

**Welsh Triathlon (WT)
Minutes of the Board meeting**

**held at 6pm on Wednesday 11th November 2015 at Sport Wales, Sophia Gardens,
Cardiff**

Present: Mike Battersby (MB), Beverley Lewis (BL), Jon Blakemore (JnB), Tom Roberts (TR),
Amy Jenner (AJ), Neil Emberton (NE), Llyr Roberts (LR), and Carwyn Williams (CW)
Apologies: Joy Bringer (JB) and Tom Overton (TO)

Item	Minute	Action
1.	<p>1.0 Introduction</p> <p>1.1 Welcome and apologies for absence</p> <p>Joy Bringer (JB) and Tom Overton (TO)</p> <p>1.2 Declaration of Interest</p> <p>None presented</p> <p>1.3 Appoint Interim Chair</p> <p>MB appointed MB introduces himself as interim Chair and gives a profile about himself, explaining that BL as part of the GLFW Principle 2 action plan, would like each director to give a short presentation on themselves at each board meeting. MB nominates TR to prepare his profile for the next meeting.</p> <p>1.4 Approval of Minutes from the last Board Meeting</p> <p>Approved. AJ to prepared for the website</p> <p>1.5 Matters arising not covered by this agenda</p> <p>None.</p> <p>1.6 Key Performance Indicators (KPI's)</p> <p>BL advised these had been made available prior to the Board Meeting in the Board shared Dropbox. BL reported our award of the Level 2 in Safeguarding. BL discussed that the Tristar dates need setting up asap by AD & RB. There was a discussion regarding sponsorship which will be picked up at the strategy meeting in December.</p>	<p>TR</p> <p>AJ</p> <p>AD/RB</p>
2.	<p>2.0 Directors Reports</p> <p>2.1 WT Executive Officers Report</p>	

	<p>BL discussed the interviews being held for the new chair position on the 17th November 2016. There are 3 candidates. BL is confident that the panel is more than competent to select a Chair. CW said he is now available to join the panel if needed.</p> <p>Mollie Borg has left her position as office administrator and AJ joined. BL commented on how well AJ has got up to speed and how she has attended training in Loughborough.</p> <p>Rich is back from 'fit to work' leave after his Achilles problem, he is still in a boot, and is working predominantly from home. BL said a few items of work had been delayed by his injury but the office has limited the impact as much as possible. Andy Lane has also stepped in to Loughborough meetings on RB's behalf.</p> <p>MB talked about the upcoming BTF board meeting which will be aimed at performance and that if BL was to attend she should take the lead rather than MB. BL said she had not been invited to the BTF Board Meeting. Although MB wants issues raised about 'what we have to do to better our pathway BL will talk to Brendan about performance before the board meeting. (Note: post meeting BL was invited and did attend BTF board meeting focused on performance.</p> <p>Doodle poll is out ready for the next strategy review meeting in December. But if the time is difficult then maybe postpone it to January. J to forward responses</p> <p>Equality & Diversity (E&D) currently well on track working toward the preliminary level. AJ and BL have attended a Meeting and a workshop. Part of the workshop was around LGB&T – which we have taken immediate action by bringing the subject into our club forums which are being held this month.</p> <p>LR asks if we have collected our own data, BL replied that we carried out an audit in the summer we need to evidence it for Preliminary level.</p> <p>MB asked were there any LGB&T clubs in the country. But there are none that we are aware of like with other sports – Rugby and a master's swim club.</p> <p>We need to make sure that our clubs are welcoming to all.</p> <p>As for the next E&D level. We have to provide evidence by the end of February 2016, and meet with the Panel mid-March 2016.</p> <p>We need to be pro-active and push BTF to make progress with their E&D levels as they seem at a stand-still.</p> <p>We have been awarded our level 2 in safeguarding which will be presented to us at the AGM. BL asked NE to present us with the award.</p> <p>The Board agreed that they were happy for BL to interview them as a 121 on Governance issues for her MA.</p> <p>CBD didn't complete a Board evaluation before leaving. So the Board agreed for SRA to be asked to help us complete and develop an evaluation process. Although MB thinks we should use both SRA and the BTF template as well. He doesn't consider it to be too much extra work. LR stated that if we do involve SRA then it needs to include clear ongoing plan. BL says that SRA help is free of</p>	<p>BL</p> <p>AJ</p> <p>BL</p>
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	<p>charge, they aim to set us up, build a programme for us. We will be a pilot NGB. BL will approach SRA</p> <p>BL states that our Self Assurance has been submitted. The anticipation is that the score will go up.</p> <p>BL says that in the drop box file there is now a list of policy documents that will be reviewed at each meeting starting in January. Board members to make themselves aware of the up and coming documents and prepare comments prior to meetings.</p> <p>BL thanked JnB for his assistance in submitting the funding submission which went in on time.</p> <p>NE leaves Board meeting</p> <p>Rob Bishop from BTF Go Tri came to office today. BL says that once Sport England give permission for TE to release the product we can go ahead and roll out GoTri in Wales. This will be done in partnerships. The information packs can be adapted to take it to schools ready for the Cardiff Games, community sport partners and Streetgames offer, and the standard GoTri format for clubs and fitness centres. We will pilot it under the GoTri brand and feed any pilots back to Triathlon England.</p> <p>Our Membership is up 5%, Twitter 5% and Facebook 7% since the last board meeting.</p> <p>BL said there had been no progress with sponsorship. BL says the next strategy review meeting should focus on sponsorship. CW suggests that there should be a process in place to manage partnerships with sponsors.</p> <p>MB thinks with the new branding about to launch we ought to get more help from the BTF. We need to discuss at the next strategy review meeting.</p> <p>LR also thinks at next strategy meeting we should look at time management.</p> <p>MB will set an agenda for the next Strategy meeting.</p> <p>2.3 Performance</p> <p>RB is organising our own Skills School. For the Commonwealth Games (CWG) we need to appoint an internal Team manager. We need someone on board now so they get to know the athletes and become part of the team. JB and BL are looking into now.</p> <p>Looking ahead to the CWG in Durban 2022, paratriathlon will feature which is important going forward. We need to develop a strategy for how we will encourage and develop paratriathletes alongside our abled body athletes to take advantage of the medal tallies.</p> <p>2.4 Development, Marketing, Officials & Events</p>	<p>BL</p> <p>All</p> <p>MB</p> <p>JB/BL</p>
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	<p>Pembrokeshire triathlon was the obvious choice for Standard Distance National Champs, particularly as it was awarded BTF event of the year in 2015. BL has said it for Andrew Deans (AD) to meet with Activity Wales (AW). BL says next year we need to establish a better profile for our NC's as we didn't receive many tenders this year.</p> <p>Triathlon will be the Grand Finale at the Cardiff Street Games at the end of June 2016.</p> <p>Medal Ceremony were held in North Wales last weekend for the Tri – Star series.</p> <p>Tenovus would like to hold another woman only Tri. We need to find a race organiser to complete a pool base event and follow up with HLA to see if they will hold the same event next year.</p> <p>Club forums are taking place this month and next – 3 in total, led by AD</p> <p>Coaching Courses are going on as previous years.</p> <p>Cardiff Street Games: we will discuss how we accomplish this with SC. Aquathon, Duathlon may be an option. We will supply resources to schools</p> <p>In a similar way we will work with BME and Insport – Insport is running parallel with E&D</p> <p>MB suggested that at the next board meeting we should discuss how members & Clubs work regarding Home Nations.</p>	<p>BL/KK</p>
<p>3</p>	<p>3.3 Chair Position</p> <p>No new comments</p> <p>3.4 Approval for appointment of Director of Performance</p> <p>The Board unanimously voted in favour of appointing Ken Kelly.</p> <p>3.10 Re-Brand</p> <p>MB gave a history of WT and the BTF/TE organisational structure</p> <p>BL discussed her concerns with the BTF regarding the new branding. These concerns are not based on the principles of the re-branding but of the implementation and implications around profile.</p> <p>MB suggested we need to be strong regarding federal branding and make our concerns heard. Welsh members need a Welsh profile. In regards to re-branding costs we should enlist help from BTF.</p>	

	<p>MB suggests that we need an events person getting us local sponsorship. – Could BTF give us someone? We need to go grow, and if we grow BTF grows. We need to go to them with a business plan as to why we need help. MB we need to make our issues know.</p> <p>Re-Brand press release will go out first, so we can answer any questions that members may have about the re-branding. CW has put in place social media changes to be in effect from the 16th November when the website logos change.</p> <p>We will officially launch our re-branding at our AGM</p> <p>MB went through BL's Agenda for the AGM LR & JB need to do HPO slides BL will collate slides for AGM</p> <p>If RB isn't available to do his part BL will deliver performance</p> <p>JnB handed out HSBC forms for each board member to fill out and return to BL by Monday 16th November – a hard copy is preferred. A photocopy of a bill (showing address) and photo ID is required and needs to be signed and attached with the forms.</p> <p>TR provided an update on Rules and Tech. The Rule book is in the process of being re-written. The last edition was 4 years ago. There is New technical official strategy Plan for 2016/2017. There will be a new section about the use of Drones at Events, and there will be redevelopment of open water swim guidelines.</p>	<p>MB</p> <p>CW</p> <p>BL</p> <p>Board</p>
<p>4</p>	<p>Meeting Closure</p> <p>4.1 Any Other Business</p> <p>Evaluation sheet needs to be done by all board members for GLFW</p> <p>AJ to email all board members a list of the board meeting dates in 2016</p>	<p>All</p> <p>AJ</p>