



**Welsh Triathlon (WT)**

**Minutes of the meeting**

**held at 6pm on Wednesday 14<sup>th</sup> May 2014 at Sport Wales, Sophia Gardens, Cardiff**

Present: Chris Butler-Donnelly (CBD), Deborah King (DK), Beverley Lewis (BL), Mike Battersby (MJB), Mollie Borg (MB), Andrew Johnson (AJ), Carwyn Williams (CW), Tom Roberts (TR), Zara Hyde-Peters (ZHP) (BTF), Tom Overton (TO), Mark White (MW)

Apologies: Mike Hughes (MH), Will Thomas (WLT), Neil Emberton (NE)

Item	Minute	Action
1.	<p><b>1.0 Welcome</b></p> <p>CBD welcomed ZHP to the Board meeting.</p> <p><b>1.1 Apologies for absence</b></p> <p>Apologies for absence received from MH, NE and WLT</p> <p>Apologies for late attendance received from DK.</p> <p><b>1.2 Declaration of Interest</b></p> <p>None declared.</p> <p><b>1.3 Minutes of last Meeting</b></p> <p>Approved.</p> <p>MB will send final version to BL to check before publishing on the website.</p> <p><b>1.4 Other matters arising</b></p> <p>AJ advised that he will discuss the budget later in the meeting</p> <p><b>1.5 Appointments and Resignations to the Board</b></p> <p><i>MW and TO left the room</i></p> <p>The Board approved the appointments of both MW and TO. TO will be Director for Development. MW's Board title and role description will be decided by the next Board meeting. Both TO and MW were appointed for a term of 3 years.</p> <p><i>MW and TO returned to the room</i></p>	<p>MB</p> <p>DK/CBD</p>



	<p>CBD informed the Board that he had received MH's resignation from the Board of Directors. MB will ensure MH's Welsh Triathlon email is deactivated</p> <p>AJ to update Companies House to reflect the resignation of MH, and the appointments of TO and MW. CW requested that AJ check and confirm his details with companies house.</p> <p><b>1.6 Key Performance Indicators (KPI's)</b></p> <p>(PowerPoint presentation)</p> <p>CBD presented the KPI's (2013/14). Both coach and official targets are almost met. TR advised that there will be 8 more Local Technical Officials as of 15<sup>th</sup> May 2014.</p> <p>2014/15 – CBD advised the Board that he is confident that Welsh Triathlon will hit all the targets set, but it was important to be aware that we are not meeting these targets.</p> <p>AJ queries if members received a reminder email before their membership expired. He was advised that these were sent out by the membership team in Loughborough.</p> <p>BL confirmed that Welsh Triathlon is working towards meeting Level 2 Safeguarding by June 2014, progress continues at operational level but work still needs to be done at policy level.</p> <p>The KPI for female representation on the Board has not been met, but CBD advised that the two candidates to be interviewed for the current vacant Director for Safeguarding &amp; Child Protection are both female.</p> <p>CBD asked BL to check what 'Foundation assessment report' refers to.</p> <p>TO queried if there were any 'gaps' on the Board. CBD confirmed that only the Director of Safeguarding and Child Protection was vacant. CBD acknowledged the risk of loss to Board and/or Staff. MJB queried if the number of Directors on the Board was limited. It was agreed that a review of Board structure would be discussed at the next meeting.</p> <p>Sponsorship KPI's - BL advised that she has had no contact with Sigvaris and will contact Beth Fisher to discuss the sponsorship partnership. CW suggested finding an alternative sponsor.</p> <p>Equality &amp; Diversity KPI's - AJ recommended having a Board representative for Equality &amp; Diversity now MH has resigned.</p>	<p>MB</p> <p>AJ</p> <p>BL</p> <p>CBD</p> <p>BL</p>
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	<p>Finance KPI's – AJ advised he will discuss this in more detail later in the meeting.</p> <p>Coach KPI's – it was agreed that interim targets to be agreed at a later date. Leadership targets will also be reviewed.</p> <p><b>1.7 Welsh Triathlon General Manager's Report</b></p> <p>CBD requested for BL to provide a clear timescale for event tendering 2015.</p> <p>TR suggested using the BTF tendering process and adapting it for Welsh Triathlon's purposes.</p> <p>BL acknowledged that an events strategy need to be decided and confirmed that Darren Jones was organising an 'events strategy meeting' based on the development team.</p> <p>MJB confirmed he will be attending the Llanelli ParaTriathlon on 17<sup>th</sup> May and will be awarding the medals, representing both WT and BTF.</p> <p>MJB explained that the GB elite paratriathletes were unable to attend the Llanelli ParaTriathlon As they were required for qualification purposes to attend the race event in Japan</p> <p>MW queried who the 1000<sup>th</sup> WT member was. It was explained that this fluctuates depending on renewals.</p> <p>ZHP and CBD signed the WT/BTF Service Level Agreement (SLA) during the Board Meeting.</p>	<p>CBD</p> <p>BL</p>
<p>2.</p>	<p><b>2.1 Feedback from British Triathlon Meetings</b></p> <p>Full meeting minutes can be found online by going to <a href="http://www.britishtriathlon.org/about/minutes">http://www.britishtriathlon.org/about/minutes</a></p> <p>MJB expressed possible concern of WT representation within BTF with the ZHP leaving her post.</p> <p>MJB confirmed that Ian Howard (BTF President) has expressed an interest in attending the next WT Board Meeting. MJB will send him a formal invite.</p> <p>MJB advised that the up-coming referendum in Scotland may have an impact on Triathlon Scotland (TS). AJ advised that he and BL will be looking closely at the TS structure and that WT currently have a very positive link with TS.</p> <p>CBD mentioned the possibility of the World Triathlon Series being held in Cardiff, and requested that this be added to the agenda for the Events Strategy Meeting.</p>	<p>MJB</p> <p>BL</p>



	<p>A discussion took place on stakeholder management. CBD advised this would be discussed at the Strategy Review day on 6<sup>th</sup> June.          CBD thanked ZHP on behalf of Welsh Triathlon for all her hard-work and support during the last 6 years.</p> <p><i>Short break</i></p> <p><b>2.2 Finance</b></p> <p>AJ advised that the 2013/14 balanced and end of year surplus was £3k.</p> <p>AJ advised that it had come to light that WT is not currently registered with HMRC and he will ensure that this takes place in 2014. AJ is currently sourcing a more local accountant for tax support and will update the Board at the next meeting.</p> <p>AJ expressed concern over the transparency of Event Day Licence fees and advised that WT must have a regular, systematic process to check that WT receive all owed money from Event Day License fees. BL will contact BTF to request a monthly report from the Events team.</p> <p>AJ thanked Andrea Clargo and Kay Simment from BTF for all their help and support, and also thanked the WT staff for their efforts.</p> <p>AJ advised that the 2014/15 funding has been confirmed. AJ noted that WT must aim to be self-financing.</p> <p>AJ advised that the application form for a new credit card had been received and BL now had access to the WT online banking system.</p> <p>AJ reminded the Board that Sport Wales provide financial training courses for NGB Board members.</p> <p>AJ advised that overall WT was in a healthy position financially and the WT reserves policy would be discussed at the Strategy Review day on 6<sup>th</sup> June.</p> <p>AJ, BL and WLT will meet to decide on conclusions regarding the Performance Centre.</p> <p>It was confirmed that WT were waiting on a decision from SW with regards Talent Cymru funding.</p> <p>CBD requested to meet with BL to discuss the Call4Action project. BL confirmed that the proposal must be in by 20<sup>th</sup> June 2014.</p>	<p>AJ</p> <p>BL</p> <p>AJ/BL/WLT</p> <p>CBD/BL</p>
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	<p>presence was minimal with sponsors not being visual enough and some chip timing problems occurred at the end of the race.</p> <p>A discussion took place on the duathlon.</p> <p>CW advised that sponsorship profile must be raised with increased engagements from clubs. CW reported that the Swansea Aquathlon TriStar event was successful.</p> <p>CW advised that social media presence was positive, with an increase in followers on Twitter.</p> <p>BL requested to meet CW to establish roles for WT sponsorship and marketing.</p> <p>ZHP confirmed that BTF has signed a contract with Garmin, which will be supplying additional products for performance athletes.</p>	<p>CW/BL</p>
<p>3.</p>	<p><b>3.1 Strategy Review Day</b></p> <p>CBD advised that the WT Board Strategy Review Day would take place at the Leadership Trust, near Ross-on-Wye on 6<sup>th</sup>/7<sup>th</sup> June 2014.</p> <p>CBD presented a PowerPoint presentation. CBD explained the proposed structure of the new Board working groups and the importance of linking with TE/TS/BTF counterparts.</p> <p>CBD advised that the WT vision would be revisited and the values would also be reviewed.</p> <p>DK advised that she would contact Steve Bentley.</p> <p>A discussion took place on the WT vision. ZHP advised that she will send BTF's visions and values to CBD.</p> <p>CBD tasked the Board with homework to be given by 31<sup>st</sup> May, prior to the Strategic Review Day: (1) review current strategic actions and identify those ones that can be close. BL will circulate to the rest of the Board; (2) think of the top 12 words that represent the issues WT face over the next few years. Board members were asked to send their words to MB for collation; (3) send hot topics for discussion to CBD.</p> <p><b>3.2 End of Year Financials</b></p> <p>Discussed previously – see item 2.2</p>	<p>DK</p> <p>BL</p> <p>ALL ALL</p>



4.	<p><b>4.1 Risk Register</b></p> <p>DK asked the Board to read through and check the Risk Register. DK advised she will include Risk Register Mitigation under each risk.</p>	
5.	<p><b>5.1 Any other business</b></p> <p>Llanelli Paratriathlon was discussed. MJB, BL and TR confirmed they would be attending.</p> <p>It was confirmed that athletes attending the Commonwealth Games would be based at Strathclyde Park</p> <p>TR queried the Code of Conducts. BL and MB confirmed that the Code of Conducts have been circulated to all parents of TriStar members and is visible at events that WT are present at. MB will send TR a copy of the literature.</p> <p>CBD advised that he will be unable to make the previously agreed date for the AGM of 20<sup>th</sup> November 2014. MB will circulate alternative dates to the Board.</p>	<p>MB</p> <p>MB</p>
7.	<p><b>Dates and Venue of Board Meeting</b></p> <p>Wednesday 9<sup>th</sup> July at 6pm in Sport Wales</p>	