



**Welsh Triathlon (WT)**

**Minutes of the Board meeting  
held at 6pm on Wednesday 8<sup>th</sup> July 2015 at Sport Wales, Sophia Gardens,  
Cardiff**

Present: Chris Butler-Donnelly (CBD), Beverley Lewis (BL), Jon Blakemore (JnB), Joy Bringer (JB), Tom Overton (TO), Tom Roberts (TR), Mollie Borg (MB), Rich Brady (RB), Neil Emberton (NE) and Mark White (MW)

Apologies: Will Thomas (WLT), Mike Battersby (MJB) and Carwyn Williams (CW)

Item	Minute	Action
1.	<p><b>1.0 Introduction</b></p> <p><b>1.1 Welcome and apologies for absence</b></p> <p>Apologies received from WLT, MJB and CW.</p> <p><b>1.2 Declaration of Interest</b></p> <p>TO reminded the Board of his ongoing conflict of interest regarding the Community Sport Project (CSP).</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>None.</p> <p><b>1.5 Key Performance Indicators (KPI's)</b></p> <p>(PowerPoint presentation)</p> <p>The Sport Wales (SW) expectations were all on track or achieved, apart from income generation which remained red. CBD queried if the Governance and Leadership Framework (GLF) workshop had been confirmed. CBD was advised that not all Board Members had completed the Doodle poll. CBD reminded the Board that they must complete the Doodle poll to indicate availability.</p> <p>BL advised the Board that there had been an increase in membership. CBD requested that the Commonwealth (CW) medals are removed from this years' KPI's.</p>	<p><b>ALL</b></p> <p><b>BL</b></p>



	<p>BL updated the Board on the Sponsorship KPI's, advising that the Cuda partnership was being rolled into next year due to problems meeting the short deadlines for roll out. Cuda had provided goodie bags at recent TriStars races. CBD requested that the Cuda KPI gets changed to 'orange' for the next Board Meeting.</p> <p>MB advised the Board that Welsh Triathlon (WT) had begun working towards the Preliminary Level of the Equality Standard in Sport. An Equality and Diversity working group had met twice (consisting of MB, BL, JB TO). MB had attended a recent Equality and Diversity (E&amp;D) induction workshop in Sport Wales.</p> <p>JnB presented the Finance KPI's and advised the Board that he needs to check some figures from the last financial year.</p> <p>RB advised that there were no comments to be made on the Performance KPI's.</p> <p>TR updated the Board on the Official KPI's, advising that one 'green' official was not qualified to officiate in UK domestic races and one LTO had resigned.</p> <p>CBD queried if the Leaders KPI was still applicable. BL advised that WT is working on the TriLeaders initiative with British Triathlon (BTF). BL also advised that at least 2 Welsh coaches would be applying for the forthcoming Level 3 Triathlon Coaching course to be run by BTF.</p> <p>MB presented the results from the recent new membership benefits email, sent to all WT members on Tuesday 30<sup>th</sup> June 2015. The results showed an increase in membership renewals and sign ups in the days following the campaign. It was noted that this proved the need to continue to promote membership. TR queried how many day licenses were bought at Cardiff Triathlon event. BL advised she would check.</p> <p><b>1.6 Executive Officers Report</b></p> <p>BL explained the need for a glass partition in the new Welsh Triathlon office, saying a separate space was required for privacy and one-to-one meetings. BL advised that the costs had already been sent to CBD and JnB. One quote had been obtained for £2200k. Sport Wales (SW) had confirmed that they would not be able to cover the costs of the partition. CBD queried if the cost could be VAT exempt. NE advised he will check with Steve Carr (Sport Wales Maintenance Manager). TO advised that more than one quote should be obtained for due diligence. The Board approved the need for the glass</p>	<p>BL</p> <p>JnB</p> <p>BL</p> <p>NE</p>
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	<p>partition but requested that BL sends the final costs/quote to the Board for final approval.</p> <p>BL advised the Board that a day should be arranged for the Board to review the strategy. CBD advised that a date would be made for September or October. BL advised that no firm decisions could be made regarding the Community Sport Project. MB would send out a Doodle poll to all Board members to indicate their availability for a strategy review day.</p> <p>BL asked the Board if MJB had shared the BTF strategy. The Board advised that no one had received this information yet. BL advised that she would circulate the draft document for the Board to review. Branding concepts had been circulated and Board had fed back. NE queried if the draft document would be consulted on widely. BL advised that that only the Home Nations had been consulted on the document.</p> <p>BL advised the Board that WT still did not have a credit card. CBS requested that JnB arrange a credit card for WT as a matter of urgency. BL confirmed that QuickBooks would be used for all financial reporting going forward. JnB had confirmed that the accounts would be signed off by the accountants in the next 2 months.</p> <p>BL informed the Board that WT had already used up its accommodation Grant In Aid budget for SW in Cardiff. Budget remained for Plas Menai, which RB was looking to use for autumn camps. The facility budget is also nearly depleted. NE advised that, at present, there is no room for flexibility with Grant In Aid but there would be a review of NGB underspends in the next few months. NE also advised that the level of funding for 2016-17 would, inevitably, be less than in previous years and WT should consider the need for scenario planning.</p> <p>BL advised that both membership figures and social media stats had increased.</p> <p>BL advised that WT need to organise a meeting with Pedalcover. It was agreed that CW would contact Pedalcover to set up the meeting.</p> <p>BL advised that the recent Cardiff Triathlon was well received by athletes though there were some issues which would need to be addressed for future events. TR advised that he would be working with the Chief Official to enhance the swim and improve the event from a safety angle.</p> <p>BL advised the Board that WT had received 4 complaints following the recent IRC qualifying event at Parc Bryn Bach. BL credited Andrew Deans (AD) for the production of an excellent</p>	<p>BL</p> <p>BL</p> <p>MB</p> <p>BL</p> <p>JnB</p> <p>CW</p>
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	<p>race pack and attention to detail which made response to these complaints concise. BL confirmed that the main issue with the race was WT putting males and females of differing abilities in the same wave.</p> <p>TR advised that he had submitted his race report and had started the discussion on how to improve the event going forward. CBD queried if non-experience young triathletes know the details and rules of the race. JB queried the reason for lapping/drafting. TR confirmed this was a safety issue. TR recognised how good BL had been at the event dealing with parents and coaches in difficult circumstances. TR also advised that Rules &amp; Tech would be looking at children's events in more detail, such as Codes of Conduct etc. CBD queried if triathlons could be graded for ability. MW advised there is not enough competition to allow for this. TO pointed out that whilst, most of the time, rules were abided by, there will always be an element of human error in race situations. JnB suggested adding a line to the entry form asking 'is this your first event'?</p> <p>BL advised that the Kids of Steel events were underway, with the events in Mold and Swansea completed. The three Kids of Steel events in Wales would see over 3000 children taking part.</p> <p>It was noted that the forthcoming women's only novice triathlon was still very low on numbers. A joint advertising campaign was underway between Tenovus, WT and Healthy Life Activities.</p> <p>JB queried if the Kids of Steel competitors go on to join junior clubs. RB noted the difficulty in getting youngsters into the sport. A discussion took place on how to get participants from Kids of Steel events to participate in clubs and the sport in general. TO suggested that WT could target one school and work to set up a new junior club this way.</p> <p>BL advised that a meeting had been held with the Elite Performance Group, which was very successful and allowed for information sharing.</p> <p><i>10 minute break</i></p>	
2.	<p><b>2.0 Directors Reports</b></p> <p><b>2.1 External Relations</b></p> <p>MJB not present report - as read</p>	



	<p><b>2.2 Performance</b></p> <p>The athlete report spreadsheet had been sent out prior to the email but no Directors report. RB summarised. He advised that the recent event at Blenheim had seen 20 Welsh athletes competing at performance level, covering all age categories. RB noted that this showed the progression made at Performance level. The Welsh athletes obtained a Bronze medal in the Senior Male category and a Gold and Silver in the Junior Women category. RB advised that several Welsh athletes have been selected for GB teams, including Bronwen Owen competing in Geneva (the only Junior Female GB athlete), Zoe Thomas competing in the Under 23's and Issy Morris being chosen as a travelling reserve.</p> <p>RB advised that WT now has a draft anti-doping strategy which UK anti-doping have reviewed. The next step is for the WT Board to review the document. TR noted that anti-doping may start on age groupers. RB confirmed that age groupers are covered in the policy. RB advised that WT are leading the way. CBD queried if any other NGB's had an anti-doping policy. TR advised that anti-doping are at most events.</p> <p>RB commented on the success of Llanelli which held the British Junior Series event. The venue is also a potential paralympic selection event. TR agreed that the event was very successful with both WT and BTF staff in attendance.</p> <p>It was advised that Will Thomas (WLT), Performance Director, is awaiting his visa to move to Hong Kong.</p> <p>A discussion took place on the current Board vacancies. BL advised that no suitable candidates had applied for the position of Chair or Director of Performance. CBD advised the Board to be proactive in networking for possible Director candidates.</p> <p><b>2.3 Development, Marketing, Events and Officials</b></p> <p>TO advised the Board that the DMG group is used to help steer operational plans, providing ideas on how to increase membership and giving direction to the operational team. TO advised that a decision had been made not to provide discounted day licences to an Event Organiser asking for special treatment but other avenues were to be explored.</p> <p>TO advised the Board that the DMG group were looking to cross collaborate with other sports, both at operational and Board level. BL advised that a Memorandum of Understanding would be signed with the other sports.</p> <p>TO advised the DMG group had discussed WT's role and it</p>	<p>BL TO SEND TO ALL BOARD</p> <p>ALL BOARD</p>
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	<p>was agreed that it was about developing the sport and not delivering the sport, i.e. WT would facilitate and encourage but not deliver their own events.. It was agreed that in the right circumstances sub-contracting events would provide an opportunity to generate income.</p> <p><b>2.4 High Performing Organisation (HPO)</b></p> <p><i>RB, NE and MB left the room whilst the Board discussed the update on staff contracts (confidential).Not minuted.</i></p> <p><i>RB, NE and MB return to the meeting.</i></p> <p>CBD provided an update to the Board, advising that Rhian Bowen Davies (RBD) had not taken up her role as Director of Governance and had formally stepped down from the position. A discussion took place on appointing Llyr Roberts (LR) to replace RBD. TO advised that he would support the decision to appoint LR as he'd already gone through the recruitment process and had been working on the HPO group as a volunteer since then. NE queried LR's background and CBD advised that LR had a strong governance background from the Football Association of Wales. The Board agreed unanimously to vote LR onto the Board of Directors as Director of Governance. MB confirmed that she would remove RBD's WT email address and provide LR with a WT email address.</p> <p>BL confirmed that the safeguarding policy had been edited by BL and MB. The policy was currently with JB and once completed would be sent to BTF and be published on the WT website. BL advised that the BTF safeguarding officer had left the organisation and a replacement had not been announced. There was now one NSPCC safeguarding liaison officer working with both BTF and WT.</p> <p>CBD confirmed that all staff appraisals had been completed and BL will circulate her 2015/16 objectives from her appraisal to the board so that they are both aware, and can support her in achieving them.</p>	<p>MB</p> <p>JB</p> <p>BL (Completed)</p>
3.	<p><b>3.0 Items for discussion</b></p> <p><b>3.1. Branding and Strategy</b></p> <p>BTF were looking to WT to deliver agreement on the BTF Strategy in Liverpool alongside the Branding.</p> <p><i>BL circulated a paper copy of the proposed new logo/branding to all present.</i></p> <p><b>3.2 Office partition</b></p>	<p>BL</p>



	<p>Previously discussed in Executive Officer Report.</p> <p><b>3.3 Athletes Coaching Framework</b></p> <p>RB presented the Athletes Coaching Framework to the Board.</p> <p>RB explained that the Welsh Triathlon Coaching Framework award scheme is a project that he has been working on. RB advised that the first draft of the Coaching Framework is being put together, which includes the age and stage of each athlete and their training specialities. There will also be a TriStars Award Scheme. RB confirmed that this Coaching Framework did not currently exist at British level. RB advised that he had consulted the regional coaches and the Performance Centre coach to help put together the Coaching Framework draft. The idea behind the Coaching Framework is to provide a framework to aid and guide coaches to develop young athletes and provide inspirational motivation for young athletes, thus engaging with both coaches and young athletes.</p> <p>RB advised that he would look at the Swim Wales Aqua Passport as an example of how to roll out the Coaching Framework.</p> <p>A discussion took place about how a TriStars Award Scheme would work, including the use of technology and online facilities. RB advised that he would speak to Marc Arnold from Swim Wales next week to discuss the Aqua Passport.</p> <p>RB advised of the timescale for the draft Coaching Framework and Awards. Draft to be done by Dec 2015, the pilot awards scheme to be launched between Jan – March 2016, develop and finalise the product between April – Sept 2016 and for the Awards scheme to be fully operational by Sept 2016.</p> <p>The financial implications were noted and RB advised that the project may be part of the next submission for the new financial year. RB advised that conceptually the project was likely to cost around £10k. A discussion took place on how to fund the project, including getting a sponsor. MW queried how much it would cost per child.</p> <p>The Board agreed that RB could continue with the project, but that a fully costed paper would need to be approved by the board prior to the expenditure of funds.</p> <p><b>3.4 Equality and Diversity Issues</b></p> <p>None raised</p> <p><b>3.5 Safeguarding</b></p>	<p>BL</p> <p>BL</p>
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	None raised	RB
4.	<p><b>4.0 Meeting closure</b></p> <p><b>4.1 Any other business</b></p> <p>TR advised that the gear restrictions rule introduced at the recent IRC qualifiers worked well.</p> <p>CBD confirmed the approval of Llyr Roberts and suggested that WT should advertise for sub-group members.</p> <p><b>4.2 Date of next meeting</b></p> <p>Wednesday 9<sup>th</sup> September 2015 at 6pm in Sport Wales</p> <p><b>Reports to be sent by 2<sup>nd</sup> September 2015</b></p>	All Sub-Groups