**Welsh Triathlon (WT)**

**Minutes of the Board Meeting**

**Held at 7.30pm on Wednesday 9th January 2013 at Sophia Gardens, Cardiff**

Present*:*Mark Lowther (ML), Dean Hardie (DH), Deborah King (DK), Ian Cole (IC), Will Thomas (WLT), Paul Whapham (PW), Mike Hughes (MH), Min Tilston (ML), Beverley Lewis (BL),

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| **Item** | **Minute** | **Action** |
| 1. | **Apologies for absence**  Tom Roberts (TR), Joanne Nicholas (JN)  JN had not had notification of the meeting date change and had intended to attend next week. The Board confirmed its positive intent to continue to work in close collaboration with Sport Wales and JN would be circulated Board Meeting documentation and given open invitation to attend future Board Meetings should she feel this was necessary. |  |
| 2. | **Declarations of Interest**  PW declared that his wife was NSPCC support to NGB’s for WT Safeguarding and Protecting Children |  |
| 3. | **Minutes of last Meeting**  The minutes from the last meeting were reviewed  Pre-meeting – DH confirmed that he could not delegate attendance at BTF meetings – This emphasised the importance of continue attendance at this forum in order to maintain regular and informed dialogue.   1. Review of the Articles is ongoing 2. Declaration of Interest Forms reviewed by (DK) and once amended will be circulated to the Board. 3. Grand Prix Series scoring - PW proposed adopting the BTF Series model for consistency. The Board were in agreement and this model will be suggested to the members.   DH said TR had been asked to produce a race pack for race organisers of the Welsh Champ and Grand Prix Races. The result information the race organisers needed to provide WT with, immediately after the GP races, was to be included in this pack.  WLT asked whether the information gathered on race entry and race results could be used in anyway by WT for promotion to non-members. The issue of Data protection was highlighted. However it was agreed that this was something to purse in discussion over race management arrangements.  4.1 ML has received 5 promising candidates for the post of Director of Sponsorship and Marketing. Interviews are planned for next week. The suggested Interview panel is ML, JN, and DH. BL to find a suitable evening and arrange.  4.2 IC and ML still to meet to discuss the budget and reporting structure.  TR still to provide kit costs for race officials  7. DH confirmed his availability for 7pm Board Meetings for future Wednesday evenings.    The minutes 19th December were approved by the Board and will now be uploaded to the website. The minutes from each Board meeting will be emailed to ML initially, and approved at the subsequent Board Meeting before being made making publically available. | DK  BL  PW  TR  BL  IC/MLTR  BL |
| 4.  4.1  4.2  4.3 | **Matters Arising**  **Mapping out priorities for 2013**  ML had received the list of priorities from each Board Member and collated the responses into our four agreed working areas: Strategy and HR, Governance, Performance and Participation. Following discussion the Board suggested some additions and refinements. The draft document will be amended and attached to the minutes.  **Working group Feedback**  **Strategy and HR**  ML has 4-5 possible candidates for interview for the General Manager position so far, and the closing date is not until 14th January. DH asked whether this included the previous applicants. As the tone and some details of the job had changed following reflection on the previous process all previous applicants had been invited to re-apply. Some had done so and would be considered on merit  ML suggested advertisement for a Development Manager continues alongside the appointment of the General Manager to enable this post to be filled as soon as possible. PW has reviewed and edited the Job Description for the Development Manager and this has been returned to Heather Williams. Once amended the advert will go out.  There was a discussion about whether to advertise with service providers who charge a fee. WT said that UK Sport, a free site, was the best place to advertise jobs in sport. It was suggested by MH that we should circulate the job to our clubs also,  This was agreed.  ML asked why the General Manager post had been restricted to a part time position. IC confirmed it was because the post was funded by SW as part time. This was in line with SW’s funding of similar positions in other Welsh Sports.  **Governance**  DK had had a limited time to meet her working group members due to the holiday period. DK had looked at the draft management agreement and had an hour discussion with BL before the meeting. It was apparent that the maintenance of club and member information was reasonable as BL had access to the management link and the membership database. Some areas of reporting from BTF such as flagging new events and club members could be improved. IT support was reasonable though more training in some areas such as website management would be welcome. Reporting in general, such as financial reporting, and links with new initiatives also could be improved. Communication on and responding to initiatives needed review in the SLA  There followed a discussion on the sums of money WT should receive annually from BTF which had not automatically been paid in the past. IC was chasing these with Paul Smith. There was again a general agreement that the financial reporting between WT and BTF, and internally within WT, needed review. Procedures for reporting, and payments, with BTF Finance was to be raised in the SLA (Service Level Agreement).  BL, IC and DK were to look at the SLA, remove unnecessary detail and add essential requirements. The SLA would then be redrafted and passed to BTF for comment following final consultation with the board.  PW and BL had met with JN earlier in the day. PW raised the point that although we had asked for a figure of £5000 for Development in the 2013-2014 budget, through the Partnership Agreement, it was possible that the SW Board may want to consider this request at this point in time. It may be possible to present a case for further funds later in the year once Governance and key areas of responsibility were showing progress. However ML indicated that this was not a request for additional money but a small refinement to internal fund allocation in order to kick start a number of participation and development initiatives in order to increase membership numbers  With regard Self Assurance, a number of actions had now been discharged. DK noted an area of concern, Board appraisal, and how to assess Board performance. ML asked if anyone had any examples of similar Boards who had done this well. DH said BTF have a system which works well. WT also indicated that he had an example of good practice from another board membership ML asked if all Board members could reflect on their experiences of good practice and report back. Based on this process an appropriate system of board appraisals would be suggested for consideration and then implementation.  DK raised the issue of a Risk Management (RA) Strategy. The Board needed to establish this as a matter of urgency. DH will let DK have a copy of the RA from BTF  **Development**  PW discussed the Job description/funding of the Development Manager. It was confirmed by DH and IC that a company car was standard for such a position within BTF, and that funds were available to cover the costs of a car. WLT raised the issue of branding the car to raise company profile.  PW and MH were to set up regional forums as soon as possible covering North, South, East and West Wales. MH stressed the importance of getting these forums organised as soon as possible.  BL had raised with PW the need to organise quality trophies for the Welsh National Championship Events (WNC). A budget of £750 was agreed by ML.  MH raised the issue of the poor incentives for race organisers of NCE and Grand Prix (GP) events. It was agreed that this would be discussed by the Development Management Group.  PW advocated representation from the Board at all the WNC and GP events. ML agreed that attendance at races had been raised several times in the Club Consultation returns. BL will circulate a list of priority event and dates, and get the Board to identify races they can attend. Attendance will require WT branded gazebo etc. and membership promotional literature. Board members will also require a small allocation of WT clothing  BL is to cost various branded goods that can be used to raise the profile of WT.  There followed a discussion about funding carryover and what was accessible for use at this stage and what was ring fenced. ML to clarify details with SW.  **Performance**  WLT had met with RB and RB had provided an overview of the latest Squad camp activities and costs (see attached). WLT explained that because of the way recruitment to the Academy was currently structured there was a large variation in abilities in the athletes. Providing better structure would give more tailored coaching to the squad. WLT and RB working to improve training.  ML was interested in the measure of ‘potential’ and ‘proven ability’ within Triathlon. WLT explained the criteria for both picking athletes for individual events based on current performance achievements, and taking a more long term view and measuring a series of performance criteria for athletes that may meet the BTF pathway.  The Common Wealth Games (CWG) selection policy is attached. WLT said this had been approved by the CWG Council for Wales.  There followed a discussion about how WT could trial athletes for the new CWG event, the Team Relay. DH said the Nottingham Team Relay annual event had become a Triathlon England National Event. A debate as to whether WT could organise and run a similar event or find a club or event organiser to do this, followed. (There was no currently approved selection policy). WLT was to ask RB to explore possibilities. BL suggested a Tender Process though recognising time was limited.  **Member Consultation and engagement**  ML circulated a paper outlining the key areas the Consultation process had highlighted. A copy of this document is attached. This document, along with the Board Priority Document, was providing WT with some initial strategic priorities for the coming year and beyond. ML noted that there were areas which crossed the working parties, but otherwise clearly identified working party priorities could be identified.  ML would now draft an action plan based on the Consultation Document for board consultation which would then be publicised to the members on the website.  ML noted that a quarter of the clubs had responded. MH was keen to wait until after the Development Group regional forums had been attended before setting these priorities. ML was content that the consultation document had been widely circulated and a reminder had also gone out giving clubs every chance to be involved in the process. In the interest of providing timely feed-back to those clubs who had responded, and to get the priorities noted and acted upon, it was important to publish the results and an action plan.  ML agreed it was important to get the Forums up and running, and to hear the views from the clubs. This process could feed in to the Consultation process and action plan and refine it, rather than allowing the Forums to delay positive action. WLT, DK, PW agreed with ML that the forums should run in parallel with the action List from the Consultation. | BL  BL  DK  DK, IC, BL  The Board  DH  PW/MH  PW  MH/PW  BL  BL  ML  WLT/RB  ML |
| 5. | **AOB**  DH had the possible BTF Board Meeting in Cardiff in hand.  MT raised the idea of a Safeguarding and Protecting Children Steering group to sit below the Governance Working Party but to enlist other Board Members input. This Steering Group could also include the BTF SPC Officer. The purpose would be: to discuss the Governance issues of the SPC Policies and Procedures; the liaison with Clubs and setting up pilot schemes; interactive feedback and enlisting stakeholder opinions, and to initiate discussions with BTF website managers to develop a more obvious, child friendly area of the website. Many of the requirements of the Safeguarding Panel need cross working party input. BL, as Lead Officer, would draft a paper for the Board to consider. | BL |
| 7. | **Dates and Venue of Board Meeting**  The next Board Meeting is the 20th February 7:00pm when SPC Training will take place |  |