




**Minutes of the Board Meeting  
Held at 7pm on Wednesday 10<sup>th</sup> July 2013 at Sophia Gardens,  
Cardiff**

WT/BRD/JUL13	Version 1.0	Sept 2013
Approved By:	 Chris Butler-Donnelly – Chair of the Board	Date: 5 <sup>th</sup> September 2013

**Welsh Triathlon (WT)**  
**Minutes of the Board Meeting**  
**Held at 7pm on Wednesday 10<sup>th</sup> July 2013 at Sophia Gardens, Cardiff**

Present: Dean Hardie (DH), Deborah King (DK), Will Thomas (WLT), Carwyn Williams (CW), Mike Hughes (MH), Dan Budge (DB), Beverley Lewis (BL), Chris Butler-Donnelly (CBD) and Mollie Borg (MB)

Item	Minute	Action
1.	<b>Apologies for absence</b> PW and TR	
2.	<b>Declarations of Interest</b> None declared	
3.	<p><b>Opening remarks</b></p> <p>DH formally welcomed and introduced CBD to the Board as the new Chair of Welsh Triathlon. CBD was unanimously appointed by all Board Members present. CBD will be officially voted onto the Board at the AGM in November 2013 (see Article 28: Appointment of Director)</p> <p>A brief introduction was made by each member present;</p> <ul style="list-style-type: none"> <li>• DK – Director of Commonwealth Games, background in the sport of tennis</li> <li>• BL – Recently promoted from Office Administrator to General Manager</li> <li>• CW – background in corporate and sport sponsorship. Currently works at the National Millennium Centre in Cardiff</li> <li>• MH – set up Pencoed Tri Club and is head coach at Cardiff Tri. Engineer with Welsh Water.</li> <li>• DB – Director of Safeguarding and Protecting Children. DB has a triathlon background and is a qualified coach</li> <li>• MB – office administrator since April 2013. Also works for Cardiff University</li> <li>• DH – President of the Welsh Triathlon for the last 10 years. Actively competes in triathlons, coaches and referees.</li> <li>• WT – is on the Board of Coleg Gwent.</li> <li>• CBD – Background in the defence industry, both home and abroad. Experience in strategy, developing businesses and working with teams – all within a business context. Has volunteered for the past 8 years. CBD expressed his wish to meet each Board Member individually, ideally by email communication.</li> </ul>	<b>THE BOARD</b>
4.	<p><b>Previous Minutes</b></p> <p>Terms of Reference meetings to be finalised. WLT and PW to provide DK with terms of reference. DK to circulate the terms of reference written for the GMG</p> <p>6.2 Articles of Association still to complete</p> <p>6.1.2/3 CW advised the Board that no intern is in place. WLT suggested using the University of South Wales (previously known as University of Glamorgan) work placement fair which</p>	<p style="text-align: center;"><b>DK</b></p> <p style="text-align: center;"><b>DK</b></p> <p style="text-align: center;"><b>CW</b></p>

	<p>starts again in Sept 2013. CW will also be in contact with the Cardiff School of Journalism</p> <p>6.25 IC to hand over all financial documents and spreadsheets to the Welsh Triathlon office. This is urgently outstanding and BL will provide IC with a deadline for handover of 31<sup>st</sup> July 2013.</p> <p>7. Board Recruitment for Director of Finance. CW advised that he had circulated the Job Description to potential candidates but no interest shown. DK has sent letters to the main accountancy firms in Cardiff, but had no response. It was suggested to contact triathlon clubs to see if anyone has or knows a qualified accountant who would be interested. Global Sports Job need to be contacted again. Sport Wales (Jo Nicholas) is aware of WT's urgent need of a Director of Finance, but have no suitable individuals to approach. Currently all finance is being managed in the office, with access to online banking and keeping copies of all invoices. BL advised that Kay Simment (KS) from BTF will help temporarily. BL is to meet KS mid August</p> <p>CBD advised he will check the Director of Finance job description. BL will send CBD job description. CBD also suggested following up the letters to accountants, possibly changing the name of the role and sending it to WT's sponsors.</p>	<p>BL</p> <p>BL</p> <p>CBD/BL</p>
<p>5.</p>	<p><b>Matters Arising</b></p> <p><b>Strategy (BL)</b></p> <p>DH thanked BL for pulling together the draft strategy document. BL advised that all comments received from the Board had been addressed. There was some discussion on the presentation of the strategy document. It was agreed that the strategy document would be a business document which will be published on the WT website as a pdf once finalised. BL will add the WT logo to the front cover and the photo on cover and watermarked throughout will remain. BL will send CBD the draft strategy document. BL &amp; CBC will meet to discuss the Sport Wales strategy of 'Results Based Accountability'. It was agreed that there would be regular reviews of updates achieved, rather than a review of the whole strategy document.</p> <p><b>Sponsorship &amp; Marketing (CW)</b></p> <p>It was agreed that Sponsorship &amp; Marketing would be moved to the Strategy and HR management group, rather than Governance.</p> <p>CW updated the Board of the following; the marketing plan is in draft form &amp; has been sent to BL for comments. The plan is based on the current resources available. CW will meet with BL to discuss the marketing plan. Focus needs be on brand awareness rather than brand identity.</p> <p>CW advised that he requires membership information to understand WT's audience and membership base. Hootsuite will be used in the office as a social media platform to schedule regular and informative 'tweets' and Facebook updates. MB will familiarise herself with Hootsuite and start to use it.</p>	<p>BL</p> <p>BL/CW</p> <p>CW</p> <p>MB</p>

	<p>A discussion of ideas of how to campaign to increase participation had including suggestions; to focus on athletes from other sports such as cycling, running and swimming, to use Helen Gorman for PR and to check that each race result is correct before being published on the WT website. DH suggested using a template for the Grand Prix and National Champ races which clearly shows the age categories and results. DH to send to BL/MB in office.</p> <p>BL suggested that each Board Member or staff member who used Facebook or Twitter should hold accountability. CW will write and distribute guidelines for use of social media to each Board Member and Staff Member.</p> <p>Sponsor update: ZEROD have provided Trisuits for the Liverpool British Championships on 13<sup>th</sup> July. Further discussions with ZEROD will take place at the end of the month.</p> <p>TATA Steel are keen to continue their partnership with the Tri Star series next year. This will be managed by BL, Darren Jones (DJ) and CW.</p> <p>P20 has provided sun cream for Events. It was acknowledged that WT need more products to promote from current sponsors.</p> <p>CW will be holding talks with Tredz at the end of the month to renegotiate a deal. CW advised that it is vital that the operational team (BL, MB &amp; DJ) fully understand all the sponsorship deals.</p> <p>CBD requested that the WT membership benefits to be sent to him.</p> <p><b>Governance, Finance &amp; Safeguarding (DK)</b></p> <p>DK advised that The Articles of Association have been looked at by lawyers to understand the process of retirement for directors. This was followed by some discussion, with the acknowledgement that DB, CW &amp; CBD have not yet been officially appointed as Directors. It was agreed to give each Board Member a staggered resignation date. CBD will meet with DK to discuss the official process of resignation. The Retirement of Director process will be agreed by email prior to the next Board Meeting and signed off at the next Board Meeting (Sept 4<sup>th</sup> 2013).</p> <p>The BTF Service Level Agreement will be signed off by CBD, monitored regularly and reviewed annually.</p> <p>Finance details are still outstanding and will need to be reviewed. A provisional 6 months review was agreed, with the next due at the end of the 2013/14 financial year.</p> <p>Expense Claim Policy for directors needs amendments. CBD to provide DK with comments for review.</p> <p>Board Member attendance at events to be reviewed at the end of the season (Sept 2013). BL/MB to circulate a questionnaire prior to Sept Board Meeting measuring the success of WT visibility at events.</p>	<p>DH</p> <p>CW</p> <p>CW</p> <p>CW</p> <p>CW</p> <p>CBD/DK</p> <p>CBD</p> <p>THE BOARD</p> <p>BL/MB</p> <p>CW/PW</p>
--	--	---

	<p>Event presence standardisation proposal and events policy needs to be completed. CW to speak to PW.</p> <p><b>Safeguarding &amp; Child Protection (DB)</b></p> <p>A safeguarding stock take has been sent to each registered club, but, to date, not many have been returned to WT. Cardiff Tri and Ruthin Junior are being used as pilot clubs. Once results have been sent back, DB will aim to meet with club members and parents to develop a strategy.</p> <p>The working group will consist of DB, BL, Ali Sibcy (Triathlon England safeguarding rep) and two head coaches from the pilot clubs. The plans for developing safeguarding include, parent surveys, contracts between parents &amp; coaches, training junior athletes, encouraging welfare &amp; progression and completing DBS checks. WT has slightly different procedures for Safeguarding &amp; Child Protection than BTF, as reporting must be done to the WT office. In theory, all clubs should sign up, and the use of Star Mark is part of this accreditation.</p> <p>Sport Wales will assess WT in Sept 2013 and WT are required to reach Standard 2 of Safeguarding.</p> <p>The strategy for Safeguarding &amp; Child Protection will be delivered in early 2014.</p> <p><b>Performance (WLT)</b></p> <p>WLT apologised for being unable to attend Llandudno Triathlon.</p> <p>WLT advised that Andy Lane(AL), had been offered the Performance Centre Coach, he will provide a definite answer to whether he accepts the position by Monday 15<sup>th</sup> July.</p> <p>Rich Brady (RB) will remain accountable for the performance athletes on the programme. Welsh Triathlon has chosen to use £10k of Sport Wales existing funding to cover Performance Centre.</p> <p>AL will have a Service Level Agreement with WT and will invoice WT monthly. Having AL working for WT is seen as a positive step for WT, providing use of free facilities at Cardiff Met University and providing athletes an opportunity to study and train in Cardiff.</p> <p>The restructure of the Academy into Regional Centres and Talent Academy is going well.</p> <p>WLT and BL are in discussions with BTF about reporting measures for the Welsh athletes and how to restructure and enhance the current reporting procedures ..</p> <p><b>Development (PW – absent)</b></p> <p>BL advised that there are two main areas to consider with regards membership; to obtain a timetable for TE to review its membership proposal to see if it is inline with WT's requirements and to obtain agreement in principle to standardise the membership[ fee structure across the Home Nations. It is expected that Sept 2013 will be the deadline for</p>	<p>BL</p> <p>BL</p> <p>MH/PW</p>
--	--	----------------------------------

	<p>making a decision on membership restructure. BL will update the Board after the next Home Nations meeting (17<sup>th</sup> July 2013).</p> <p>A robust tender process to give to each race organiser, based on BTF, is being drafted by BL. BL will send this to PW. BL will contact all race organisers, week commencing 15<sup>th</sup> July 2013, and ask for expression of interest forms to be completed. The National Championship series will be the same format as 2013 but if BTF bring in the Athletes Ranking system by the next season it will make our Grand Prix Series redundant.</p> <p>DH suggested changing the age group ranking to 5 year age groups, based on the ITU and BTF rankings. MH will contact PW to confirm the change in age group rankings.</p> <p>BTF and TE will be introducing a new ranking system allowing race organisers to register online through the BTF database.</p> <p>Concerns were raised regarding the impact on current sponsors of changing the age group rankings and also the cost of the current medals, purchased in June 2013.</p> <p>Tri Star winners will continue to receive medals from WT. Changes in the age group rankings of the Youth and Junior Championships will be clarified by RB.</p> <p><b>Equality and Diversity (MB)</b></p> <p>MH was appointed as Board Champion for Equality and Diversity, with MB being the Lead Officer for WT. Due to a shortage of time, MB advised that all necessary documents relating to the Equality &amp; Diversity Foundation Level would be sent electronically to all Board Members</p>	<p>BL/WLT</p> <p>MB</p>
7	<p><b>AOB</b></p> <p>DH requested that future Board Reports and papers be handed in at least two weeks prior to the Board Meeting, to allow for time to read. All Board Reports, previous minutes and an agenda will be sent out at least one week before the Board Meeting.</p>	<p>MB</p>
8.	<p><b>Date of next Board Meeting</b></p> <p>The next Board Meeting was confirmed as Wednesday 4<sup>th</sup> September 2013 (changed from Wednesday 11<sup>th</sup> Sept 2013)</p>	