



Welsh Triathlon (WT)

Minutes of the Board Meeting

held at 6pm on Wednesday 12th November 2014 at Sport Wales, Sophia Gardens, Cardiff

Present: Mike Battersby (MJB), Mollie Borg (MB), Carwyn Williams (CW), Mark White (MW), Joy Bringer (JB), Beverley Lewis (BL), Andrew Johnson (AJ), Deborah King (DK), Tom Roberts (TR)

Apologies: Chris Butler-Donnelly (CBD), Neil Emberton (NE), Will Thomas (WLT)

Item	Minute	Action
1.	<p>1.0 Welcome and apologies for absence</p> <p>Apologises for absence received from CBD, WLT and NE.</p> <p>1.2 Declaration of Interest</p> <p>None</p> <p>1.3 Approval of Minutes from the last Board Meeting</p> <p>Approved</p> <p>1.4 Matters arising not covered by this agenda</p> <ul style="list-style-type: none"> • BTF AGM logistics – agreed for 3.30pm • Board to approve that MW, MJB and TR will represent WT at the BTF AGM • Invite BL to represent WT at AGM as they need a female representative. • Nominate a director to carry vote at BTF AGM – MJB proposes TR. <p>1.5 Key Performance Indicators (KPI's)</p> <p>(PowerPoint presentation)</p> <p>MJB presented the KPI's 2014/15. It was requested to add a comment on the KPI where there is red – 'by exception reporting'.</p> <p><i>(MB arrives)</i></p> <p>BL advised the Board that WT are aiming to reach the Equality Standard in Sport Preliminary level in 2015. The WT staff are</p>	



	<p>attending Equality and Diversity training at BTF in December 2014 to assist BTF in obtaining the Intermediate Level.</p> <p>Finances: AJ confirmed that there are no financial issues and it has been a positive year for WT.</p> <p>Performance: MJB referred to the Performance report (circulated to the Board prior to the Board Meeting). MJB requested BL to look at improving the Performance slide.</p> <p>Officials: TR advised that there have been 3 LTO courses in 2014. TR confirmed that a candidate will not become an LTO until they have shadowed at least 4 events. It is anticipated that 2014 LTO candidates will complete their qualification in 2015.</p> <p>Coaches: BL confirmed that the Sports Leaders KPI has been taken off the operational plan, and WT would be using the Young Ambassador scheme to promote youth involvement as an alternative. BL advised that the increase in coach numbers was due to previous inaccurate historical figures. BL confirmed that these increases in coaching figures were explained in the partnership agreement KPI figures, and there was now due to work carried out by WT through the summer a better understanding of active coach numbers in both Wales and England.</p> <p>1.6 Welsh Triathlon General Managers Report</p> <p>General update: BL confirmed that the partnership agreement had been submitted to Sport Wales (SW). The self-assurance score is expected to be higher than last year.</p> <p>BL advised that Tom Cole (TC) has now left, and Andrew Deans started as the new Development Manager on 1st October 2014.</p> <p>Safeguarding update: BL confirmed that WT are working with the NSPCC and BTF to finalise a safeguarding policy for Jan 2015.</p> <p>Budget: BL advised that WT staff are now managing department budgets and the system established by AJ is 90% operational.</p> <p>Membership update: BL advised that WT had better communication with TE's Mark Barfield regarding the membership package. BL advised she will be meeting TE in London to discuss the membership package/developments. BL advised that AD will model financial figures regarding any changes/developments in the membership package.</p> <p>AJ raised a concern that reducing the membership fee would</p>	<p>BL</p>
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	<p>not necessarily increase membership numbers. AJ noted the importance of converting the club members into a Welsh Triathlon individual members.</p> <p>TO advised that the cost of the membership was essentially indifferent and that a focus should be on retention. TO noted that there was a 52% increase in membership annually which was positive.</p> <p>A discussion took place regarding membership retention. AJ commented that the option of members using Direct Debit should be focused on, possibly making joining by Direct Debit automatic rather than an option. MJB noted that, currently, club members do not see the benefit of joining Welsh Triathlon as an individual member and WT need to show the benefit of joining. CW suggested to use market research to find out what existing and new members want. It was suggested WT focus on finding young ambassadors.</p>	
2.	<p>2.1 External Relations</p> <p>MJB updated the Board on the most recent BTF Board Meeting. For published minutes of the BTF Board Meeting on 25th July 2014 see http://www.britishtriathlon.org/about/minutes</p> <p>2.2 High Performance Organisation (HPO)</p> <p>DK thanked MB, AJ and BL for completing the self-assurance. DK confirmed that the partnership agreement had been completed. AJ advised that the annual accounts must be submitted by 9 months, 31st March 2015. AJ advised that the annual accounts will be late due to a problem with the current auditors. AJ advised that he is appointing new auditors for WT. The Board approved that AJ can appoint new auditors by Jan 2015.</p> <p>DK noted that, ideally, the annual accounts should be submitted for the AGM. AJ advised that WT are not obliged to audit the accounts due to the company's size. AJ advised that the finances will be submitted at the AGM and will be the same as the accounts once audited. AJ requested for MB/BL to check that the financials are on the website.</p> <p>MJB thanked DK for her hard work.</p> <p>2.3 Performance</p> <p>MJB noted that the Performance Report had been submitted late so not everyone had had a chance to read it prior to the meeting. MJB talked through each athlete, as per the performance slide.</p>	<p>AJ</p> <p>MB/BL</p>



	<p>TO noted that the quality of Tri-Stars coming through the pathway is not as good quality as athletes coming from single sports into triathlon. MW responded that he is currently working with Rich Brady (RB) and Andrew Deans (AD) to improve Tri-Stars training structure.</p> <p>2.4 Development, Marketing and Officials</p> <p>TO advised that development is focusing on the 2015-19 strategy. TO advised that the membership package will be looked at, including benefits and insurance, and this will be testing and consulted on.</p> <p>Workforce: TO advised that WT must look at the human resource needs and requirements for 2015-16, specifically looking at the operational plans and having realistic expectations about what can be achieved with the resources available. TO requested for a paper to be given to the Board giving resources and timescales to each operational objective. AJ requested for an annualised budget to accompany the operational plan for each section. BL noted that some flexibility is required when looking at the operational plan. TO stressed the importance of having a plan and strategy in place rather than working reactively. A discussion took place on realistic expectations given the resources available.</p> <p><i>Break</i></p>	<p>BL</p>
<p>3.</p>	<p>3.1 AGM agenda and presentation</p> <p>MJB presented and talked through the draft AGM agenda and presentation.</p> <p><i>TO left</i></p> <p>BL discussed her slides on the WT strategy and the goals for WT. MJB suggested including an explanation of the hierarchy for the members attending the AGM. BL advised that she and MB will be contacting all WT clubs to remind them of the AGM and to ask how many members will be attending.</p> <p>A discussion took place on the use of video conferencing for future AGM's.</p> <p>AJ gave a run through of his financial presentation.</p> <p>MJ was asked to check the video conferencing facilities in advance.</p> <p>JB gave a run through of her safeguarding presentation,</p> <p>MJB requested that all presentations are saved to the shared</p>	<p>BL/MB</p> <p>MB</p>



	<p>Dropbox file.</p> <p>3.2 Partnership Agreement</p> <p>AJ advised the board that the Partnership Agreement had been submitted and there were significant improvement from 2013. AJ advised that the working groups should feed into future Partnership Agreements. BL advised that she will re-circulate the Partnership Agreement to the Board. AJ thanked BL for her work in pulling the Partnership Agreement and scenario planning document together for submission</p> <p>3.3 Sponsorship</p> <p>CW presented a sponsorship proposal to the Board for consideration. CW will check for any possible conflicts of interests. It was agreed that the sponsor would present at the next Board Meeting and a paper would be submitted in January to accompany this. **See post meeting notes**</p>	BL
4.	<p>4.1 A.O.B</p> <p>AJ informed the Board of his resignation. AJ advised that he will stay in place until a replacement is found.</p> <p><i>Welsh Triathlon staff were asked to leave due to a sensitive topic for the Board to discuss. MB and BL left the meeting</i></p>	
7.	<p>Dates and Venue of Board Meeting</p> <p>Wednesday 14th January 2015 at 6pm in Sport Wales.</p>	

****Post Meeting Notes****

3.3 - CW circulated the prospect's proposal and the background paper after the AGM and sought Board members opinion. The purpose being to seek recommendation of approval / further dialogue with the prospect in-between meetings as the proposal was time sensitive. Following a few requests for clarification and conditions to be met, the Board accepted the proposal. It would only have been necessary to invite the prospect to the next meeting should there be outstanding queries or issues.