



**Welsh Triathlon (WT)**

**Minutes of the Board Meeting**

**held at 6pm on Thursday 11<sup>th</sup> September 2014 at Sport Wales, Sophia Gardens, Cardiff**

Present: Chris Butler-Donnelly (CBD), Mike Battersby (MJB), Mollie Borg (MB), Will Thomas (WLT), Carwyn Williams (CW), Mark White (MW), Joy Bringer (JB), Neil Emberton (NE), Tom Roberts (TR), Rich Brady (RB)

Apologies: Tom Overton (TO), Beverley Lewis (BL), Deborah King (DK), Andrew Johnson (AJ),

Item	Minute	Action
1.	<p><b>1.0 Welcome and apologies for absence</b></p> <p>Apologises for absence received from TO, BL, DK and AJ.</p> <p><b>1.2 Declaration of Interest</b></p> <p>None</p> <p><b>1.3 Approval of Minutes from the last Board Meeting</b></p> <p>Approved</p> <p><b>1.4 Matters arising not covered by this agenda</b></p> <p>MJB advised he wished to add the attendance of WT representatives at the forthcoming BTF dinner on 14<sup>th</sup> November to AOB.</p> <p><i>(CW arrives)</i></p> <p><b>1.5 Key Performance Indicators (KPI's)</b></p> <p><i>(PowerPoint presentation)</i></p> <p>CBD presented the KPI's 2014/15. CBD advised that the Sport Wales (SW) KPI of active Sport Leaders will need to be reviewed. This will be discussed further in the General Manager (GM)'s report. CBD also advised that the KPI of income generation also needs to be reviewed. This will be discussed at the next High Performance Organisation (HPO) meeting.</p> <p>It was noted on the Sponsorship KPI that Sigvaris was coloured 'amber' as they had only provided products at the very end of the race season and had provided no promotional</p>	<p>HPO</p>



	<p>material.</p> <p>CBD confirmed that JB is the new Welsh Triathlon Board Representative for Equality and Diversity. The action plan for what is required to obtain the Equality and Diversity Preliminary Level will be completed in April 2015.</p> <p>CBD advised that AJ had confirmed there was no known financial issues. AJ will meet with the Welsh Triathlon staff week commencing 15<sup>th</sup> Sept 2014. AJ will ensure that WT has reconciled the accounts with BTF.</p> <p>WLT advised that the Performance KPI's will be discussed in the Performance Report.</p> <p>CBD advised that all other KPI's are looking on target. MB confirmed that there are four coaching courses starting in Sept/Oct 2014 which will change the KPI from 'amber' to 'green'.</p> <p>TR advised he will discuss the official numbers in more detail later in the meeting.</p> <p>CBD summarised that the three key KPI's to address are the active leaders, officials and income generation.</p> <p><b>1.6 Welsh Triathlon General Managers Report</b></p> <p>RB confirmed that Tom Cole (TC) would be leaving his post on 7<sup>th</sup> November 2014.</p> <p>MB confirmed that self-assurance is on track to meet the 3rd November 2014 deadline.</p> <p>RB advised the Board that due to the fact the previous Development Manager did not secure funding for the leadership scheme there needs to be a re-think regarding the KPI's. CBD suggested that TO looks at the financial implications of the leadership scheme and report back to the Board.</p> <p>RB advised the Board that himself and WLT would be meeting the new BTF Performance Pathway manager, Dan Salcedo, on Friday 12<sup>th</sup> September 2014.</p> <p>RB advised that the Young Ambassadors scheme was very possible for Welsh Triathlon to roll out.</p> <p>NE suggested to speak to Rob Guy (Sport Leaders UK) who may be able to help Welsh Triathlon. NE advised he will speak to BL.</p>	<p>Development, Marketing and Officials sub-group (TO, TR, MW, CW)</p> <p>NE/BL</p>
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	<p>JB queried if Sport Leaders would be beneficial to triathlon. RB noted that the low number of Tristars and Youths in triathlon may make the reality more difficult.</p> <p>CBD advised that BL should look at the previous Leadership proposal and outline the benefits. CBD noted that the goals may need to be revised.</p> <p>RB advised the Board that Powerbar and Neovite are not Sport Accredited, which may be an issue in an elite sport. A discussion took place on sport supplements. RB advised that he will speak and get guidance from Lundi (BTF Sponsorship Manager). JB suggested getting athletes to sign a disclaimer, particularly if they are under 18 years old.</p> <p>CW advised that he will be reviewing the current sponsorship partnership agreements, by the end of 2014.</p> <p>RB advised that the Event Committee had met to review and decide on the tender documentation for the 2015 National Championship and TriStar events. All events had been decided except the Aquathlon, which will be confirmed by the next Board Meeting. RB also advised that the Tristars events will be confirmed by the next Board Meeting, especially as no open water event had tendered.</p>	<p>BL</p> <p>RB</p> <p>CW</p> <p>Events Committee (TO, RB, TR, BL, CBD)</p>
2.	<p><b>2.1 External Relations</b></p> <p>MJB updated the Board on the most recent BTF Board Meeting. For published minutes of the BTF Board Meeting on 25<sup>th</sup> July 2014 see <a href="http://www.britishtriathlon.org/about/minutes">http://www.britishtriathlon.org/about/minutes</a></p> <p>MJB advised that he would find out if Cardiff was on the list to be included in the World Triathlon series in the future.</p> <p>MJB advised the Board to be aware that the ETU Long Distance event in 2015 will be on the same day as Ironman Wales.</p> <p>MJB advised the Board that the ITU have made the Age Group Sprint World Championship 'draft legal'. MJB advised to note this for future events. A discussion took place regarding 'draft legal' races.</p> <p>MJB advised that BTF are reviewing the membership publications and will trial an electronic version of Tri News.</p> <p>MJB advised that he will arrange to update CBD on the Stakeholder Management Plan via Skype.</p> <p>The CV of the new CEO of BTF, Jack Buckner, was presented.</p> <p><b>2.2 High Performance Organisation (HPO)</b></p>	<p>MJB</p> <p>MJB/CBD</p>



	<p>MJB advised that he will add the Events sub-group Terms of Reference to the Board Dropbox.</p> <p>CBD requested that everyone must use Dropbox for future Board reports.</p> <p>CBD advised that the Recruitment, Development and Succession policy is currently being looked at by the HPO group. The Skills Matrix has been completed by everyone, apart from JB. CBD requested for MB to add the Staff and Board Training Record to Dropbox.</p> <p>JB advised that she will meet with BL and Laura Whapham (LW) in September to discuss safeguarding.</p> <p><b>2.3 Performance</b></p> <p>RB provided the Board with an update regarding the Commonwealth Games (CWG). RB and the Board unanimously agreed that Team Wales did great and the Triathlon athletes were a credit to Wales.</p> <p>WLT noted that the media attention in the build up to the CWG was slightly unexpected and the Performance team were not prepared for the attention. CBD advised WLT and RB to meet and reflect on lessons learnt from Welsh Triathlon at the CWG. WLT advised that Welsh Triathlon were bound by the Team Wales selection criteria. A discussion took place on the selection criteria of other countries. CW congratulated both WLT and RB on doing an exemplary job in media interviews before and during the CWG.</p> <p>CW advised he will look into organising a free media training session for staff, board and athletes to attend. JB suggested also asking WSA if they have any training opportunities.</p> <p>RB advised that the performance team will review the podium potential of Welsh athletes.</p> <p><b>2.4 Development, Marketing and Officials</b></p> <p>TR provided a verbal update and advised the Board that there are currently not enough races for Local Technical Official (LTO) candidates to shadow, in order to complete their qualification. TR advised that he plans to develop training for RTO's in South Wales and will concentrate on LTO's in North Wales.</p> <p>TR confirmed that Welsh Triathlon also communicate with Triathlon England to look for events for LTO's to shadow, and visa versa.</p>	<p>MJB</p> <p>JB</p> <p>MB</p> <p>JB/BL</p> <p>WLT/RB</p> <p>CW</p> <p>Performance sub-group (WLT, JB, RB, BL)</p>
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	<p>TR advised the Board that he would like to provide kit for Technical officials. CW will look into finding a sponsor to sponsor the Official Kit. MB will send the Official Kit annual budget to TR and the rest of the Board.</p> <p>CW advised that he will meet with BL in September and the Development, Marketing and Officials sub-group will meet in October.</p> <p>CW advised the Board that part of the marketing strategy is to promote the benefit of membership to clubs. CW noted that, in comparison with other NGB's, Welsh Triathlon has more sponsors. CW advised the Board that Welsh Triathlon must manage the expectations to sponsors.</p> <p>MW noted that Welsh Triathlon must be aware of the time constraints and deadlines to get sponsorship deals secured for 2015. CBD advised CW to meet to review the sponsorship partnerships sooner rather than later.</p> <p>CBD requested that CW present an example of a new sponsorship, its implications, benefits, costs etc.</p> <p><b>2.5 Events</b></p> <p>MJB advised that he will update and present the Event strategy at the next Board Meeting.</p> <p>It was noted that Welsh Triathlon may be able to make more revenue through events than from membership. RB suggested making National Championship events NGB run only.</p> <p>It was noted that the volunteers strategy would be discussed at the forthcoming club forums.</p> <p>CW advised that he had spoken to Helen Jenkins recently who had agreed to be an ambassador for encouraging Welsh Triathlon membership.</p> <p>It was agreed that all the topics discussed under 'Events' would be given to the new Development Manager to work on, including what topics to cover in the club forums.</p>	<p>CW MB</p> <p>CW</p> <p>MJB</p>
3.	<p><b>3.1 Agenda for Welsh Triathlon AGM</b></p> <p>CBD advised that the Welsh Triathlon AGM would be held on Tuesday 18<sup>th</sup> November at 7pm. CBD requested MB to look into options on how to video stream the AGM to members attending in North Wales. DK would also liaise with MB to ensure that the AGM is advertised correctly.</p> <p>CBD confirmed that the AGM agenda would follow the same</p>	<p>MB</p> <p>DK/MB</p>



	<p>format as the 2013 AGM, with the sub-groups each providing a report of between 3-5 slides.</p> <p>MJB confirmed that he would invite Jack Buckner to the AGM.</p> <p>CBD requested that all the sub-groups suggest topics to include in the AGM report, with the focus being on Welsh Triathlon's progression and revised strategy. It was agreed that the Performance sub-group to focus on the CWG and the HPO sub-group to focus on Safeguarding.</p> <p><b>3.2 Issues with Officials</b></p> <p>Previously discussed in 2.4</p> <p><b>3.3 Discussion and approval/rejection for Welsh Triathlon participation in the Association of Commonwealth Triathlon (ACT)</b></p> <p>MJB gave the Board a background to the formation of the ACT and the Board discussed whether to approve or reject Welsh Triathlon's participation. It was agreed that MJB would contact Sarah Springman and ask her to formally invite us to join ACT.</p>	<p>MJB</p> <p>ALL</p> <p>MJB</p>
4.	<p><b>4.1 Silent Papers</b></p> <p><b>4.2 Risk register</b></p> <p>Circulated prior to the Board Meeting.</p> <p><b>4.3 inSport NGB Panel feedback</b></p> <p>Circulated prior to the Board Meeting.</p> <p><b>4.4 Events Strategy Meeting Report – 31<sup>st</sup> July 2014</b></p> <p>Circulated prior to the Board Meeting.</p>	
5.	<p><b>5.1 Any Other Business</b></p> <p><b>5.2 Nominations for the Gold Pin Award</b></p> <p>After discussion it was agreed to nominate Mark Jenkins for the Gold Pin Award. RB will provide a citation to CBD and MJB.</p> <p><b>5.3 Nominations for Wales Sport Awards</b></p> <p>A discussion took place on who to nominate for the Wales Sport Awards. No nominations were forthcoming.</p> <p><b>5.4 Storage</b></p> <p>The Board approved to moving the SafeStore storage facility to a smaller unit to save money. In future such decisions should</p>	<p>RB</p>



	<p>fall within the responsibilities and are not for Board to approve.</p> <p><b>5.5 Coaching Course Dates</b></p> <p>MW advised that Welsh Triathlon must be aware of the Community Chest dates when booking coaching course dates. MB confirmed this information would be passed on to the future Development Manager.</p> <p><b>5.6 BTF Dinner – Friday 14<sup>th</sup> November 2014</b></p> <p>A discussion took place on who to invite to the BTF dinner. The Board agreed to book a table for the event. MB will check costings and confirm with Judith Brand.</p> <p>RB will speak to Non Stanford and Helen Jenkins to see if they are attending.</p> <p>CW provided a brief update on the BTF partnership with Synergy.</p> <p><i>Welsh Triathlon staff were asked to leave due to a sensitive topic for the Board to discuss. MB and RB left the meeting</i></p>	<p>MB</p> <p>RB</p>
7.	<p><b>Dates and Venue of Board Meeting</b></p> <p>Wednesday 12<sup>th</sup> November at 6pm in Sport Wales.</p>	