



Welsh Triathlon (WT)

Minutes of the meeting

held at 6pm on Wednesday 5th March 2014 at Sport Wales, Sophia Gardens, Cardiff

Present: Chris Butler-Donnelly (CBD), Will Thomas (WLT), Deborah King (DK), Beverley Lewis (BL), Neil Emberton (NE – Sport Wales), Mike Battersby (MJB), Mollie Borg (MB), Andrew Johnson (AJ), Carwyn Williams (CW), Tom Roberts (TR)

Apologies: Mike Hughes (MH)

Item	Minute	Action
1.	<p>1.0 Apologies for absence</p> <p>Apologies for absence received from MH.</p> <p>Apologises for late attendance received from TR.</p> <p>CBD thanked DK for chairing the previous Board meeting.</p> <p>1.2 Declarations of Interest</p> <p>DK advised that she has been re-appointed onto the Board for Tennis Wales.</p> <p>1.3 Minutes of last Meeting</p> <p>WLT referred to item 1.6 of the previous minutes, advising that the end of year target was 3 and not 5. MB will amend this before publication on website.</p> <p>MJB advised to include a link to previous BTF Board Meeting minutes in published WT Board Meeting minutes.</p> <p>1.4 Open Actions from last Board Meeting</p> <p>CBD confirmed that all completed actions from the Action Tracker should be emailed to MB for closing.</p> <p>1.5 Other matters arising</p> <p>None.</p> <p>1.6 Key Performance Indicators</p> <p>(PowerPoint presentation)</p> <p>CBD suggested that a review of KPI figures is done for the</p>	<p>MB</p> <p>MB</p>



	<p>forthcoming year.</p> <p>DK queried why the end of year target is higher than the projection given on most KPI's. CBD advised this was because the targets on most KPI's had been met prior to year-end so a higher target was given.</p> <p>The KPI referring to female representation of the Board is still not met. DK advised this would be looked at in more detail at the next Governance Management Meeting. BL also advised that recent Director job adverts had specifically targeted websites aimed at attracting women onto Boards.</p> <p>CW advised that the Sponsorship KPIs are improving due to improved relations with Welsh Triathlon sponsors.</p> <p>Equality & Diversity KPIs have all been met. CBD confirmed that MH was the Board Champion for Equality & Diversity and recently represented Welsh Triathlon on the panel to obtain the Foundation Level of the Equality Standard in Sport.</p> <p>AJ reported that he had a good working relationship with Kay Simment (KS) from BTF. AJ advised that Welsh Triathlon is on track to have made a surplus of £7k. AJ also advised that he was researching to work with alternative auditors.</p> <p>WLT advised that the Performance KPIs would be discussed in his Performance report.</p> <p>BL advised that the current Coach KPIs did not reflect the current new coaches who are in the process of completing their courses and will be included in the year-end figures. BL also noted that Level 3 coaching courses are only run by BTF and not by Welsh Triathlon. It was noted that the Welsh Triathlon office have an up-to-date active coach database.</p> <p><i>TR arrived</i></p> <p>It was noted that the leadership course is on hold until the Development Manager has returned to work</p> <p>CBD advised that the original agreed meeting agenda would be slightly altered as thus; Welsh Triathlon General Manager report (previously item 4.10), Darren Jones – Secondment, Finance (previously 4.3) and the Silent Papers (3.1 – 3.3) will be included at the end of the meeting.</p> <p>MJB noted that the timings of each agenda item need to be added to each agenda item.</p>	<p style="text-align: right;">CBD/MB</p>
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<p>2.</p>	<p>2.0 Items for Decision</p> <p>2.1 General Manager Report (BL)</p> <p>BL reported that Welsh Triathlon currently have four interns. Jack, who is undertaking a project on the website using Google Analytics; Buddy, who's project has been extended to include working with MB on the marketing for the Llanelli Para-Tri and e-newsletter; Tom Cole, an MA student who was seeking work experience and is looking at membership opportunities on the back of the Commonwealth Games; Mark Holland, who is working on the Club Mark. BL will meet with Mark in the next few weeks.</p> <p>BL reassured the Board that the interns are manageable at present. AJ queried the follow-up to all the intern projects. BL confirmed that they could either be used as stand-alone projects or continued in the development of the business.</p> <p>CBD confirmed that he and DK would start to look at what is required for self-assessment.</p> <p>The Board agreed that BL could approach the necessary individuals and groups for advice on the Welsh Triathlon Event Strategy. BL advised that she would organise the Event Strategy meeting once the Director of Development was in place</p> <p>The Board agreed to attend an inSport/Disability Sport Wales training day. BL will organise a date, before the Llanelli Para-Tri on 17th May 2014.</p> <p>2.2 Darren Jones – Secondment</p> <p>A discussion took place regarding different options available to help support the development workload.</p> <p>The Board agreed to approach Tom Cole (an MA student currently looking for work experience in sport development). It was agreed that CBD and BL would meet Tom Cole to ask if he would join Welsh Triathlon on a temporary contract to help support development work. AJ confirmed that WT can cover the costs for a temporary contract for up to 6 months. It was confirmed that the contract would be based on a 3-month period initially.</p> <p>CBD raised the question of WT needing an increase in office space and asked NE to look into alternative office space in Sport Wales.</p> <p>2.3 Finance</p>	<p>BL</p> <p>CBD/DK</p> <p>BL</p> <p>BL</p> <p>CBD/BL</p>
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	<p>AJ confirmed that the end of year accounts have taken provisions in case of staff absence, and also the 5% loss of exchequer funding. NE advised that lottery funding would be confirmed in the next two weeks.</p> <p>WLT advised that he has met with Rich Brady (RB) to discuss the impact of possible budget cuts.</p> <p>AJ confirmed that all costs must be allocated to year 2013/14 rather than rolling on to the next financial year 2014/15. AJ advised that he will arrange a finance meeting with the WT staff in April 2014.</p> <p>AJ advised that the bank account is still in the wrong name and needs to include 'Limited'. The current bank account only allows a maximum of £100K and AJ will arrange with HSBC to move to business banking. The credit card is still out of action.</p> <p>AJ confirmed that all areas have been allocated funds in the budget, including £2.5k for marketing.</p> <p>It was agreed that Finance would be reported on a quarterly basis, unless there is an urgent matter.</p> <p>The BTF budget confirmed that they will increase their charges to WT. This related to WT membership and services used. AJ proposed to accept the BTF modelling.</p> <p>MJB confirmed that BTF had agreed to charge WT £9K for 2013/14.</p> <p>MJB and AJ will confirm costings with BTF.</p> <p>2.4 Board Training Day (DK)</p> <p>DK advised that the aim of the Board Training Day is to develop and agree on a 4-5 year strategy, understand the BTF relationship and confirm Board and Staff relations.</p> <p>AJ approved £2K to cover the costs of a Board Training Day, plus mileage expenses. AJ confirmed that there was £10K of Sport Wales funding to cover Governance, and there was currently £8K left. It was agreed that an external consultant/facilitator would be used.</p> <p>It was commented that the self-assessment could also be included as part of the Board Away Day. However, it was agreed that this would be looked at separately.</p> <p>The Board agreed to agree on a date for the Board Training</p>	<p>NE</p> <p>AJ</p> <p>AJ</p> <p>AJ</p> <p>MJB/AJ</p>
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	<p>Day. TR advised that he would be unable to commit to any weekends over the summer due to his officiating commitments. CBD suggested agreeing a date in June, July or August.</p> <p>BL raised concerns over the costs for the Board Training Day. AJ confirmed that the funding is already in place to cover Board Training. It was also noted that Board training was a Board obligation and important for longevity plans and Board succession.</p> <p>MJB recommended using First Ascent (BTF partnership consultants). MJB agreed to raise this topic with ZHP</p> <p>The Board agreed the need for a Board Training Day.</p> <p>CBD and DK confirmed they will look for alternative days and options for the Training Day.</p> <p>CBD confirmed that BL will be included in the Board Training Day.</p> <p>2.5 BTF/WT relationship</p> <p>BL advised that she is attending an IT review meeting on 7th March and will provide feedback to the Board.</p> <p>MJB gave feedback from the BTF Board Meeting (25th Jan 2014). He advised that BTF will formally propose that Welsh Triathlon change their name to 'Triathlon Wales', to ensure consistency throughout the Home Nations. It was noted that the Welsh Triathlon logo and name was designed to include the bi-lingual element of the Welsh language and the Board were keen to keep 'Cymru' as part of the logo. It was also noted that the cost element of possible re-branding should be considered if it was to go ahead.</p> <p>BL advised that she had been in discussions with CWGT and SW/BTF media teams and had drafted a action plan for activities to raise WT profile and increase membership of the back of the CWG</p> <p>MJB advised that the Memorandum of Understanding will be signed off soon as it is required for the finance Appendix.</p> <p><i>NE left.</i></p> <p>For printed minutes of the BTF Board Meeting on 25th Jan 2014 see http://www.britishtriathlon.org/about/minutes</p> <p>AJ thought it would be helpful to understand TS management accounts. BL advised she would make this request.</p>	<p>ALL BOARD & BL</p> <p>CBD/DK</p>
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3.	<p>3.0 Items for Information</p> <p>3.1 Strategy and HR</p> <p>It was confirmed that CBD & BL had discussed and agreed on staff appraisals. BL's staff appraisal will take place on 10th April, with the rest of the staff being appraised in the last week of April. BL and WLT will discuss who to include in the Performance appraisal.</p> <p>CBD will look at how the Board will assess itself.</p> <p>3.2 Governance</p> <p>DK reported back on the current vacant positions for Director for Development and Director for Child Protection and Safeguarding. DK has received 4 applications for the position of Director for Development and 2 applications for the position of Director for Child Protection and Safeguarding. DK advised that she would organise the dates for interview after the Board Meeting.</p> <p>3.3 Performance Report</p> <p>WLT advised that he had attended a very positive meeting with Simon Mills (BTF), Brendan Purcell (BTF), RB and BL regarding athlete reporting.</p> <p>WLT announced that Simon Mills had now left BTF and his job was under advert.</p> <p>WLT confirmed that the Performance Coach had now signed his contract. The report back from athletes & potential of the Performance Centre was very positive.</p> <p>CW advised of a new Declaration of Interest as he will be working for Cardiff Met.</p> <p>A discussion took place on the CWG selection policy.</p> <p>3.4 Rules & Tech</p>	<p>BL/WLT</p> <p>CBD</p> <p>DK/MB</p>



	<p>TR reported back on the recent Local Technical Official (LTO) and Regional Technical Official (RTO) courses. He has now successfully trained 3 LTO's and will be doing a one-to-one with the RTO candidate. The next planned date for another LTO/RTO course in South Wales is scheduled for 18th and 19th Oct and will be published on the WT website.</p> <p>TR advised that there is a lack of officials in clubs and there needs to be a marketing plan put in place to encourage members to train to be officials. BL will investigate this further.</p> <p>TR will report back on how many officials are required in both North and South Wales, including motorcycle officials. TR also advised that he has sent out all necessary documentation to the current officials.</p> <p>3.5 Sponsorship</p> <p>CW advised that the CWG marketing campaign needs to be consistent and WT will work with other governing bodies to ensure consistency. MJB/CW action regarding discussion of sponsorship & CWG carried over.</p> <p>CW noted that WT now has an increase in social media presence, and longer-term this will require an increase in funding and resources.</p> <p>CW reported that due to an increase in engagement at operational level the feedback from WT sponsors has been positive.</p> <p>CW also advised that he has a draft contract with Z3ROD, which he'll send to CBD to read before sign-off.</p> <p>The main risk to sponsors is attendance at events. BL advised that volunteers and water handlers were required for the Llanelli Para-Tri on 17th May, with inclusivity training on 13th April. MB will re-send event availability to all the Board Members.</p>	<p>BL</p> <p>TR</p> <p>MJB/CW</p> <p>MB</p>
4.	<p>4.0 AOB</p> <p>AJ requested a documented level of funding guide from Sport Wales</p> <p>MJB advised there will be 'reserved business' at the end of the meeting for Board Members only.</p> <p>CW advised he will speak to BL separately regarding the grant available for Welsh Language.</p>	<p>BL</p> <p>CW/BL</p>



	<p>CBD advised that Zara Hyde-Peters (ZHP) has an open invite to attend WT Board meetings. She intends to try and attend one in the near future. Any changes of date should be advised to Zara.</p>	
5.	<p>Dates and Venue of Board Meeting</p> <p>Date of next meeting 6pm on Wednesday 14th May 2014 in Sport Wales, Cardiff. MB will circulate when room booked.</p>	<p>MB</p>