

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting		
11 th May 2016	Attendees: Paul Tanner (PT) Mike Battersby (MB) Llyr Roberts (LR) Tom Overton (TO) Carwyn Williams (CW) Jon Blakemore (JnB) Beverley Lewis (BL) Andrew Deans (AD) Amy Jenner (AJ) Sarah Roberts (SR)	
Chairman	Paul Tanner	
Note taker	Amy Jenner	
Apologies	Tom Roberts (TR) Joy Bringer (JB) Ken Kelly (KK)	
Chairman's Opening		
The regular meeting of the Welsh Triathlon was called to order at 18:00 on 11th May 2016 in Sport Wales by PT. PT welcomed AD and SR to the board meeting.		
Conflicts of interest		
TO said about his ongoing work with Sport Wales		
Approval of minutes from 9 th March 2016		
Minutes Approved		
Matters Arising not covered in this agenda		
No Matters Arising		
Action Items	Person Responsible	Deadline
Board Directors Profile		
With the absence of JB, SR gave us a quick overview of her role with Sport Wales and how she will work as our liaison officer. SR said she can attend board meetings, but would like to know whether she is needed for part or all of each board meeting.		
Action Items	Person Responsible	Deadline
PT to decide when SR is needed for each board meeting	PT	8 th June
Development Sub-Group Report: Bullet Point Update TO		

Welsh Triathlon Board Minutes

TO said he was conscious that we are presenting board papers in in different formats. PT asked the board do they all agree to use the boxed format to present the board papers from now on, and it will be reviewed after the next board meeting to see if board members are happy using the format.

TO said that Ian Liddiatt (IL) had joined the sub group and he is fantastic and had brought energy. TO said that Hannah Mawson (HM) hasn't the capacity to commit to full time, but she will be kept in the loop due to her knowledge in children's participation and links to University's. TO had also suggested that CW could join the sub group as he has stepped down from his role as Director of sponsorship and marketing CW remained un committed. PT asked whether it would work with HM being involved at certain times. TO said HM will be valuable when we are working with workforce and rolling out GOTri.

AD said that the races looked better this year with the new branding - flags, scrim, medals. AD said the more impressive a race looks the more organisers want to tender. BL suggested that in the tender documentation we have that the WT Scrim and Flags have prime position.

TO said that the upcoming challenge we are going to have are if Non and Helen win a medal at the Olympics. We need to make the most of that opportunity. TO said we don't want children to watch the race on TV and then can't join a club or participate in a race as they are full. SR said we should touch base with Welsh Gymnastics about their legacy plan. PT asked should we organize one special event around the Olympics. BL said that we are having a meeting with Jane Thomas about campaigns in the lead up to the Olympics. TO said we have to start legacy well before the Olympics.

TO said that he has a second recommendation that we need to be bringing big glam events to Cardiff. PT asked if board are happy to agree to recommendations.

Welsh Triathlon Board Minutes

BL said that the staff from the WT office went to meet Helen Jenkins and she was pleased to see us and get a mug from us which she later tweeted about.
TO said that in terms of collective approach the legacy should be on the agenda of every sub group meeting and that we should use BL as the person we go to for updates.

JnB said that he had just looked at the GOTRI website and it is very 'English'. BL said we are going into it slowly; we have only just got GOTRI into Wales. Tri England have given us the brand and we can register events through Tri England.

MB asked if we could call it GOTRI Wales? BL said she would run this passed BTF but the branding was GoTri

Recommendations

Collective approach to Legacy

Bring Glam events to Cardiff

Action Items	Person Responsible	Deadline
ALL to use the box format to submit board papers	ALL	From now
BL to get legacy plan from Welsh Gymnastics	BL	Nov 2016
AD to look to see if we can call it GOTRI Wales	AD	Next board meeting

Financial Update JnB

JnB said that the accounts show a loss for the year of £2000. But February and March are always an expensive time for WT.

JnB said that KPI's say that we must have a cover expenditure of 3 months and we currently have 5 months - so we are ok.

JnB said that in summary we are going to break even.

PT said that we are transferring from QuickBooks to Xero as it is more user friendly.

PT said she may have a contact to help us use the new software.

External Affairs Directors Report: Bullet Point Update MB

Welsh Triathlon Board Minutes

MB said that Age groupers don't know where they sit at the moment. And this affects membership and their package.

BL asked MB if she could have a copy of the BTF board minutes. So she could pick up on things. MB said there are some politics going on with Open Water.

AD said he is doing an open water CPD this summer. And that we are working well with Swim Wales.

Action Items	Person Responsible	Deadline
MB to ask permission for BTF board minutes to go to BL	MB	Nxt BTF board mtng

Performance Sub Group report - BL

BL said about Helen Jenkins and her Olympic nomination. BL said that we don't know the format for the Commonwealth games yet but it might be individual race.

BL said we are working with the regional academies so we have a 6 month programme in place. And we have the help of Roy Healey and Chris Goulden as back up if needed.

BL said how KK would like to thank Rich Brady for all his work with WT. MB asked about RB future. BL said there is no reason why we couldn't use him as a coach.

Coffee Break

EO Report - Bullet Point update: BL. Safeguarding and Equality and Diversity

Welsh Triathlon Board Minutes

BL said how we have had membership issues and a lot of complaints. PT asked if there is something for that not to happen again. BL said that she is working on it. PT asked if she needed any contribution from the board. LR said that they would raise it at the next HPO meeting.

PT said he thought that the last service level agreement wasn't good. He said it should be consistent and we should make sure we are getting the service we agreed on.

BL said that she had interviewed John Howells (JH) and he can give us 5 hours a week.

BL said that she will mention more about GLFW later on in the meeting but Sue Holvey (SH) is working with her on articles.

MB said that any changes to articles need to be approved at the AGM.

BL assured the board that we have the right consultant working with her on this, and that very little needs rearranging.

BL said that the re-branding is ahead of where she thought we would be. And that Jane Thomas is coming in for the 1st Comms meeting tomorrow.

Safeguarding - BL considering whether to go to Panel in December and will be meeting with Carol Billington to discuss our progress.

Both E&D and safeguarding continue to be embedded in all we do - e-newsletters and the increase in calls and issues how this.

Performance Restructure Update: BL

Welsh Triathlon Board Minutes

BL gave a PowerPoint presentation of the performance restructure.
 BL said that within the restructure the performance pathway manager will be key.
 BL said that with this structure in place we can map athletes who will come into the programme.
 SR said that if we have no financial support from BTF then Sport Wales may be able to help in areas of the structure to find the right person, and with the business case stacked up and a clear plan WT may be able to increase funding
 BL talked about time scales.
 LR asked where does KK sit on this? BL said that KK met with herself and Dan Salcedo and that KK is very driven about the performance Centre.

SR said she is willing to sit in on any performance meetings to help explain SW perspective.
 LR asked whether in the restructure we will be developing around clubs or clubs developing around the centers.
 BL said both, that she could identify coaches across the pathway

LR asked what happens if in 5 years the coach is in a different part of Wales.
 TO asked whether we have the people. BL said that she can name active people in all areas which have been identified with the support of RB and CG.
 MB asked whether we have a min or max amount of Racing skills schools (RSS) we can run. BL said that RB had a budget for 10 RSS.
 PT asked BL whether she was looking at proceeding to the next step with the board's approval.
 TO said he agreed, and BL said she was preparing an outline business case.
 TO said that this matter needed to be treated as a matter of urgency.

PT asked if all were agreed to proceeding to the detailed business case All Board Agreed
 BL said that we need someone who understands coaching in the Performance Pathway role.
 TO asked whether RB could fit into this restructure in some way. BL said that he had the knowledge and she liked to think he has a coaching role to play.

CW said he would like to know why the Universities would buy into this. BL said she would do the business case for it.
 PT said she should do a master business case then bespoke them to each university.
 TO said if we have this in place it is part of the Olympic Legacy.

Action Items	Person Responsible	Deadline
Business case draft	BL	8 th June

John Bull Questionnaire Workshop / Board Day

PT said that John Bull had suggested to get the questionnaire out sooner rather than later. He said it would take around 20 minutes to complete. John Bull has also asked to see the board in action.

PT said that JB wanted to observe the board meeting then do a workshop so it would be all day.
 Dates were discussed and the 24th September was the most popular. PT said he would check with JB that date is ok with him.

Action Items	Person Responsible	Deadline
Update Board Meeting Schedule	AJ	

Welsh Triathlon Board Minutes

Agree Date with John Bull	PT	
Staffing Restructure: BL		
<p>Staffing Structure - AJ Business Intern - JH Marketing Intern - KJ</p> <p>AJ and AD leave the meeting</p>		
PR/Marketing: BL		
BL said that Jane Thomas is coming in to deliver her first Comms meeting tomorrow		
Date of Next Meeting / Date of AGM: PT		
PT asked if we could change the date of the next meeting to the 13th June? This date was difficult for most. So the 8th June was decided for the next Board Meeting.		
Update on Articles and Policies Review Procedures: LR		
<p>LR said there are lots of policies still to be reviewed. BL has split them up with agreement of Board members and designated them to different board members. Several have already been reviewed. These should be ready for the November Self Assurance process.</p> <p>The Articles are under review. Welsh Triathlon has requested the expertise of Sue Holvey to review and suggest edits. This work will be led by the HPO subgroup (which consists of four members of the Board) and brought to Board for discussion and approval early Autumn with the hope of being able to table at the AGM in November.</p>		
Action Items	Person Responsible	Deadline
Allocate policies and dates to review to Board members	BL	8 th June
AOB: ALL		
<p>CW said that the minutes from the BMG will be dropped into the dropbox folder. Ad talked about the final details for the Llanelli National champs as he may need help giving the medals out. MB offered to help. As did TO if he was still around.</p>		
Chairman Close and Thankyou		
Meeting was adjourned at 21:00 by Paul Tanner The next general meeting will be at 18:00 on 8th June 2016 Sophia 2, Sport Wales		
Minutes submitted by: Amy Jenner		