



Welsh Triathlon (WT)

Minutes of the Board Meeting

held at 7pm on Wednesday 8th January 2014 at Sport Wales, Sophia Gardens, Cardiff

Present: Deborah King (DK), Mike Hughes (MH), Will Thomas (WLT), Andrew Johnson (AJ), Mike Battersby (MJB), Tom Roberts (TR), Darren Jones (DJ), Beverley Lewis (BL), Mollie Borg (MB), Jo Nicholas (JN – Sport Wales), Neil Emberton (NE – Sport Wales),

Apologies: Carwyn Williams (CW) and Chris Butler-Donnelly (CBD)

Item	Minute	Action
1.	<p>1.0 Apologies for absence</p> <p>Apologies for absence received from CW and CBD.</p> <p>1.1 Welcome and Introductions</p> <p>AJ advised the Board that CBD was still in hospital but in good health following his operation. The Board wished CBD a speedy recovery</p> <p>In accordance with the Articles of Association DK asked if anyone else on the Board wanted to step in as Chair in CBD's absence. All present confirmed they were happy for DK to chair the meeting.</p> <p>DK welcomed and introduced MJB to the Board as the new 'Director for External Affairs'.</p> <p>DK welcomed and introduced NE as Welsh Triathlon (WT)'s new Sport Wales liaison officer, replacing JN.</p> <p>For the purpose of MJB and NE all present introduced themselves. MH advised that in the absence of a Director of Development he was temporarily stepping into the role.</p> <p>1.2 Declarations of Interest</p> <p>None</p> <p>1.3 Approval of Minutes from last Board Meeting</p> <p>DK advised that BL had an updated figure for active coaches, which will be circulated after the Board Meeting.</p> <p>DK advised that an update on Sponsorship deals will be covered in the present meeting.</p>	<p>BL</p>



	<p>Minutes from the Board Meeting held on Wednesday 6th November 2013 were formally approved by the Board.</p> <p>1.4 Open Actions from the last Board Meeting</p> <p>AJ requested that the Action Tracker and KPI's are presented on screen for all future Board Meetings. MB</p> <p>All CBD's actions are 'on-hold' until further notice.</p> <p>BL advised that she is meeting Helen Wyeth (BTF) tomorrow (9th Jan 2014) and will discuss staff appraisals. She will update DK/CBD after this meeting. BL</p> <p>DK advised that she will circulate the Board job descriptions to the Board. DK</p> <p>1.5 Matters arising not covered by this agenda</p> <p>None</p> <p>1.6 Key Performance Indicators (CBD)</p> <p>. WLT advised that there are currently 3 athletes on the World Class Pathway, with an end of year target of 3.</p> <p>BL gave an update on the active coach database.</p> <p>AJ suggested that a name is allocated to each KPI. BL will add a name column next to each KPI. BL</p> <p>Equality & Diversity KPI – it was noted that females are under represented on the Board. MJB advised that at BTF Board Level there is a minimum of 2 women and 2 men Board members. JN also advised that Sport England actively encourage females onto Boards.</p>	
2.	<p>2.0 Items for decision</p> <p>2.1 Board Meeting venue, timings etc</p> <p>The use of video conferencing from North Wales was discussed. It was noted that potential applicants from North Wales to Director positions must be made aware of the possibility of attending meetings via video conferencing. This will be added to the current Director adverts. MB</p> <p>It was agreed that all future Board agenda items will have a predicted timescale allocated to it. MB/DK</p>	



	<p>Agreement with TE as several of the services provided last year by BTF staff or TE staff part funded by BTF were now being provided by 100% TE staff including the CP services. It was suggested to ask MJB to represent WT's concerns at the next BTF Board Meeting.</p> <p>The requirements for reaching Level 2 Safeguarding sign-off were discussed. JN questioned the need to meet the February deadline as this was a presentation event for those who had met the criteria rather than a meeting the criteria requirement deadline. It was noted that the BTF CPP has not been reviewed in line with the WT's understanding of its Standard 3 framework document. In the absence of a current Safeguarding Director, MH agreed to represent the WT Board.</p> <p>JN advised that WT must provide Sport Wales with a realistic timeline and discuss with Laura Whapham (NSPCC representative).</p> <p><i>Break for tea & coffee</i></p>	<p>MJB</p> <p>BL</p>
<p>3.</p>	<p>3.0 Silent papers</p> <p>3.1 Website Design Project Specification</p> <p>Paper circulated prior to the Board meeting</p> <p>3.2 E-newsletter Project Specification</p> <p>Paper circulated prior to the Board meeting.</p> <p>MJB advised that from his limited research it was apparent that the relationship between BTF/TE was changing due to increased funding to TE. MJB noted that WT was still referred to as a 'club' in the BTF Articles of Association.</p> <p>MJB advised that is was also apparent that certain confidential items discussed at BTF Board level could not be reported back to the WT Board, although an edited version of the minutes are published on the BTF website a few months after the Board Meeting.</p> <p>MJB will report back on the Memorandum of Understanding after he attends the next BTF Board Meeting.</p> <p>AJ mentioned that is was essential to know how much WT pay to TE for every service provided. AJ advised that he has requested this information from Kay Simnent.</p> <p>It was agreed that AJ, MJB, BL and CBD would organise a separate meeting to discuss the BTF/TE/WT funding/SLA</p>	<p>MJB</p> <p>AJ</p> <p>BL</p>



	<p>relationship. BL to organise in the absence of CBD.</p> <p>BL advised that WT had informally agreed to be part of the consultation process for the website review.</p> <p>MJB advised that he will contact Triathlon Scotland to understand their relationship with BTF/TE</p> <p>3.3 Business Continuity Plan</p> <p>Paper circulated prior to the Board meeting. An email agreement had been made. The Board formally approved the Welsh Triathlon Business Continuity Plan in principle, subject to some detail to be worked up by the Governance Group.</p>	<p>MJB</p> <p>DK</p>
<p>4.</p>	<p>4.0 Items for information</p> <p>4.1 Feedback from British Triathlon meetings</p> <p>Discussed after Item 3.2</p> <p>4.2 Strategy and HR Report</p> <p>Previously discussed</p> <p>4.3 Finance</p> <p>AJ advised that WT budget had been reconciled with Kay Simment (BTF) and BTF have provided money owed to WT for a total of £17, 000. AJ advised that it had been agreed that the Performance Budget would be allocated £5000 from the £17K.</p> <p>AJ advised that more detail is required for financials and a meeting with the office staff is being planned for late January 2014.</p> <p>AJ advised that the bank account was not in the correct name and HSBC need a copy of the Articles of Association before changing the name.</p> <p>AJ advised that overall the financials were healthy and a review of the WT bank account would take place in a year.</p> <p>JN advised that Sport Wales would confirm the Welsh Triathlon budget in February 2014.</p> <p><i>JN and NE left.</i></p> <p>4.4 Governance</p> <p>DK advised the Board that Welsh Triathlon had scored 11 in</p>	<p>AJ</p>



	<p>the self-assurance from Sport Wales, an increase of 2 points from last year.</p> <p>Succession planning and recruitment of new directors was ongoing and DK advised she is looking into this. It was agreed that Directors from North Wales and female applicants should be targeted. It was agreed that club forums would be used for the development of succession planning.</p> <p>MJB advised that he would complete and return the Skills Matrix form. MB will put together a Skills Matrix aggregate score spreadsheet.</p> <p>BL advised that WT should consider self-assessment (Sport Wales initiative). BL will circulate a self-assessment paper to the Board and get more clarity from Sport Wales.</p> <p>The Board thanked MB, DK, BL and AJ for obtaining a score of 11 on self-assurance.</p> <p>4.5 Performance Report</p> <p>WLT will circulate a corrected KPI sheet.</p> <p>WLT advised that Simon Mills (BTF Development Director) and Brendan Purcell (BTF Performance Director) are spending two days in Wales w/c 13th January and will be meeting WLT, BL, and Rich Brady.</p> <p>WLT also advised that the Performance Centre coach will be signing the contract imminently.</p> <p>WLT advised that the Commonwealth Game Selection meeting is due shortly. TR will email RB directly regarding the CWG selection meeting.</p> <p>4.6 Development Report</p> <p>MH briefly read out the Development Report which had been circulated prior to the Board Meeting.</p> <p>MH advised he would speak to CW about getting organisers to provide 'goodies' to giveaway at events.</p> <p>4.7 Rules and Technical Update</p> <p>TR advised that he had been in contact with BTF to obtain the list registered races (59 races to date)</p> <p>TR advised that he had also emailed all officials to ask which races they can do in 2014 (16 responses so far).</p>	<p>DK</p> <p>MJB</p> <p>MB</p> <p>BL</p> <p>WLT</p> <p>TR</p> <p>MH</p>
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	<p>TR will get in contact with BTF regarding major events</p> <p>TR advised that he would organise a Development Management meeting) to discuss the Welsh Triathlon event strategy. BL will pull together a discussion document to support the meeting.</p> <p>WLT suggested that WT should seek to obtain a Director with commercial event experience. DK advised she would include this in succession planning.</p> <p>4.8 Sponsorship and Marketing</p> <p>BL advised that Tredz Bikes are organising a 'social/promotional' night on 12th February (date to be confirmed). BL also advised that the e-newsletter and club guide would also have the support and help of Tredz.</p> <p>A meeting with Powerbar to be arranged.</p> <p>It was noted that all sponsorship contracts need to be revisited.</p> <p>MJB suggested that WT approach a commercial sponsor, on the back of achieving the expected Commonwealth Game medals. MJB will speak to CW.</p> <p>MH thanked MB and BL for their hard work to obtain the Foundation Level of the Equality Standard for Welsh Triathlon. All Board showed their commitment to the findings and actions obtained from the audit report.</p> <p>4.9 General Manager Report</p> <p>BL advised that a marketing budget would need to be confirmed for 2014. AJ advised this will be discussed at the Financials meeting with staff at the end of January.</p> <p>Marketing at National Championship events will be discussed at the HR & Strategy Meeting, to include BL, DJ and CW. CW will organise and chair this meeting.</p> <p>BL asked whether the Board were happy to attend events in 2014 as they had in 2013 and if so this needed planning MB will circulate a list of dates for Board members to consider.</p> <p>A discussion took place on how WT want to proceed with relationship with commercial race event organisers. It was noted to include this in the Event Strategy and to discuss at the DMG for events to be arranged by TR</p>	<p>TR</p> <p>BL/TR</p> <p>DK</p> <p>BL</p> <p>BL/CW</p> <p>MJB</p> <p>CW</p> <p>MB</p> <p>BL/TR</p>
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5.	<p>5.0 AOB</p> <p>TR reported back from the Welsh Sports Association (WSA) meeting saying it was very positive.</p> <p>AJ advised BL that he would be willing to take on an intern for Financial Management.</p> <p>AJ requested for the Board to send him details, via MB, of whether they are attending the Commonwealth Games, to include accommodation etc.</p>	<p>AJ/BL</p> <p>AJ/MB</p>
7.	<p>Dates and Venue of Board Meeting</p> <p>Date of next meeting Wednesday 5th March 2014 in Sophia Suite 3, Sport Wales, Cardiff</p>	