



**Welsh Triathlon (WT)**

**Minutes of the Board Meeting**

**held at 6pm on Wednesday 15<sup>th</sup> January 2015 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), Tom Roberts (TR), Will Thomas (WLT), Chris Butler-Donnelly (CBD), Neil Emberton (NE)

Apologies: Andrew Johnson (AJ) and Tom Overton (TO)

Item	Minute	Action
1.	<p><b>1.0 Welcome and apologies for absence</b></p> <p>Apologises for absence received from AJ and TO.</p> <p>CBD congratulated TO on the birth of his baby son.</p> <p>CBD advised the Board that AJ had been signed off sick from work and had thus stopped all his commitments, including his role as Director of Finance. It was noted that in terms of financial planning, AJ should be considered as no longer an active Director. CBD acknowledged the fantastic job AJ had provided during his time as Director of Finance and wished him a speedy recovery.</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>CBD advised that there were several items on the AOB list which would be covered at the end of the meeting. CBD advised that MB will be asked to leave when BL presents her Executive Officer presentation.</p> <p><b>1.5 Key Performance Indicators (KPI's)</b></p> <p>(PowerPoint presentation)</p> <p>It was noted that there was a slight drop in Junior Male membership, but this was due to the renewals cycle. CBD</p>	



	<p>confirmed that the Active Leaders plan was now obsolete and the end of year total needs to be changed to '0'. The focus will now be on Young Ambassadors instead. NE confirmed that SW is aware of the situation and reason behind the change of plan with Active Leaders.</p> <p>WLT confirmed that the year to date and end of year total is 3. WLT explained that this was due to the BTF performance pathway not taking on any new athletes this year, despite two Welsh athletes meeting the criteria.</p> <p>JB confirmed that Safeguarding was on track and BL confirmed that Welsh Triathlon had agreed to meet the Level 2 standard by June 2015. JB will meet with BL to discuss and update the safeguarding plan.</p> <p>NE and CBD agreed the need to meet to discuss the self assessment planning process.</p> <p>Sponsorship KPI's - on track</p> <p>Quality and diversity KPI's - ongoing.</p> <p>Financials – the current financial figures were not presented due to the lack of Finance Director.</p> <p><i>TR arrives</i></p> <p>Performance KPI's – no significant change.</p> <p>Officials KPI's – the previous Board Meeting official KPI's were presented as no change since then. TR updated the Board that he had sent out an audit to all race officials (RO) at the end of 2014. TR reported an approximate 50% response to the audit which the Board agreed was a positive result. TR confirmed that he had not included the candidates from the 2014 Local Technical Official (LTO) courses in the audit. TR advised the Board that out of an approximate 52 registered events in Wales only 6 still had no officials. MB confirmed that TR regularly keeps the WT office up to date with official correspondence and figures. TR agreed to update the Official KPI's for the next Board Meeting.</p> <p>Coaches KPI's – on target</p> <p>LTO/RTO course KPI's – TR advised that he has been in discussion with Andrew Deans (AD) to possibly tutor an additional LTO/RTO course in West Wales depending on demand. TR confirmed that the main focus for 2015 will be to run a LTO and RTO course in North Wales.</p>	<p>BL</p> <p>BL/JB</p> <p>NE/CBD</p> <p>TR</p>
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	<p><b>1.6 Welsh Triathlon General Managers Report</b></p> <p>BL confirmed that AD had passed his 3 month probation period and was now a permanent member of staff.</p> <p>NE confirmed that he was looking for alternative office space for WT in the Sport Wales (SW) building. JB queried how long WT would be expected to wait for this as an organisation. NE informed the Board he regularly keeps the WT staff up to date with any developments regarding alternative office space. At present there are several options being looked at and NE advised that will have another update in 4-6 weeks. BL confirmed that WT's grand-in-aid budget covers the office space costs.</p> <p>BL confirmed that the Board had agreed the AGM Director's Report in 2015 would be an electronic annual report.</p> <p>BL requested that CBD comment and return the WT Strategy urgently as it needs to be published on the WT website. CBD apologised for the delay and advised that it would be sent back in the next week.</p> <p>BL advised the Board that she would be attending the BTF strategy weekend on 17<sup>th</sup>/18<sup>th</sup> January 2015, which would cover most issues. MJB confirmed that he would also be attending. BL noted that it was important to ensure that WT unique identity is maintained should there be any discussion on strategic organisation changes. A discussion took place on the funding relationship between BTF and TE.</p> <p>BL confirmed that the safeguarding officer for BTF was only allocated 5% of her time to Safeguarding plus Equality and Diversity. It was agreed with the CPSU liaison officers at the meeting that this was not a sufficient amount of time and that this would be fed back to BTF.</p> <p>It was noted that WT are strongly supportive of BTF and the current initiatives from the CEO.</p> <p>MJB confirmed that he would be unable to attend the Special Meeting on 18<sup>th</sup> February 2015. CBD confirmed that the main purpose of the Special Meeting was to sign off the change in the Articles of Association and also to appoint BL as the new Executive Officer from March 2015. The Executive Officer's position would be ratified at the 2015 AGM.</p> <p>BL advised the Board that the self-assurance score for 2014 was disappointingly low. This was due to poor evidencing and BL recognised that, in future, more sufficient time needs to be given to reviewing the evidence and what is required. CBD also noted that the self-assurance system did not allow any changes once the 1<sup>st</sup> sign off had approved. NE confirmed that</p>	<p>CBD</p> <p>CBD</p>
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	<p>the score could not be changed but the self assurance report should be used as a tool for improvement and can be updated throughout the year. MJB suggested regular review of self-assurance at Board Meetings. CBD agreed that self-assurance should be reviewed at either May or July's Board Meeting.</p> <p>BL updated the Board on Safeguarding, advising that she had attended a meeting in Loughborough with Laura Whapham (Child Protection in Sport Unit officer), Gareth Hall, Ali Sibcy and the BTF CPSU official. BL confirmed that an agreement had been made that BTF would write a generic BTF Child Protection and Safeguarding Policy. BL confirmed that a meeting has been scheduled for April 2015 with BTF. JB and BL will meet week commencing 19<sup>th</sup> January 2015 to catch up on the Safeguarding policy. BL informed the Board that Welsh Triathlon is on target to obtain the Level 2 in Safeguarding by June 2015. BL noted that the minor incident at a recent National Talent Academy camp showed that correct safeguarding procedures are in place already, but more stringent ones will be put in place in future.</p> <p>BL advised that BTF are providing her with line management training. BL asked the Board if they would consider payment of her current mentor. CBD advised this will be discussed at the Executive Officer presentation later in the meeting.</p> <p>BL advised the Board that Kay Simmnet (KS) will support BL with WT financial issues, especially in the absence of a Finance Director. BL noted that she needed a better understanding of the financial spreadsheets produced by AJ. NE said that Dave Vickery can be used for financial advice, and can continue to be used when a new Finance Director is in place.</p> <p>BL explained that WT were still waiting for company credit cards. CBD advised that BL contact the bank directly. It was agreed that AJ's credit card statement would be paid in full. BL confirmed that she will meet with KS and CBD on 3<sup>rd</sup> February 2015 to discuss Home Nation affiliation fees and operational costs. BL said this had previously been agreed by AJ but it was essential that the Board understood the reasons for increased costs BL advised that the Service Level Agreement (SLA) meant that WT would be paying the true value for the services provided by BTF and this would increase considerably.</p> <p>A discussion took place about SLA with BTF It was agreed that an annual review of the SLA was required by the Board. CBD advised the Board that Ian Howard will be attending the next Board Meeting and this will be a good opportunity to discuss the SLA.</p>	<p>JB/BL</p> <p>BL</p> <p>CBD</p>
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	<p>BL confirmed that she would send all the Board directors a copy of the Home Nations affiliation fees with a breakdown of what WT is paying for.</p> <p>BL advised the Board that she had attended the TE membership review meeting as an observer, but had not received any additional information since the meeting. BL said that items discussed were member retention, benefits and a tiered membership system.</p> <p>BL advised that WT will be working with the BTF IT Manager, Frank Baddick (FB) to develop a regular e-newsletter. A discussion took place on the pros and cons of WT using the Sport Wales (SW) network. BL advised that she would ask FB to speak to SW IT department regarding the benefits and costs of using the SW network.</p> <p>CW advised the Board that WT sponsorship is in a transition period, with some sponsors no longer on board and new sponsorship deals pending. A discussion took place on the current sponsors and the value to being a WT sponsor. It was noted that WT currently run a successful TriStars and National Championships events each year which is effective to show sponsors WT's worth. It was also noted that due to WT's lack of resources it is heavily dependent on event organisers. A discussion took place on sponsorship with BTF and WT. MJB advised the Board he would update them after the BTF Strategy meeting on the commercial arrangements with BTF and the HN's. TR noted that some National Championship Event Organisers expect sponsor benefits. CW advised the Board that a meeting will take place between WT and a new sponsor to draft up and sign the contract. A discussion took place on the content of the contract.</p> <p>BL advised that WT had met with Swim Wales to discuss a possible collaboration. BL also mentioned open water swimming could provide a cross over to triathlon.</p> <p>BL advised the Board that a workshop had been arranged with Chris Jenkins for all WT Board and Staff to learn about the CWG and expectations. This workshop will take place on 11<sup>th</sup> February 2015 during the day.</p>	<p>BL</p> <p>BL</p> <p>BL</p> <p>MJB</p>
<p>2.</p>	<p><b>2.1 External Relations</b></p> <p>MJB noted that the External Relations board report had been submitted and circulated prior to the Board Meeting. MJB advised the Board that he had attended the BTF AGM and Awards night in November 2014, which included WT coach, Tony Dally, being awarded BTF Coach of the Year.</p>	



	<p>MJB advised that he had attended a virtual meeting with the BTF Board to discuss the selection criteria for the Rio Olympics.</p> <p>MJB advised that a BTF Events meeting was coming up. A discussion took place on BTF major events.</p> <p>MJB advised that the BTF ETU President's Meeting will take place in Loughborough on 31<sup>st</sup> January 2015 and MJB will be in attendance as an observer.</p> <p><b>2.2 High Performance Organisation (HPO)</b></p> <p>CBD advised that there had not been a HPO meeting due to the resignation of Deborah King and the absence of AJ.</p> <p>CBD updated the Board of the recent Director of Governance and Director of Finance applications. CBD advised that there were enough candidates for the Director of Governance position and he would circulate the CV's to the HPO group to recommend and arrange interviews. CBD requested that the Director of Finance position to be re-advertised and extend the deadline to 20<sup>th</sup> February 2015.</p> <p>CBD advised that the special meeting scheduled on 18<sup>th</sup> February 2015 would be short, focused and high level. MB confirmed that video conferencing had been booked from Deeside.. BL confirmed that the end of year accounts had been submitted for 2013. The Articles of Association still need to be uploaded to Companies House.</p> <p>CBD advised that he would speak to Kay Simnett regarding BL's change of role to Executive Officer.</p> <p><b>2.3 Performance</b></p> <p>WLT noted that the Performance board report had been submitted and circulated prior to the Board Meeting. WLT advised that the recent Performance Management Group (PMG) meeting was attended by himself, Rich Brady (RB) and Dan Salcedo (DS). WLT noted that Bronwyn Owen (a Welsh athlete living in England) had been left out of the athlete report this time but will be included in the next PMG report. WLT advised that he and BL had a meeting with Brian Davies, SW about how to make triathlon a priority sport for Sport Wales (SW). It was noted that individual cases can be put forward for funding to Sport Wales. BL pointed out that Commonwealth Games (CWG) medals were important to WT to obtain SW funding and this case for HN should be more forcefully raised when discussions at BTF level. A discussion took place on the CWG and it was agreed that WT needs to influence the BTF CWG programme in the 6 to 12 month lead up to the next</p>	<p>CBD</p> <p>MB</p> <p>MB</p> <p>BL</p> <p>CBD</p>
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	<p>CWG.</p> <p><b>2.4 Development, Marketing and Officials</b></p> <p>It was noted that Development, Marketing and Officials (DMO) had been discussed previously in the meeting. There had been no DMO management group meeting held since the previous board meeting.</p> <p>TR provided an update regarding the 2016 age group sprint legislation. TR advised an email had been sent to all Event Organisers. A discussion took place on Youth triathlete bike gear regulations. TR read out a list of future changes/rules for Youth triathlons. TR advised that approval will be sought from Home Nation coaches and DS is steering these changes. TR said that he is currently promoting more Motorbike Officials (MO) in Wales. TR advised the Board that he had recently attended the launch of the Cardiff Triathlon. BL reminded TR that any concerns should be given appropriately and to follow procedure. CBD advised TR to put concerns into writing and to copy Events, so they can take this into consideration for the Risk Assessment.</p>	TR/BL
3.	<p><b>3.1 A.O.B</b></p> <p>CBD advised that he will send the governance CV's to the HPO group at the beginning of the following week (week commencing 19<sup>th</sup> January 2015)</p> <p>The Board advised that the discussion about car branding can be covered in the Executive Officer presentation.</p>	
4.	<p><b>4.1 Executive Officer presentation (BL)</b></p> <p>Not minuted.</p>	
7.	<p><b>Dates and Venue of Board Meeting</b></p> <p>Wednesday 11<sup>th</sup> March 2015 in Sport Wales.</p>	