



**Welsh Triathlon (WT)**

**Minutes of the Annual General Meeting**

**Held at 7pm on Thursday 28<sup>th</sup> November 2013 at Sport Wales, Sophia Gardens, Cardiff**

Present: **Board Members:** Chris Butler-Donnelly (Chair of WT), Deborah King (Director of Governance), Carwyn Williams (Director of Sponsorship & Marketing), Tom Roberts (Director of Rules & Tech), Andrew Johnson (Director of Finance), Mike Hughes (Director with no portfolio), Dean Hardie (Director of External Affairs),

**Staff:** Rich Brady (National Performance Coach), Mollie Borg (Office Administrator), Beverley Lewis (General Manager),

**British Triathlon representative:** Zara Hyde-Peters (CEO of British Triathlon Federation),

**Sport Wales Representative:** Jo Nicholls,

**Welsh Triathlon Members:** Phil Elgar, Gareth Hall, Michael Battersby, Andrew Deans, Ed Morgan, Des Devlin, Louis Adams, Sue Graves, Tony Dally, Andy Lane, James Braun, Jason Tucknutt, Noelwyn Daniel, Jane Standerwick and Peter Kellam.

Item	Minute	Action
1.	<p><b>1.0 Welcome and apologies for absence</b></p> <p>Apologises received from Will Thomas, Lloyd Jones, Benjamin Pritchard, Oliver Simon, Kelly Morgan, Jon Heasman, Denbighshire Triathlon Club and Carneddau Triathlon Club</p>	
2.	<p><b>2.0 Minutes of last Meeting</b></p> <p>The minutes of the Welsh Triathlon AGM 2012 were formally approved.</p>	
3.	<p><b>3.0 Directors' Annual Report for 2012/13</b></p> <p>(PowerPoint presentation given)</p> <p>3.1 <i>Welsh Triathlon in the context of the United Kingdom.</i> CBD gave an overview of how Welsh Triathlon (WT), as a Home Nation, fits into British Triathlon (BTF). An explanation of the non-executive Board and staff structure was explained.</p> <p>3.2 <i>Welsh Triathlon Maturing as a National Governing Body.</i> CBD reported on the progress that WT has made since 2012 AGM. All areas were green except Sponsorship and Communication. WT is continuing to develop its relationship with sponsors and seeking to gain new sponsors. Communication will be improved by increased use of social</p>	



	<p>media, with two undergraduate interns coming in Jan 2014 to help WT develop their website and social media. Growth in membership is needed in order to underpin the level of funding provided by Sport Wales.</p> <p>3.3 <i>Outcomes from AGM 2012.</i> CBD gave an overview of the 3 key themes which came from the WT AGM in 2012.</p> <p>3.4 <i>Theme 1 – Strategic Vision.</i> CBD confirmed that the WT Strategy has been recently completed and published on the WT website. The focus is now on implementation although it was acknowledged that we have limited resources. Over the coming period the Board will monitor both the successes and failures of the strategy and make adjustments accordingly.</p> <p>3.5 <i>Welsh Triathlon Strategic Objectives.</i> CBD reiterated the Strategic Objectives of WT.</p> <p>3.6 <i>Theme 1 – Transparent Governance.</i> Deborah King (DK) introduced herself to the AGM. DK explained that self-assurance had recently been completed and was essential to secure future funding from Sport Wales, as well as for future financial planning and preparing for any risks to the company.</p> <p>3.7 <i>Progress This Year.</i> DK advised that WT should obtain a higher self-assurance score in 2013 than it received in 2012. The Articles of Association were reviewed and it was agreed that continuity needed to be improved. Evaluation of the Board is required and feedback from the WT members is needed.</p> <p>3.8 <i>Equality and Diversity.</i> DK confirmed that the Equality and Diversity Policy has been agreed and signed off, with WT looking to achieve the Foundation Level of the Equality Standard in Jan 2014.</p> <p>3.9 <i>The Board and Staff.</i> DK advised that WT had a good mixture of Directors but there was a higher turnover of Directors than was expected. This was due to the fact that most Directors appointed have to balance work, home and Board commitments and in some cases have been unable to continue their commitment to WT when faced with bigger challenges in work and/or home.</p> <p>3.10 <i>Communication with Members.</i> Beverley Lewis (BL) presented an overview of WT communications with members during 2013. BL recognised that WT provided a quick turnover in response to member queries. Plans for 2014 include improving the WT website and social media usage. The recent club forums have provided good feedback. The Development Manager, Darren Jones, has been mainly focused on developing clubs in North Wales (10 new clubs set up), but in 2014 will start concentrating on the South again. WT will also focus on the National Champ races in 2014 and work to</p>	
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	<p>increase the profile of these events and WT. The huge success of Tata Kids of Steel events in 2013 means that there are now 3 events planned in 2014. Focus will also be on the Commonwealth Games.</p> <p>3.11 <i>Membership Benefits.</i> Carwyn Williams (CW) introduced himself to the AGM. CW explained that WT membership is available to all ages. Sponsorship discounts is available to members, and WT are currently in discussion with Tredz.</p> <p>3.12 <i>Membership Pricing.</i> CW advised that WT are working with Triathlon England (TE) to review membership fees.</p> <p>3.13 <i>Competitive Race Opportunities.</i> Tom Roberts (TR) advised that the event registration process has been fulfilled for those events permitted by BTF. The 2014 tender process has been completed and four National Championship events had been selected. A major event will be held in Bala, Wales in 2014, with another possible event planned.</p> <p>3.14 <i>Growing the number of Permitted Races.</i> TR advised that to date, for 2014, 46 events have been registered, with more proposed and expected.</p> <p>3.15 <i>Growing the Officials Workforce.</i> TR thanked all the officials who had worked at events during 2013. TR explained the hierarchy of officials, advising that, where possible, there should be Technical Officials (TOs) at all events. In the event that there are no TOs the Region will be informed. Welsh Triathlon, in conjunction with Triathlon England, is putting on a Local Technical Official and Regional Technical Official course in March 2014.</p> <p>3.16 <i>Advice and Support for Clubs / Developing the Workforce/ Support the Clubs.</i> BL advised that a coach audit has been carried out throughout 2013 which is improving communication between coaches and WT. A club audit is available on request, and will be available on the website in the next few months. BL also advised that WT hope to have an assessment centre in South West Wales set up in 2014.</p> <p>3.17 <i>Performance Report.</i> RB advised that the performance pathway had been restructured in the last 12 months. Regional academies have been set up in both North and South Wales. It is hoped that WT will have 3 athletes to put on the GB pathway by 2014.</p>	
4.	<p><b>4.0 Workforce Awards</b></p> <p>4.1 Awards were presented to the WT Grand Prix medal winners and Workforce winners 2013.</p>	



	<p>4.2 The Board thanked Dean Hardie (DH) for all his efforts at Welsh triathlon. DH announced his resignation after 10 years of serving as 'President' of Welsh Triathlon.</p> <p><b>4.3 Question &amp; Answers</b></p> <p>4.3.1 A club member raised the question of how many triathlon clubs are currently active with no qualified coaches. This will be investigated further by WT as part of the on-going club/coach audit.</p>	
5.	<p><b>5.0 2012/13 accounts for Welsh Triathlon Limited and the Finance Director's report</b></p> <p>5.1 Andrew Johnson (AJ) introduced himself to those present.</p> <p>5.2 <i>Funding.</i> AJ advised that WT's funding from Sport Wales (SW) is dependent on Key Performance Indicators (KPI's) set by Sport Wales. Other income is generated from membership fees, affiliation to BTF and from coaching course fees.</p> <p>5.3 AJ advised that risk management for WT is now robust, with a clear strategy that will keep WT afloat for up to four months in the eventuality that funding ceases.</p> <p>5.4 AJ advised that Sport Wales is making cuts over the next couple of years of between 5-10%, but these cuts have been budgeted into the overall strategy.</p> <p>5.5 AJ thanked his predecessor, Ian Cole, the BTF Finance Manager, Kay Simment and all the WT staff, who have helped AJ get up to speed on the financials.</p> <p><b>5.6 Questions &amp; Answers</b></p> <p>5.6.1 In response to a question raised, AJ confirmed that BTF return all funds to WT raised from Events in Wales but registered with BTF.</p>	
6.	<p><b>6.0 Approve the appointment of the Directors appointed by the Board during 2013</b></p> <p>6.1 Chris Butler-Donnelly (Chair), Carwyn Williams (Director of Sponsorship &amp; Marketing) and Andrew Johnson (Director of Finance) were all formally approved as Directors for WT with a show of unanimous hands by all members present.</p>	
7	<p><b>7.0 Amendment of the Articles of Association</b></p> <p>7.1 DK explained the reason behind proposing the amendments of the Article of Association; (1) to change the title</p>	



	<p>of 'President' to 'Director of External Affairs'. This will ensure a positive relationship with BTF as the Director of External Affairs will also sit on the Board of BTF; (2) Introducing the new role of 'Director of Safeguarding and Child Protection'. This role is currently vacant and being advertised; (3) The length of term that Directors sit on the WT Board will change to ensure continuity but also a system of rotation. The proposal is for each Director to serve 3 years, and be able to serve for an additional 3 years thereafter with a maximum continual service of 6 years.</p> <p>7.2 All amendments were approved by a unanimous show of hands by all members present.</p>	
8.	<p><b>8.0 Appointment of Directors.</b></p> <p>8.1 The following Directors were formally appointed by a unanimous show of hands;</p> <ul style="list-style-type: none"> <li>• Chris Butler-Donnelly (Chair) for a term of 3 years</li> <li>• Carwyn Williams (Director of Sponsorship &amp; Marketing) for a term of 2 years</li> <li>• Andrew Johnson (Director of Finance) for a term of 3 years</li> <li>• Deborah King (Director of Governance) for a term of 1 year</li> <li>• Tom Roberts (Director of Rules and Tech) for a term of 2 years</li> <li>• William Thomas (Director of Performance) for a term of 3 years</li> <li>• Mike Hughes (Director without Portfolio) for a term of 2 years</li> </ul> <p>8.2 DK confirmed that Paul Whapham (Director of Development) has resigned and will not stand for re-election and Dean Hardie (Director of External Affairs) has resigned and will not stand for re-election.</p> <p>8.2 Mike Battersby was formally appointed, by a unanimous show of hands, to the post of 'Director of External Affairs' for the term of 1 year.</p>	
9.	<p><b>9.0 Closing comments</b></p> <p>9.1 CBD formally thanked all the WT Board and Staff and everyone present for their attendance.</p> <p>9.2 The 2014 AGM will be announced on the website in due course.</p> <p>9.3 A PDF version of the AGM presentation will be made available via the WT website.</p>	

