



Welsh Triathlon (WT)

Minutes of the Board Meeting

Held at 7pm on Wednesday 4th September 2013 at Sport Wales, Sophia Gardens, Cardiff

Present: Chris Butler-Donnelly (CBD), Deborah King (DK), Will Thomas (WLT), Carwyn Williams (CW), Mike Hughes (MH), Dan Budge (DB), Dean Hardie (DH), Andrew Johnson (AJ), Paul Whapham (PW), Tom Roberts (TR), Joanne Nicholas (JN), Beverley Lewis (BL), Mollie Borg (MB)

| Item | Minute | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1. | <p>1.1 Apologies for absence</p> <p>No apologies for absence. CBD advised DH will be late arriving due to work commitments.</p> <p>1.2 Declarations of Interest</p> <p>CBD advised that he knows AJ on a personal basis and introduced AJ to all present.</p> <p>1.3 Approval of Minutes from last Board Meeting</p> <p>5.0 Performance. JN advised the wording of ‘Sport Wales has agreed a £10K per annum in funding for the Performance Centre’ should be changed to make it clear that there is no extra £10k of funding from Sport Wales. Instead it will read ‘Welsh Triathlon has chosen to use £10k of Sport Wales existing funding to cover Performance’.</p> <p>1.4 Open Actions from last Board Meeting</p> <p>(with reference to ‘Action Tracker’)</p> <p>PW and MH advised they had not able to open the ‘Action Tracker’ in Excel. MB will rectify this and re-send to PW and MH.</p> <p>Ref 9: Provide Terms of Reference to DK by Nov BM</p> <p>Ref 21: Write & distribute Social Media Policy</p> <p>Ref 22: Update the Welsh Triathlon office on all sponsorship deals & details</p> <p>Ref 23: Send CBD membership benefits</p> <p>Ref 25: Sign off the BTF Service Level Agreement – BL is meeting Kay Simment in Oct and will have SLA ready for sign</p> | <p>MB</p> <p>MB</p> <p>PW/WLT</p> <p>CW</p> <p>CW</p> <p>CW</p> <p>BL</p> |



| | | |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| | <p>off at Nov BM</p> <p>Ref 27: Circulate a questionnaire measuring the success of WT visibility at events in 2013</p> <p>Ref 31: Age group rankings – to be discussed in current meeting</p> <p>(Arrival of DH)</p> <p>1.5 Matters arising not covered by the agenda</p> <p>CBD advised that the Gold Pin Awards, Account Authorisation and BTF handbook would all be discussed under AOB</p> | <p>BL/MB</p> |
| <p>2.</p> | <p>2.1 Appointment of Financial Director</p> <p>(AJ left the room)</p> <p>DK advised the Board that she and WLT had interviewed two candidates for the position of Financial Director and AJ was the obvious choice, given his experience as an ex-triathlete and being a qualified accountant with the correct expertise. DK recommended the appointment AJ as the new Financial Director. All Board Members present approved AJ as the new Financial Director of Welsh Triathlon as a show of hands.</p> <p>(AJ returned to the room)</p> <p>A brief introduction took place by each person present to welcome AJ to the Board.</p> <p>2.2 Welsh Triathlon Board ways of working</p> <p>CBD presented a PowerPoint Presentation to all present on the expected ways of working. In summary, page 1 contents, page 2 recognised collective responsibilities, page 3 Welsh Triathlon values, with focus on the acceptance of change based on correct decisions, page 4 proposed Board Behaviours, with accountability to stakeholders and working as a team, page 5 KPI's, based on the Sport Wales KPI's (which JN had provided CBD previously).</p> <p>2.3 Key Performance Indicators</p> <p>2.3.1 Membership had reached the target but has been given an anticipated 10% increase by year-end. All targets expected to be green by year-end. CBD requested that WLT expand the Performance KPI's to include the wider Talent Squad. Women's membership total has exceeded target. The only target unlikely to achieve is female representation on the Board. Financial forecast is currently in the red but is expected</p> | <p>WLT</p> |



| | | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| | <p>to be green by year-end as a new Financial Director is in place. Sponsorship KPI's have not been met. CBD to meet with CW before next BM. Equality and Diversity KPI's all on target except the Communication & HR Audit. CBD will meet with MB and BL to discuss the audits.</p> <p>2.3.2 Talent Squad KPI's were outlined by WLT. Rich Brady (RB) will provide WLT with a report for each Board Meeting going forward. WLT advised Morgan Davies has hit the criteria for podium potential and it is anticipated that he may go on to the podium pathway. CBD suggested that a review of the Talent Squad KPI's will also be reviewed as part of each Board Meeting agenda.</p> <p>2.3.3 Financial KPI's are all actioned for AJ for a report by the next Board Meeting in November 2013</p> <p>2.4 Welsh Triathlon Board Expenses Policy</p> <p>2.4.1 DK advised that since the July's draft version, the £40 per day for Board Members to claim for attending an event has been removed from the Board Expenses Policy.</p> <p>2.4.2 The following decisions were approved by the Board (effective from 5th Sept 2013);</p> <ul style="list-style-type: none"> • Mileage expenses can only be claimed if in excess of 10 miles. • If a Board Representative is also competing at an event then every effort should be made to ensure another Board Representative also attends and the competing Board member can not claim expenses. <p>DK will add delegated powers to Expenses Policy and send to MB for publication on the Welsh Triathlon website</p> <p>2.4.3 A discussion took place on how often to process Board Expense claims. PW suggested extending to quarterly expenses processing. However, it was noted that there can be verification problems if expenses are more than three months old. It was decided that Board Expenses would be sent to MB on a quarterly basis unless they were particularly large expenses and thus, needed processing quickly.</p> <p>2.5 insport Disability Ribbon Status</p> <p>2.5.1 BL advised that the accreditation status has been postponed until 2014. BL also advised that Welsh Triathlon is in talks with a race organiser, BTF and Disability Sport Wales to hold a Para triathlon in May 2014. Welsh Triathlon has signed up for the insport Disability Ribbon Status and are currently waiting to be assigned a case officer.</p> <p>2.5.2 CBD requested that BL provide an update of cost</p> | <p>CBD/CW</p> <p>CBD/MB/BL</p> <p>AJ</p> <p>DK</p> <p>BL</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|



| | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| | <p>implications for the next Board Meeting. BL suggested that Welsh Triathlon could speak to BTF and Sport Wales to discuss future funding. JN advised that she will send evidence from other sports who have received the insport accreditation.</p> <p>2.6 2012/2013 Annual Accounts & 2013/2014 Budget</p> <p>2.6.1 CBD requested AJ produce a report on the 2013/14 budget for the next Board Meeting. AJ advised that he wished to speak to all members of staff and Board Members to discuss costs in the Strategy document.</p> <p>2.6.2 The 2012/2013 annual accounts have been produced. The most notable discrepancy is the absence of Welsh Triathlon membership funds from BTF. BL is meeting with Kay Simnett in Oct 2013 to analyse these accounts. CBD noted that Welsh Triathlon have not been paying BTF enough funds to cover all staff salaries.</p> <p>2.6.3 The following was approved by the Board:</p> <ul style="list-style-type: none"> • 2012/2013 Annual Accounts <p>CBD advised that he would confirm the approval with Price Waterhouse Cooper.</p> <p>2.7 Agenda for AGM</p> <p>2.7.1 DK advised that she would add 'Articles of Association' to the AGM agenda for approval by members.</p> <p>2.7.2 CBD advised that he wanted to produce the results of 2012 AGM commitments to the memberships by way of the following reports:</p> <ul style="list-style-type: none"> • Strategic vision (CBD) • Transparent governance (DK) • Communication with members (PW to report on club communication, BL to report on office communication) • Membership benefits • Competitive race opportunities • Performance Report • Finance Report (with sub-item to approve 2012/13 annual accounts) <p>CBD requested MB to send out 2012 AGM guidance to all Board Members</p> <p>2.7.3 DK advised that she would prepare two separate procedures depending on the memberships approval or non-approval of the changes to the rotation of Directors in the Articles of Association, at the AGM</p> | <p>JN</p> <p>AJ</p> <p>CBD</p> <p>DK</p> <p>CBD DK PW/BL</p> <p>CW TR WLT AJ</p> <p>MB</p> <p>DK</p> <p>BL/MB</p> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|



| | | |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| | <p>2.7.3 Presentation of the Workforce Awards would be added to the AGM agenda</p> <p>2.7.4 CBD confirmed that all AGM items would be sent out by 25th October 2013 by MB. The date of the AGM was confirmed as 28th November. CBD advised that he will let Zara Hyde Peters and Ian Howard know of the change of date.</p> <p>2.7.5 CBD advised that the AGM would consist of 5-minute presentations by each Board/Staff member, followed by brief 'question & answer' session afterwards. CBD suggested that each presenter would run through their AGM presentations at the next Board Meeting.</p> <p>2.7.6 MB will send each Board Member the WT template PowerPoint presentation</p> <p>2.7.7 Based on items 2.7.1 – 2.7.6 MB will make the agreed amendments to the AGM agenda and send to CBD</p> <p>2.8 Self Assessment</p> <p>2.8.1 JN advised the Board that Sport Wales' role is to facilitate Welsh Triathlon completing effective Self Assessment. Welsh Triathlon will agree on the schedule and timeframe for completion. As a brief overview, JN advised that the time required for Self Assessment was as follows; 1 – 2 hours to complete the tool, 2 hours to hold the first meeting of Self Assessors (10 people in total), 1st session will be a consensus score against 5 key areas (2 – 4 hours), 2nd session approval plans (2 – 4 hours). All individuals must participate in all parts of the process.</p> <p>2.8.2 CBD advised that Welsh Triathlon will begin the process of Self Assessment in April 2014. This timeframe is based on current workloads. A proposal of the 10 people who will participate will be agreed at the April 2014 Board Meeting. A list of stakeholders will be added as an agenda item for the next Board Meeting.</p> <p>2.9 Self Assurance</p> <p>DK advised that Welsh Triathlon is working towards the deadline of 4th November 2013. MB is currently working on the completion of self-assurance. MB will circulate a completed first draft by 30th Sept 2013. AJ will speak to DK about the financial criteria and an update will be provided at the next Board Meeting.</p> <p>2.10 Articles of Association</p> <p>2.10.1 DK proposed changes to Article 4 and 5 to increase the</p> | <p>MB CBD</p> <p>ALL</p> <p>MB</p> <p>MB</p> <p>CBD</p> <p>MB AJ/DK</p> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|



| | | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| | <p>number of Directors to include the 'Director of Safeguarding and Child Protection'. and change the title of President to 'Director of External Affairs'.</p> <p>2.10.2 DK proposed the change to Article 4 so 12 Directors can be appointed. There will be a 3-year term, rather than a 2-year cycle, with a maximum of 6 consecutive years as a Director.</p> <p>2.10.3 AJ advised that the following proposals should be amended:</p> <ul style="list-style-type: none"> • Removal of Director can be made by membership or Board (apart from the Chair) • Item 9.3 should be amended to reflect that Articles of Association should over-ride any sub-committees. • The responsibilities of the Director of External Affairs should be removed as no other Director responsibilities are mentioned. <p>2.10.4 The changes proposed were approved by the Board, subject to the three amendments in Point 2.10.3.and will be put to the membership at the AGM.</p> <p>2.10.5 DK advised that she will contact the solicitors to make the necessary amendments.</p> <p>2.11 Welsh Triathlon Strategy Sign-off</p> <p>The Welsh Triathlon Strategy was approved by the Board</p> <p>2.12 National Championship and Grand Prix Series Awards 2014</p> <p>2.12.1 BL presented the proposals for 2014 National Championship and Grand Prix Series Awards.</p> <p>2.12.2 The following was approved by the Board:</p> <ul style="list-style-type: none"> • The inclusion of an under-20 award category in the National Championship Award. <p>2.12.3 BL advised that the new 'Athlete Ranking System' should be active for testing on 9th September 2013. This is seen as a positive development by Welsh Triathlon and it is hoped it will increase membership. CBD advised he will speak to BTF about the 'Athlete Ranking System' when he meets them.</p> <p>2.12.4 Discussion took place regarding which races to choose to award points in 2014. PW advised that he will provide feedback from the club forums at the next Board Meeting.</p> <p>2.12.5 PW and BL advised that they are concerned about</p> | <p>DK</p> <p>CBD</p> <p>PW</p> <p>BL</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|



| | | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| | <p>Darren Jones' (DJ) workload at attending events. BL will monitor and plan DJ's workload for forthcoming events. PW also mentioned that relationships with race organisers need to improve.</p> <p>2.12.6 Discussion took place about the medals. BL noted the cost implications if Welsh Triathlon no longer used Bronze or Silver medals. The general consensus was to increase membership before changing the age categories and to wait for another year before reviewing.</p> <p>2.12.7 The following was agreed by the Board:</p> <ul style="list-style-type: none"> • WT age categories with the exception of the <20 age group addition, will remain the same and be reviewed again in 2014. • Medal engraving will only include the Category and Race Title. Any other information will be done post-race and at athlete's own expense. <p>2.13 Tristar Medal Ceremony</p> <p>2.13.1 BL advised that she wanted to extend the invite of the forthcoming Tristar Medal Ceremony. This was agreed by the Board. BL to draft a letter for the Board to send out to invitees.</p> <p>2.13.2 The following Board Members confirmed their attendance; PW, MH, WLT and DK. PW & DJ will discuss the 2014 Tristar plans with parents and Tristar athletes at ceremony.</p> <p>Short recess for refreshment break (5 mins)</p> | <p>BL</p> <p>PW</p> |
| <p>3.</p> | <p>3.1 Feedback from British Triathlon Meetings</p> <p>13.1.1 DH provided a verbal update. No contentious issues arose for Welsh Triathlon. The Service Level Agreement between BTF and WT will be due for sign-off after meeting in October 2013.</p> <p>13.1.2 CW advised that he had been invited on, and attended, a Triathlon England (TE) 'task force'. CW advised this 'task force' would focus on the Home Nations brands to highlight what is 'in' and what is 'out'. CW will provide an update at next Board Meeting.</p> <p>13.1.3 PW advised to take the new membership proposal to the AGM in November. BL will meet with TE in Oct to finalise.</p> <p>3.2 Strategy & HR Report</p> <p>CBD advised that no Strategy & HR meeting had taken place yet, due to time commitments. MB will arrange a meeting with</p> | <p>CW</p> <p>BL</p> <p>MB/CBD</p> |



| | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| | <p>Strategy & HR committee before next Board Meeting. CBD will also meet with CW to discuss the marketing plan.</p> <p>3.3 Governance & Finance</p> <p>DK advised there were no further issues to discuss.</p> <p>3.4 Safeguarding</p> <p>3.4.1 BL advised that safeguarding was not on schedule. However, because the deadline had been extended to Jan 2014 it was possible for WT to meet it. DB will provide an update on the action implementation for next Board Meeting.</p> <p>3.4.2 DB announced that he would be formally resigning as Director of Child Protection & Safeguarding due to personal commitments, but will stay in place until Jan 2014 and help WT find a replacement. CBD thanked DB for his contribution on behalf of Welsh Triathlon.</p> <p>3.5 Performance Report</p> <p>3.5.1 WLT provided an update advising that Morgan Davies has made the criteria for joining the British Pathway, being the Top 15 in Great Britain. Ffion-Haf Harrett has also had great results and is expected to make the Top 15 in the future.</p> <p>3.5.2 WLT said Parc Bryn Bach super-sprint in August 2013 was a great success and showcased Wales' elite athletes. The Commonwealth Games Selection Panel will be decided shortly.</p> <p>3.5.3 WLT advised the Performance Centre will be run by Andy Lane and is considered a positive force and is fully supported by BTF.</p> <p>3.6 Development Report</p> <p>No further comments from PW. CBD advised he will be meeting with his local triathlon club in Monmouth. AJ also offered to visit local triathlon clubs. BL acknowledged the hard work and positive achievements made by DJ since he joined Welsh Triathlon in April 2013.</p> <p>3.7 Rule & Technical Update</p> <p>3.7.1 TR advised that the main concern was the retention of officials over the next year, particularly due to insurance.</p> <p>3.7.2 The WT official kit was acknowledged to be minimal in comparison with the TE official kit. CBD suggested exploring options to generate additional income. CBD requested all present to email him with ideas for additional funding.</p> | <p>DB</p> <p>ALL</p> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|



| | | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| | <p>3.7.3 A discussion took place about how to encourage major events to come to Wales. DH mentioned cross-triathlon events to increase interest. JN suggested contacting the Welsh Government Major Events Unit for support. It was decided to focus on 2015. TR/PW will write a plan on which events to target in 2015. MH suggested establishing an event organiser forum. BL advised that currently DJ's workload is targeting members and clubs first, with the long-term objective of targeting event organisers.</p> <p>3.8 Sponsorship & Marketing</p> <p>3.8.1. CBD advised CW that the Marketing plan needs more definition and welcomes feedback from all. A meeting between CBD and CW is planned.</p> <p>3.8.2 AJ suggested looking at Sport Wales' KPI's on membership in comparison with other NGB's, or compare to TE. BL advised that looking at race starts gives a good indication of the potential for growth in Wales.</p> <p>3.8.3 CW advised that 'ZeroD' had been back in touch. Rich Brady (RB) will provide CW with a list of kit required for the Commonwealth Games.</p> <p>3.8.4 CW advised that he, RB and Tredz had a good meeting recently. RB will advise CW what Welsh Triathlon want in terms of kit and equipment. Tredz had requested product feedback from members. BL/RB will provide CW with a list of kit and equipment required.</p> <p>3.8.5 CW advised that a follow up meeting with TATA Steel is now dues</p> <p>3.8.6 The positive news from the Sponsorship & Marketing is that both Twitter followers and Facebook 'likes' have increased dramatically over the past 2 months.</p> <p>(JN left the meeting)</p> <p>3.9 Board Director without Portfolio</p> <p>MH had no further comments.</p> <p>3.10 WT General Manager's Report</p> <p>3.10.1 BL advised the main area of concern was the lack of funds to cover areas not in the budget, such as admin and non-staff expenses.</p> <p>3.10.2 A discussion took place on how to promote and profile</p> | <p>TR/PW</p> <p>CBD/CW</p> <p>CW BL</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|



| | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| | <p>age-groupers.</p> <p>3.10.3 DH advised that he will forward the list of Welsh Age group athletes who will be competing in the London Triathlon Final in September 2013, to TR, MB and BL,</p> | DH |
| 4. | <p>4.1 Any other business</p> <p>4.1.1 Gold Pin Awards were discussed. DH recommended Leanda Cave. No other nominations were suggested.</p> <p>4.1.2 Bank account authorisation was discussed. Concern had been raised by former Director of Finance, Ian Cole that statements were still going to his home address. It was agreed that the Chair (Chris Butler-Donnelly), Director of Finance (Andrew Johnson) and General Manager (Beverley Lewis) would become signatories for the Welsh Triathlon bank accounts. BL will contact IC for paperwork.</p> <p>4.1.3 It was decided that the following policies for account sign-off would be written and approved by the next Board Meeting;</p> <ul style="list-style-type: none"> • Performance/Development/Admin - £500 max • General Manager - £1000 max • Finance Director/Chair – over £1000 <p>4.1.4 The following items were approved by the Board;</p> <ul style="list-style-type: none"> • The BTF paper hand book will no longer be published. Only a .pdf online version will be made available on the Welsh Triathlon website. <p>4.2 Summary of actions from this meeting</p> <p>MB will send out a list of actions.</p> <p>DH advised that he will not be standing for re-election at the AGM as President of Welsh Triathlon. CBD thanked DH for his contribution and efforts for Welsh Triathlon over the past 10 years.</p> <p>4.3 Date of next meeting</p> <p>The next Board Meeting will be on Wednesday 13th November 2013.</p> | <p>BL</p> <p>BL/MB</p> <p>MB</p> |