

	<p>1.6 Key Performance Indicators (KPI's)</p> <p>BL took the Board through the KPI presentation. The things of note were:</p> <ul style="list-style-type: none"> • Self Assurance Score achieved 13/15 a 5 point increase on last year and significant achievement in a year. • Membership increase had slowed in the last 2 months but this was a seasonal fluctuation and not expected to be issue. • There was some work to do around sponsorship but this would be picked up in a strategy meeting next month. • E&D achieving Preliminary Level was on track as was Insport Bronze. • Financials remained on target with the budgeted loss as agreed by Board • NE noted that a budgeted loss from year to year would be seen as a risk by SW. This would be addressed by the Board in next month's strategy meetings. • Still needed to address the presentation of athlete performance • Coaching figure on target with the exception of L3 which was in the hands of BTF courses • Officials numbers down (reflects the nature of the pathway) need increased marketing to attract volunteers. • TR noted the risk to attracting and retaining officials with BTF's consultation on options on expenses v self employment to address potential HMRC issues. • TR working with AD to create an officials strategy 	
	<p>GLFW Board Directors Profile</p> <p>TR delivered a 10 minute presentation of his life and motivation to be a WT Board member as part of P2 Action plan initiative</p>	
<p>2.</p>	<p>2.0 Directors Reports</p> <p>2.1 WT Executive Officers Report</p> <p>BL took the Board through salient point from her EO report. BL had presented WT current status to the BTF staff away day.</p> <p>BL thanked Helen Philips and Kay Simnett for their assistance in interviewing for Chair</p> <p>AJ has successfully completed her probation</p> <p>E&D Preliminary panel is set for 14th March with submission date of 29th February</p> <p>BL has asked all Board members to baseline against all the Principles by 22nd March. Meeting evaluation Sheets to be completed at the end of the meeting.</p>	

	<p>The Board discussed the way forward for Self Evaluation. SRA had proposed three methods of which the board unanimously chose the first which involved an external consultant circulating a questionnaire followed up by 121 interviews with all board members. BL discussed the three possible consultants suggested by SRA and have agreed that BL should request John Bull. BL to set process in motion.</p> <p>Self Assurance was submitted in November and WT have been scored an increase in 5 points to 13/15</p> <p>There was an extended discussion around reviewing the WT policy documents.</p> <p>LR though willing to amend was concerned that the documents would be out of line with BTF documents which would not be ideal for Triathlon. Also there was some discussion around the level of review to do at this point from tweaking existing documents to totally reviewing.</p> <p>TO felt that WT should discuss with BTF any reviews and also expected that BTF should be taking the lead and using their resource in reviewing these documents.</p> <p>BL to discuss with KS and MB to discuss at BTF Board</p> <p>Review of the Articles by LR and MB will start with a view to meeting a draft at the March Board Meeting with view to approval at November AGM.</p> <p>Service Level Agreement to be reviewed by BL/KS. Discussion to start 1st February. BL to put on Policy Document review list.</p> <p>The Board agreed to the BTF HN Affiliation and Operational Charges as laid out in the EO report with the expectation that BL keeps a eye on cost breakdowns throughout the year.</p> <p>BL attended the TE AGM in Stirling and PT and BL have been invited to a BTF strategy review meeting and the BTF Board meeting 29/30 January. MB will be attending as a BTF Board member.</p> <p>The Board agreed to introduce the Net Promoter Score question to this year's membership survey.</p> <p>Social media still show a steady increase in engagement and BL commended AJ for her skills and tenacity in maintaining WT content.</p> <p>Rebranding. WT are waiting for corporate branding details. WT are looking to go in with BTF tenders on event and membership and possibly clothing branding to keep the overall costs down. BL introduced Race Arches to the tender list. Website update required from Garth Lewis</p>	<p>BL</p> <p>BL/MB</p> <p>LR/MB</p> <p>BL</p> <p>BL</p>
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	<p>KOS events were looking to be of 3 times 2 day events over three locations in May.</p> <p>A school resource pack is being developed with TS to be flexible enough to be used for exit programmes, Cardiff Games and club development.</p> <p>AD is still awaiting confirmation of dates for Club Forums (facilities) and the TriActivator course (BTF).</p> <p>Insport Panel is 14th March with the portal closing 3rd February so work required to get evidence material onto the portal in time.</p> <p>There was some discussion over the Welsh club affiliating to TE and what our approach should be with the club and BTF/TE. BL to meet KS 1st February.</p> <ul style="list-style-type: none">. BL noted this was the KOS Swansea weekend and the Velothon. <p>2.2 External Relations</p> <p>Report taken as read</p> <p>2.3 Performance</p> <p>KK has been consulting various parties to get up to date on the state of WT Performance pathway.</p> <p>With regards Talent KK wanted to see the current available narrative to be backed up with performance information by the March board Meeting. KK wanted a quality service to be provided to coaches and athletes encouraging performance.</p> <p>KK had met, listened to and reviewed a working sessions of the regional coaches and would be meeting AL at the PC next week.</p> <p>KK will explore ways with AL to improve the operation of the PC to meet the available resources.</p> <p>There is a CWG meeting with Chris Jenkins on the 19th January in which WT will be discussing selection criteria and evidenced based draft long list with the aim of being able to present an athlete development pathway for each potential athlete. KK recognised the different pressures on the CWGW for GC2018 than Glasgow14 but wanted clear evidence to be able to put up the best challenge on behalf of our athletes.</p> <p>KK was looking to work with the performance team to at all levels to develop tough but achievable targets and questioned the strategy aspirations of 'over deliver' whilst recognising this as an aspiration it should stay at that level.</p> <p>MB brought the idea of BTF looking to develop a new PC in the south and all felt this was an opportunity to challenge for Cardiff.</p>	<p>BL</p>
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	<p>MB to raise with BTF Board and KK to discuss with BP</p> <p>KK had reviewed the draft ops plan BL was developing and had come to the similar objectives and actions. The aim now was to drill down further into RB's outcomes.</p> <p>KK discussed the consultation with membership and stakeholders which will take place in the next few months as a series of road shows.</p> <p>KK also wanted to see the development of a section on the website of athlete bios</p> <p>2.4 Development. Marketing Officials and Events</p> <p>The DMG had been unable to meet since the last board meeting. Discussion had been included in the EO report</p> <p>2.5 HPO</p> <p>Discussion at the HPO meeting held 6 January 2016 were included in the EO report</p> <p>2.6 Rules and Tech</p> <p>TR discussed the release of the new rule book (first release since May 2013) and gave a summary of its alignment with ITU rules (23 sections reflect ITU rule book) and alignment with long distance racing.</p> <p>There is a new Event Organisers handbook due out shortly.</p> <p>TR would like WT to make event organisers aware that they cannot use the term 'Olympic' distance for a standard distance race, particularly in an Olympic year.</p>	<p>MB/KK</p> <p>KK/RB</p> <p>RB/AJ</p>
3	<p>3.1 Strategy Review/Business Meeting</p> <p>A meeting was scheduled for 23rd February or 6th January, CW to confirm availability, to discuss the working group structures in more detail and business and commercial options.</p> <p>JnB asked for the Board to schedule a strategy review meeting in July to make the required decisions to meet the funding submission in November.</p> <p>3.2 Review of Policies</p> <p>As discussed under EO report</p> <p>3.3 Sub group structures</p>	<p>CW</p> <p>PT</p>

	<p>BL presented a suggested structure of management groups and asked the board to review the form and their perceived position in the organisation chart.</p> <p>There was some discussion about the structure, and the requirement to define the roles of the subgroups. This will be picked up further in the strategy meeting 23 Jan or 6th February.</p> <p>3.4 AGM date</p> <p>MB would be away during substantial dates around November so asked for the dates to be provisional booked. The Board agreed to book Wednesday 16th November or if there was a decision to raise the profile of the meeting and include other activities Saturday 19th November.</p> <p>3.5 GLFW</p> <p>Discussed under EO report</p> <p>3.6 Risk Register, 3.8 Safeguarding, 3.9 E&D</p> <p>No new discussions</p>	
4	<p>Meeting Closure</p> <p>4.1 Any Other Business</p> <p>Evaluation sheet were completed</p> <p>4.2 Date of next Board Meeting - 9th March 2016</p>	