



**Welsh Triathlon (WT)**

**Minutes of the Annual General Meeting**

**Held at 7pm on Tuesday 18<sup>th</sup> November 2014 at Sport Wales, Sophia Gardens, Cardiff**

Present (Sport Wales, Cardiff):

**Board Members:** Chris Butler-Donnelly (Chair of WT), Carwyn Williams (Director of Sponsorship & Marketing), Andrew Johnson (Director of Finance), Tom Overton (Director of Development), Joy Bringer (Director of Child Protection & Safeguarding), Mike Battersby (Director of External Affairs), Will Thomas (Director of Performance)

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

**British Triathlon representative:** Jack Buckner (CEO of British Triathlon Federation),

**Sport Wales Representative:** Neil Emberton

**Welsh Triathlon Members:** Helen Colley (Taff Ely Tri Club), Adrian Colley (Taff Ely Tri Club), Phil Elgar (NEWT), James Elgar (NEWT), Ed Morgan (Taff Ely Tri Club), Tony Dally (Taff Ely Tri Club), Dave Astins (Pembrokeshire Tri Club), Darren Evans (Pembrokeshire Tri Club), Richard Newhouse (Monmouth Tri Club)

**Other:** Jon Morgan (Disability Sport Wales)

Present (Plas Menai, Caernarfon):

**Board Members:** Deborah King (Director of Governance), Mark White (Director of Clubs & North Wales)

**Welsh Triathlon Members:** Simon Roxburgh (GOG Triathlon club & Conwy TriStars), Alex Holt (Denbighshire Tri Club), Christine White (Cadence Tri club & Cadence TriStars)

Item	Minute	Action
1.	<p><b>1.0 Welcome</b></p> <p>CBD formally welcomed all attendees to the Welsh Triathlon AGM. Jack Buckner (CEO of British Triathlon Federation) was welcomed and introduced.</p>	
2.	<p><b>2.0 Apologise for absence</b></p> <p>Apologies received from Ian Howard, Tom Roberts, Roy Healey, Julian Hunter and Mike Hill</p>	



3.	<p><b>3.0 Presentation of Insport Ribbon award by Jon Morgan, Disability Sport Wales</b></p> <p>Jon Morgan presented Joy Bringer (Director of Child Protection &amp; Safeguarding) with Welsh Triathlon's insport ribbon award. Jon Morgan acknowledged Welsh Triathlon's commitment to inclusion in sport, particularly noting the achievement of Wales' first Paratriathlon in Llanelli held in 2014.</p> <p><i>Jon Morgan leaves</i></p>	
4.	<p><b>4.0 Minutes of the last meeting</b></p> <p>The minutes of the Welsh Triathlon AGM 2013 were formally approved.</p>	
5.	<p><b>5.0 Directors' Annual Report for 2013/14</b></p> <p>(PowerPoint presentation given)</p> <p><i>Slide 1 Welsh Triathlon in the context of the United Kingdom</i> BL gave a brief introduction to the Welsh Triathlon staff.</p> <p><i>Slide 2 Welsh Triathlon maturing as a National Governing Body (NGB)</i> BL advised that WT has progressed in governance and provided an explanation of the self-assurance process</p> <p><i>Slide 3 Welsh Triathlon structure</i> BL explained that in June 2014 the WT Board and some of the staff attended a 'Strategy Away Day' to draft the Welsh Triathlon strategy 2015-2019. This resulted in a restructure of the Board into different management groups. CBD noted that the representation of the WT stakeholders was included in the strategy workshop.</p> <p><i>Slide 4 Welsh Triathlon Vision</i> BL presented the new WT vision 'Making Wales the proud home of Triathlon'. BL explained that this vision was considered the most fitting due to its timeless and inclusive nature.</p> <p><i>Slide 5 Welsh Triathlon Mission</i> BL provided an explanation of the WT mission and how the various management groups fitted in with the mission.</p> <p><i>Slide 6 Development, Marketing and Officials progress update</i> TO introduced himself as the new Director of Development. TO explained that the progress of development is shown by a</p>	



	<p>growth in membership (in particular Junior membership), an increase in TriStars events, a growth in clubs (again particularly Junior clubs) and an increase in coaches. It was noted that the marked increase in the number of coaches was due to a better understanding of who coaches are and where they are located.</p> <p><i>Slide 7 Development, Marketing and Officials Sub-Group</i>        TO explained how the sub-group goals fitted in with the mission statements and the strategy over the next 4 years. Clubs will be encouraged to provide a safe and welcoming atmosphere to all new members. There will also be a focus on addressing the gender balance in both membership and clubs. The pathway will be provided for all – from participation opportunities into clubs and through to elite. There will also be a focus on the workforce, from staff and directors, to coaches, officials and volunteers. TO also noted the use of Young Ambassadors and leaders in schools across Wales. TO advised that a key area of attention will be given to membership and how to bring in new members, ensuring that future and existing members (customers) are aware that their membership fees are invested to support the growth of triathlon throughout Wales.</p> <p><i>Slide 8 Performance Sub-Group</i>        WLT introduced himself as Director of Performance. WLT explained that the WT performance pathway is unique to Wales given the size of the population, and an efficient use of resources is required.</p> <p><i>Slide 9 Commonwealth Games</i>        WLT informed that at the beginning of 2014 it was hoped that WT would bring home 2 medals, but due to the injuries of both Non Stanford and Helen Jenkins this hope was dashed. WLT congratulated the CWG Welsh Triathlon team on their tremendous efforts in Glasgow.</p> <p><i>Slide 10 What else in 2014?</i>        WLT advised that the Regional Development Academies in the North and South are working well, with 8 – 14 athletes in each academy. The Performance Centre is in its first year and is based at Cardiff Met Uni. WLT noted that the Performance Centre is running well with efficient use of limited resources, led by Dr Andy Lane. Due to the changes in the performance structure, WLY advised that the Performance Development Coach has also had a change of emphasis over the past year.</p> <p><i>Slide 11 Performance Positives</i>        WLT explained the Triathlon Performance Pathway, noting that WT had maintained 3 athletes on the GB programme, with another 3 athletes achieving GB Podium Potential Standard. WLT recognised the significant achievements of these athletes in 2014.</p>	
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	<p>be boosted and events will be designed for all. AD advised that another Paratriathlon and a women's only triathlon planned in Llanelli in 2015.</p> <p><i>Slide 22 A coherent Welsh Triathlon Events Strategy</i> AD confirmed that the Events Strategy will be fully developed over the 5 year strategy, to include a full range of disciplines, for example, relay triathlons etc.</p> <p><i>Slide 23 Tristar Events Structure 2015</i> AD explained the new Tristar structure for 2015, to include North Wales, South Wales and National events. AD noted that Gemau Cymru may become an open water event to mirror the regional championships.</p> <p><i>Slide 24 Finance report topics to be covered</i> AJ introduced himself as the Director of Finance. AJ confirmed that WT hold a surplus of £27K currently.</p> <p><i>Slide 25 Welsh Triathlon funding</i> AJ advised that WT are dependant on Sport Wales (SW) for 2/3 of their funding, based on achieving KPI's set, including increasing clubs, increasing membership and maintaining strong governance. AJ advised that the performance section of WT is funded from lottery funding. Other income comes from WT membership and coaching courses, with membership increasing year on year. AJ thanked BTF's Kay Simnett for her help in ensuring WT have properly recorded finances.</p> <p><i>Slide 26 Welsh Triathlon expenditure</i> AJ explained the WT expenditure during 2013/14.</p> <p><i>Slide 27 Where are we investing?</i> AJ advised that WT is aiming to increase its financial security from driving both performance and development. WT is successfully managing its funding and income streams and is aiming to become self-supporting.</p> <p><i>Slide 28 Welsh Triathlon balance sheet</i> AJ advised that currently WT has £82K reserves, which is equivalent to 6 months reserves.</p> <p><i>Slide 29 Finance looking forward</i> AJ advised that WT will suffer from government spending cuts of between 5% – 20%. WT has strong governance and now has funds to cover a General Manager for the next 3 years. The continued support from SW is recognition of WT's success. AJ recognised the need to focus on officials to support the growing infrastructure of events and clubs.</p> <p>CBD noted that TR had said at the 2013 AGM of the need for at least 1 official per club.</p>	
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6.	<p><b>6.0 Workforce Award Presentation</b></p> <p>The workforce winners of 2014 were presented with their awards. Andy Deans – Volunteer of the Year, Tony Dally – Coach of the Year and Pembrokeshire TriExercise Triathlon – Event of the Year.</p>	
7.	<p><b>7.0 To receive the 2013/14 accounts for Welsh Triathlon Limited and the Finance Directors report.</b></p> <p>(Previously covered as part of the Directors Report)</p>	
8.	<p><b>8.0 Appointment of Directors (announced by DK)</b></p> <p>DK confirmed the change of in the Articles of Association.</p> <p>8.1 The following Directors were formally appointed;</p> <ul style="list-style-type: none"> <li>• Mark White (Director of North Wales and clubs) for a term of 3 years</li> <li>• Tom Overton (Director of Development) for a term of 3 years</li> <li>• Joy Bringer (Director of Child Protection &amp; Safeguarding) for a term of 3 years</li> </ul>	
9.	<p><b>9.0 To appoint Directors to serve on the Board of Welsh Triathlon for the next period. Directors are appointed to serve for 3 year terms. 2 Directors are retiring, having completed their terms of office.</b></p> <p>DK confirmed that she is standing down as Director of Governance and will not stand for re-election.</p> <p>Mike Battersby (Director of External Affairs) was re-elected for a term of 3 years.</p> <p>CBD noted that MJB had been essential in fostering relationships with BTF and providing a link between the BTF and WT Board of Directors (representing WT on the BTF Board).</p> <p>CBD thanked DK for her hard work and excellent support during her time as Director of Governance. DK thanked WT</p>	



	and said that it had been a great experience for her.	
10.	<p><b>10.0 Open forum – an opportunity to ask questions of the Board and the General Manager</b></p> <p>CBD opened the floor to questions from the members.</p> <p>A member asked how the WT membership increase compared to that of TE and Triathlon Scotland. MJB advised that compared to TS, WT has seen a greater percentage increase in members. BL advised that TR has been focusing on how to increase membership, and referenced British Cycling as an example of using different types of memberships. BL advised that the tiered membership structure is more attractive to sponsors. BL confirmed that TE and BTF use databases such as TriConnect to engage members. CBD confirmed that WT are working in partnership with TE on membership benefits. CBD also noted that club forums will be used to interact with members and clubs, and WT will be looking at how to convert day licences into full WT members. CBD advised that WT will be seeking guidance from its members.</p> <p>Another member requested that WT provide membership leaflets to clubs to promote the benefit of joining WT. A member from Plas Menai asked how safeguarding would be promoted in clubs. JB advised that there would be safeguarding visits from WT to clubs, along with information in e-newsletters and club forums. The same member asked how the High Performing Organisation would connect to the tri community, RB advised that a detailed response for this would be provided after the meeting.</p> <p>CBD noted the success of using video conferencing facilities' for North Wales and formally closed the AGM.</p>	<p>RB to provide a written response</p>