



Welsh Triathlon (WT)

Minutes of the Board Meeting

Held at 7pm on Wednesday 6th November 2013 at Sport Wales, Sophia Gardens, Cardiff

Present: Chris Butler-Donnelly (CBD), Deborah King (DK), Will Thomas (WLT), Andrew Johnson (AJ), Paul Whapham (PW), Tom Roberts (TR), Beverley Lewis (BL), Mollie Borg (MB)

Apologies: Carwyn Williams (CW), Mike Hughes (MH), Dean Hardie (DH), Joanne Nicholas (JN)

Item	Minute	Action
1.	<p>1.1 Apologies for absence</p> <p>Apologies received from Carwyn Williams (CW), Mike Hughes (MH), Dean Hardie (DH) and Jo Nicholas (JN)</p> <p>1.2 Declarations of Interest</p> <p>None</p> <p>1.3 Approval of Minutes from last Board Meeting</p> <p>Minutes from the Board Meeting held on Wednesday 4th September 2013 were formally approved by the Board.</p> <p>1.4 Open Actions from the last Board Meeting</p> <p>CBD advised to refer to the Action Tracker document for guidance on Open and Closed Actions.</p> <p>BL requested for Action 04/09/2013/35 to be removed as this is an ongoing managerial responsibility.</p> <p>1.5 Matters arising not covered by this agenda</p> <p>1.5.1 CBD advised that the following items will be discussed under 'AOB'; the CEO forum, Welsh Language Policy, representation on the BTF Board and CWG costs.</p> <p>1.5.2 CBD advised that he had received formal notice from PW that he will be resigning from his position as Director for Development. CBD thanked PW for all his hard work and effort on behalf of Welsh Triathlon. TR also noted that high praise had been received from the recent North Wales Club Forums for PW and Darren Jones (DJ).</p>	<p>MB</p>



<p>2.</p>	<p>2.1 Key Performance Indicators (CBD)</p> <p>CBD presented a PowerPoint Presentation on WT's KPI's;</p> <p>2.1.1 Sport Wales KPI's; CBD reported on a healthy picture. TR advised that following an official's course being run in North Wales in March 2014, the official number target should be reached. The main area of concern with regards to the officials obtaining their qualification was to complete the shadow work involved. TR will obtain the total number of active officials and provide realistic figures for year end at the next Board Meeting. TR also advised that a list of races for 2014 was ongoing and once all races have been registered this will be sent to all officials. An audit of active coaches is nearing completion BL will confirm the number of active coaches.</p> <p>2.1.2 Sport Wales Expectations; all on target except for Female Representation on the Board. DK advised there is a female candidate for the role of Safeguarding and Child Protection which may alter the results if appointed.</p> <p>2.1.3 Sponsorship KPI's; no change from previous Board Meeting. In CW's absence, BL gave an update on sponsorship. BL advised that Tredz will be working with Welsh Triathlon to produce the club guide and Welsh Triathlon will be producing a survey to go to all members. BL will circulate the meeting notes to all. TR queried what would happen if there was a clash of sponsors attending events. BL advised there will be a clause in the tender documents which avoids any potential clashes. BL advised no contact had been made with Sigvaris despite numerous attempts. Neovite is an ongoing sponsor who provides the athletes with products. BL will provide an update KPI's on sponsorship deals to CBD for the next Board Meeting</p> <p>2.1.4 Equality & Diversity KPI's; all targets have been met to reach the Foundation Level of the Equality Standard. The folder of evidence will be handed in on 19th Nov and will go to panel in January 2014. CBD requested that MB update the Action Tracker to include separate tabs for all Actions for different policies & meetings.</p> <p>2.1.5 Talent Squad KPI's; WLT advised that the total amount of athletes had increased from 9 to 12.</p> <p>2.2 2013/2014 Budget, Year to date and four year outlook (AJ)</p> <p>AJ presented a PowerPoint presentation on the Budget, Year to date and Full-year outlook.</p>	<p>TR</p> <p>BL</p> <p>BL</p> <p>BL</p> <p>MB</p>
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	<p>2.2.1 AJ advised that he will have finalised the agreed Financial Forecast by end of Nov 2013.</p> <p>2.2.2 AJ reported the following;</p> <ul style="list-style-type: none"> • Income – these figures are comfortable with little variance between actual and predictions. AJ advised that Kay Simment from BTF has put a transparent system in place with membership income clearly identified. This is a similar amount to last year (2012). • CBD advised that Welsh Triathlon's invoicing will have a closer relationship with BTF, with monthly invoices for salaries. It is anticipated that these systems will make it easier to forecast future expenditure. • AJ advised that WT membership fees will be paid immediately from BTF rather than spread monthly over the year. • Coaching course income is expected to increase by year end. AJ advised that DJ will need guidance on how to manage coach numbers. PW advised that DJ will be querying the coaching fees paid to BTF at the next BTF meeting. • The office budget has been allocated for the rest of the year. • PW advised that the leadership costs had not been included in the financial forecast. AJ will add this to the financial forecast. • AJ also advised that he will go through Rich Brady's (RB) costs and add these to the financial forecast. It was advised that RB's budget would be reviewed on a quarterly basis by the Performance Management Group (PMG). AJ will need to decide who is responsible for reviewing the Development budget on a quarterly basis. • Future Sport Wales cuts were discussed on Balance Sheet 2. • A discussion took place on whether or not to run Official courses as non-paying courses. It was suggested that the AGM would be an ideal opportunity to highlight opportunities for officials. <p>CBD thanks AJ for his hard work providing the Welsh Triathlon financial forecast.</p> <p>(2 minute break)</p> <p>2.3 Review of WT Risk Register (DK)</p> <p>2.3.1 DK advised that she had already circulated the Risk Register prior to the Board Meeting. DK will add financial risks to the Risk Register, including risks to funding, reserves policy and bank a/c risks.</p>	<p>AJ</p> <p>AJ</p> <p>AJ</p> <p>AJ</p> <p>AJ</p> <p>DK/AJ</p>
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	<p>2.3.2 The Service Level Agreement was also mentioned and BL advised this will be finished by end of Jan 2014.</p> <p>2.3.3 Self-assurance risk was considered as 'ongoing' and DK will change the risk level from '1' to '2' 2.3.4</p> <p>2.3.4 CBD to work on succession planning.</p> <p>2.3.5 Discussion took place on how to manage in the interim when a Director stepped down. AJ suggested using the Director without Portfolio. BL suggested making sure more than one director sat on each management group. PW advised that queries had been raised at Club Forums about what role the Director without Portfolio had. MB advised that the strategy document would be put on the WT website the next day (7th Nov 2013)</p> <p>2.3.6 BL advised that Safeguarding remained a high risk area. DK will update.</p> <p>2.3.7 Risks to Events Were discussed with private versus club events, and major events.</p> <p>2.3.8 Outside risks which are out of Welsh Triathlon's control, e.g. foot and mouth were discussed. It was agreed that these would be covered in the Welsh Triathlon Business Continuity Plan/Policy, currently being drafted by DK</p> <p>2.3.9 WLT advised he will discuss risks to performance direct with DK</p> <p>2.4 Key themes from Self-Assurance (DK)</p> <p>DK advised these will be added to the Action Tracker from the Action Plan by MB.</p> <p>2.5 Delegation of Approvals Policy (AJ)</p> <p>2.5.1 AJ advised that the WT office will be able to authorise a credit card transaction of up to £500, over £500 will need to be authorised by the General Manager and over £1000 to be authorised by the Financial Director. AJ will discuss the details of adding individual name to credit cards, as well as individual log-in's to the online banking system, with the WT office. AJ advised that if a single transaction goes above £5000 then this will require a dual-sign off, as will a cheque of any amount.</p> <p>2.5.2 CBD requested that MB add a policy number to the Policy, add section numbers and a contents page.</p>	<p>BL</p> <p>DK</p> <p>CBD</p> <p>CBD</p> <p>MB</p> <p>DKBL</p> <p>DK</p> <p>WLT/DK</p> <p>MB</p> <p>AJ</p>
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	<p>2.5.3 Subject to the lay-out edits, the Delegation of Approvals Policy was approved by the Board.</p> <p>2.6 Equality and Diversity Policy (MB)</p> <p>CBD requested that the lay-out (margins) were altered to align to the rest of the WT policies.</p> <p>2.6.1 The Equality and Diversity Policy was approved by the Board. MB will send a copy to CBD .for signature?</p> <p>2.7 Welsh Triathlon Stakeholder Map (BL)</p> <p>BL advised that she had received some comments back from AJ,. AJ suggested having one person responsible for communication in the stakeholder document. BL has 'ownership' of the stakeholder map andensures it is updated regularly.</p> <p>2.8 Targeted Welsh Triathlon Events 2015 (PW/TR)</p> <p>2.8.1 PW advised that the list of Targeted Events for 2015 should not differ dramatically from the Events taking place in 2014,.</p> <p>2.8.2 A discussion took place over how to increase the role of Welsh Triathlon presence at events. It was noted that there was a lack of 'freebies' and merchandise to give away at events. BL advised that Tredz will be helping to set up a quarterly newsletter for Welsh Triathlon and CW, CBD and BL will meet to plan the production of the newsletter. It was noted that intern interviews are taking place in the next few weeks to provide students to assist in marketing and profiling WT. WLT also noted that Welsh Triathlon could look into the scheme of 'Jobs Growth Wales'.</p> <p>2.9 Safeguarding Action Plan Implementation (BL)</p> <p>2.9.1 BL advised that Welsh Triathlon is on target to meet the February 2nd deadline to reach Standard 2. BL advised she is required to write a Welsh Specific Safeguarding and Child Protection Policy and will get advice from Laura Whapham (NSPCC Sports Liaison Officer)</p> <p>2.9.2 BL had circulated the Implementation Plan to the Board</p> <p>2.9.3 BL advised that reaching Level 2 standard is an expectation of Sport Wales. CBD suggested that BL provide a realistic list of what is required by February 2nd 2014 and disseminate actions to the relevant Board and/or Staff</p>	<p>MB</p> <p>MB</p> <p>MB</p> <p>BL/CBD/CW</p> <p>BL</p>
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	<p>members.</p> <p>2.10 AGM Agenda and presentations</p> <p>2.10.1 DK advised that the AGM agenda must be sent to all Welsh Triathlon members by 7th November 2013. MB will send to Frank (IT) at BTF to circulate to all WT members.</p> <p>2.10.2 DK will ensure that the appropriate Director chairs the AGM and the Chair and Director of Finance are both 'voted in' at the AGM, as well as notices of resignations.</p> <p>2.10.3 CBD advised that all AGM presentations must be sent to MB and CBD by Wednesday 20th November 2013</p> <p>2.11 Membership Package Proposal (BL)</p> <p>2.11.1 A discussion took place over whether or not to get rid of the 'Associate' member option or to make it free. AJ noted that if it was free, WT would still need to pay BTF a fee per member. It was that this would be reviewed along side the TE proposal with a view to removing the 'Associate' membership option.</p> <p>2.11.3 It was agreed to trial a volunteer database in 2014 which would be created and managed internally for use in the WT office. This would be named 'Friends of Welsh Triathlon' friends to receive an update by electronic newsletter.</p> <p>2.11.4 After discussion it was agreed to keep the 'Family' membership option to align with Triathlon England.</p> <p>2.11.5 After discussion it was agreed that 'Junior' membership, to include Tri-Star, Youth and Junior, would be for under-21 years.</p> <p>2.11.6 Discussion took place on how to get more WT members from existing clubs. DJ and PW will use the club forums to get feedback from clubs regarding how to increase WT membership. BL will feedback to DJ in the absence of PW.</p> <p>2.11.7 Adult membership was discussed. Adult membership will stay at the same rate. AJ noted that there could be an argument to decrease the fees as the BTF handbook is now electronic and thus, less expensive to produce. AJ will look into this with TE. BL advised this should be raised by the Board at the TE Luncheon 23rd November 2013.</p> <p>2.11.8 It was agreed to consult with BTF to reduce the child membership fee to £10 ideally from 1st December 2013, subject to BTF modifications on the website and costs involved. AJ will</p>	<p>BL</p> <p>MB</p> <p>DK</p> <p>ALL</p> <p>BL/MB</p> <p>BL</p> <p>AJ</p>
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	<p>Speak to Kay Simment, BL will speak to Frank (IT) at BTF to get costs/timescales</p> <p>2.11.9 CBD advised that he will speak to Jem at BTF about introducing a monthly subscription offer for members. PW advised this was a very popular idea when floated at the club forums.</p> <p>2.12 Funding Application and Budget Planning (CBD)</p> <p>CBD advised he will set up a separate meeting with BL to discuss the funding application.</p>	<p>AJ/BL</p> <p>CBD</p> <p>CBD</p>
<p>3.</p>	<p>3.1 Feedback from British Triathlon Meetings</p> <p>None</p> <p>3.2 Strategy and HR Report</p> <p>CBD advised that he had received and reviewed the staff contracts from BTF and the appraisal system. Appraisal Training to be arranged for BL before next April.</p> <p>3.3 Finance</p> <p>The Board agreed that WT can get an credit card maximum limit across all cards of £5000</p> <p>3.4 Governance</p> <p>Nothing further to report. All information given in Board Paper prior to the Board Meeting.</p> <p>3.5 Safeguarding</p> <p>Nothing further to report. All information given in Board Paper prior to the Board Meeting.</p> <p>3.6 Performance Report</p> <p>WLT advised that Morgan Davies would be offered a place on the GB squad.</p> <p>3.7 Development Report</p> <p>A discussion took place on the profit/loss on Coach Education courses. It was agreed that AJ would agree guidelines with DJ</p>	<p>AJ</p>



	<p>for minimum numbers before a course could run though each course would be looked at on an individual basis and some losses could be accepted</p> <p>AJ advised that he will ask Kay Simment about the £35 BTF royalties.</p> <p>3.8 Rules and Technical Update</p> <p>Nothing further to report. All information given in Board Paper prior to the Board Meeting.</p> <p>3.9 Sponsorship & Marketing</p> <p>3.9.1 BL advised that Intern interviews are taking place in the next few weeks.</p> <p>3.9.2 BL gave an update on the Welsh Language guidelines, advising that WT would benefit from agreeing in principle the six recommendations put to the NGB's Forum by a working party from the Forum to to raise the profile of the Welsh Language. It was noted that with two Welsh Speakers on the Board and Staff, Welsh Triathlon are already in a strong position to support the promotion of the Welsh Language.. CBD advised that this will be discussed further in the next HR & Strategy Management meeting in Dec 2013. MB will organise a date for this meeting.</p> <p>3.10 Commonwealth Games 2014</p> <p>AJ advised that he will add the Commonwealth Games cost to the financial forecast</p> <p>3.11 Board Director without Portfolio Report</p> <p>None provided.</p> <p>3.12 WT General Managers Report</p> <p>Nothing further to report. All information given in Board Paper prior to the Board Meeting.</p>	<p>AJ</p> <p>CBDMB</p> <p>AJ</p>
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4.	<p>4.1 Any other business</p> <p>4.1.1 Representation on the BTF Board was discussed. CBD has received one name from a current Board Member and one outside nomination form for the role of Director for External Affairs. It was advised to organise an interview prior to the AGM. MB will organise this interview.</p> <p>4.2 Summary of actions from this meeting</p> <p>This will be circulated once the Action Tracker has been updated by MB</p> <p>4.3 Date of next meeting</p> <p>Date of next meeting Wednesday 8th January 2014.</p>	<p>MB</p> <p>MB</p>
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