology Roadmap proposal The Board had received a detailed report and pricing structure plus had the opportunity (4 Directors attended) to attend a Q&A session.JL pointed out that the financial rewards potential from the membership and events systems had been very conservatively delivered in the proposal and this was recognised by BTF. In addition, the cost of breaches in GDPR and cyber security issues were also not monetarised. Group discussion about potential conditions to four-way agreement planned. These included regular operational and financial reports and conditions which flagged increasing spends of a named level in the project to be agreed prior to spend and requiring 4 Board discussion and approval. APPROVED: Board unanimously approved the financial commitment as outlined in the Technology Roadmap Proposal and the three vendors choice and proposed execution.PP and CL R&R APPROVED: The R&R for both Directors were unanimously approved.SustainabilityStaff Survey Findings * Need to update IT and phones
* PDR process review
* Office space upgrading
* Engagement with board
* Communication of staff benefits
* Salaries concerns for example not keeping up with inflation
* Benefits and incentives to be reviewed and communicated better
* Development and performance working relations
* Not enough HR access

BL confirmed staff survey will be undertaken annually.BL has upgraded the office space by having SW redecorate, as well as provide storage space.BL is currently updating IT and phones.BL thanked CE for her support in getting this achieved over the Holiday Period and it was noted the time and effort put in by BL in setting the office back up for use. As in the Finance Report comments section BL will be calling a RemCom Meeting to discuss Remuneration going into the next budget period.ACTION: BL to set up RemCom meeting.A discussion was held about communicating to both staff and Directors about the changes to come following the feedback in the staff survey.ACTION: Survey questions are to be sent to the Directors, and communication is to be had with staff members regarding pending changes.InclusionEquality & Diversity PP has not had a BTF ED&I meetings since the last Board meeting. The committee has been focusing on a joint four nations strategy, trying not to duplicate resources. LH Accelerator Project Wellbeing Impact How to use the research is to be discussed in the Sustainability Committee meeting.ACTION: Discuss LH’s MBA project on wellbeing at next Sustainability Committee meeting.Safeguarding Policy and Steering Group TORAPPROVED: The Board unanimously approved the 4 documents: 1 – British Triathlon Safeguarding Case Management Group Terms of Reference2 – British Triathlon Safeguarding Disciplinary Policy3 – Welsh Triathlon Safeguarding and Protecting Children Reporting Procedures 4 – Welsh Triathlon Safeguarding and Protecting Children. What is abuse and how to recognise it?MK and board thanked AJ and BM for their hard work in drafting these reports, both BTF and WT documents. CL acknowledged the work as some of the best she has seen working in the Sector. CE asked to be able to share the Welsh Documents to support other NGBs.ACTION: Send Safeguarding document to CE for shared learning. |
| AOB – Any Other Business |
| Staff WelfareMK enquired after welfare.A discussion was held about three Directors that terms are due to end in March.ACTION: Consider procedure for first term ending on March 13th for three Directors. |
| Action Items  | **Responsibility** | **Deadline** |
| Follow up from staff survey (actions and communication to staff) and send Survey Questions to Directors | BL | March Board |
| Send Safeguarding document to CE for shared learning | BL | 14 Jan 2022 |
| Pick up UKAD Communications with BTF to share resources | LR | March Board |
| Look at Collaboration with other sports  | LR | March Board |
| Set Up RemCom | BL | A February Meeting |
| Consider procedure for first term ending in March 13th for three Directors | BL/SMBL | March Board |
| Discuss Luke H’s MBA project on wellbeing at Sustainability Committee | BL | 1st March 2022 |
| Date of next meeting  |
| 9th March 2022 |
| Chair Close and Thank you  |