



Welsh Triathlon (WT)
Minutes of the Board meeting held at 6pm on Wednesday 9th January 2016 at
Sport Wales, Sophia Gardens, Cardiff

Present: Paul Tanner (PT), Mike Battersby (MB), Jon Blakemore (JnB), Tom Roberts (TR), Carwyn Williams (CW), Joy Bringer (JB), Tom Overton (TO), Ken Kelly (KK)

Apologies: Beverley Lewis (BL), Llyr Roberts (LR), Sarah Roberts (SR)

TIME	ITEM	RESPONSIBILITY	ACTION
18:00 - 18:05	Chairman's Welcome	PT	
18:05 - 18:10	Apologies for Absence Beverley Lewis (BL) Llyr Roberts (LR) Sarah Roberts	PT/All	
18:10 - 18:15	Conflicts of Interest TO said about his ongoing work with Sport Wales. PT asked if the board were happy with this. All agreed Yes	All	
18:15 - 18:20	Approval of Minutes from 13th January 2016 Board Meeting All Board members approved minutes	All	AJ put minutes on web
18:20 - 18:25	Matters Arising not covered by this agenda None		
18:25 - 18:30	Board Director's Profile CW delivered a 10-minute presentation about his life and work. JB to give next Profile	CW	JB to prepare profile for Board meeting in May

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18:30 - 18:45	<p>Development Sub-Group Report - Bullet point update TOR Request for Approval</p> <p>TO asked if everyone had read the board paper in Dropbox. He said the Strategy Review day went well and that they have found 2 possible co-opted members to join the Development sub group, to Join BL, Andrew Deans (AD), TO and CW. What TO asked from the board is that they show consistency, in terms of their role. They have a key in leading development and support future priorities. TO said that a challenge they may face is trying to create forward looking. He said what will Welsh Triathlon look like in 5 years, what will our events look like and what will the board structure look like. TO said that all co-opted members must complete a volunteer confidentiality form.</p> <p>PT asked if all the board members were agreed with TO approval requests. Board agreed.</p> <p>PT suggested that the Development sub-group have a meeting with the other board groups to get to know each. PT also asked if anyone had any ideas of other people that may want to join the sub-group.</p> <p>TO also noted that we need to be able to know which board members, staff should be sending emails to. He said it can be both frustrating for staff and all board members receiving emails and not knowing if someone has answered. So for example development emails should only go to those in the Development sub-group. Official emails should go straight to TR that way it will save a lot of time, and emails can be answered promptly.</p>	TO	TO to put updated version of report in Dropbox
18:45 - 19:00	<p>Financial Update - Critical Information Pointers KPI metrics - forecasting & projections</p> <p>PT said he would like to learn more about the accounts in more detail MB said that in the next meeting in May we will have a better idea of where we are financially</p>	JnB	PT to arrange a meeting with JNB & BL to go over the accounts.

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	<p>PT said that TR should put a list together of what he needs.</p> <p>PT asked should we be putting more training days on to boost income.</p> <p>PT asked if there were any other finance questions.</p>		<p>TR to put a list together of what kit he will need for officials</p> <p>All – any other items we need to know about before the end of the financial year to be emailed AJ who is compiling the list for JnB</p>
19:00 - 19:15	<p>External Affairs Director Report - Bullet Point update Key Points to Note</p> <p>MB wanted to highlight with the recent news in Tennis he wanted to make a big push for our anti-doping policy to be put in place. MB also said that for the first time Age Groupers will be tested for drugs. TR said that this will affect a lot of athletes. MB said we have to be pro-active about this issue.</p> <p>CW updated us on sponsors and said that we have put a proposal in for 2XU kit, he said that BL has spoken to Ulundi at BTF for another possible sponsor, and therefore we may be able to negotiate kit from BTF. PT said that we are allowed to look at local businesses for sponsorship</p>	MB	
19:15 - 19:30	<p>Performance Sub-Group Report - Bullet Point update KK request for approval</p> <p>KK updated us on performance. He said that after his first board meeting he met with Andy Lane and he proposed a date to collect data from the talent academy athletes in October.</p>	KK	

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	<p>KK said we should have more of an influence over our athletes and that we are not the best at profiling our athletes. KK said we have a safeguarding issue as some of our athletes are under 18. Therefore, we need to see what we can put on the website about them.</p> <p>KK said he likes to use video. But where will we store the videos of under 18 and who will have access to them. – will it be in a private drop box file etc.</p> <p>KK asked if there were rules about videoing at Events, TR said yes there are. TR said that at our children's permitted events we should adhere to a certain protocol.</p> <p>KK said he likes video feedback so had asked Rich Brady (RB) to meet with JB about the issue.</p> <p>JB said she would follow the BTF guidance.</p> <p>AJ asked whether we can find out what events our athletes are doing to profile them more (over 18s) over social media.</p> <p>KK said it will be something to look into next year.</p> <p>KK updated us on the Commonwealth Games. He said he had a good first meeting about selection process</p> <p>MB said he attended ACT, and the it will be a sprint race at the games.</p> <p>KK said the qualification process will be from December 2016 to September 2017.</p> <p>KK said that RB will be leading the PMG group with support from BL</p> <p>KK said that we have 3 performance roadshows in March and he had phoned clubs to raise interest in it.</p> <p>KK said that from now on he wants proper feedback from our athletes. He wants to have a detailed account of how much they are improving, how much they are training. Athletes need to be honest with us, if they are injured they need to say as we can help. KK said that RB and BL agree with this.</p> <p>KK said that we may look at using training peaks in the future.</p>		<p>RB to meet with JB regarding safeguarding and where we can store videos etc by the end of March</p>

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	<p>KK spoke about our contact Dan Salcedo the BTF pathway manager. MB said that it was a good thing getting BTF involved as much as possible. PT asked the board for a request for approval All board approved.</p>		
19:30 - 19:45	Coffee Break	All	
19:45 - 20:00	<p>EO Report - Bullet Point Update</p> <p>TR added his update on officials. He said that he has tried to contact officials many times and has had no response. Some officials haven't been at an event for several years and haven't submitted a race report. TR said he didn't want unskilled Officials officiating. So therefore he wants to introduce new rules that if you are an LTO and haven't officiated for a few years you are dropped from the system. If you are a CTO or NTO then you go down a tier to LTO TR said that the BTF would like us to trial this with our Welsh Officials MB asked if officials have contracts TR said no.</p> <p>MB said that he thinks officials should be awarded with their kit after their first event. TR said he is trying to do a more officiant way to manages officials PT asked TR what he would like from the board. TR said he would like to bring in the system to drop officials levels and that they must officiate at, at least 1 race a year. CW said that we need to put a positive aspect of this.</p> <p>PT said that TR needed to put a policy in place which will then be reviewed by the board and signed off.</p> <p>TR said the first race of the season at Pembury was a huge success, it was a fantastic venue and he has hopes that they could potentially have it as a BTF race. PT asked for a recommendation from TR for this</p>	PT on behalf of BL	<p>TR to put a policy together for officials. For the board to review – by 7th April</p> <p>TR to put a recommendation together regarding Pembury by the 7th April</p>

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	<p>PT asked if everyone had read the EO report. TO said he liked getting the weekly reports from BL PT said as board members it is a good insight. But we can check with Bev to whether she would prefer to do it fortnightly. It is her choice</p>		<p>BL – decide on whether you will send weekly or fortnightly reports to the board.</p>
20:00-20:05	<p>Sport Wales Update Report - Key Bullet Points update</p> <p>PT said he had met with SR and even though Neil Emberton (NE) was a hard act to follow. SR is doing a great job already.</p> <p>PT suggested we send a thankyou note to NE for all his hard work in the past</p>	<p>PT on behalf of Sarah Roberts - SW</p>	<p>PT to send thankyou letter to NE</p>
20:05 - 20:15	<p>Insport Presentation & Update Approval of the Equality & Diversity and Insport Action Plan Commitment to Insport - Silver</p> <p>JB went through the PowerPoint presentation. And asked the board for their commitment to go for silver next year. JB said that BL and AD did an excellent presentation.</p> <p>JB said that the Equality & Diversity and Insport action plans will sit with the HPO group. Welsh Triathlon are in collaboration with CAST and DSW – looking at the talent programme. PT asked if everyone had seen the action plan. PT asked if all board members will commit to silver</p> <p>Commitment approved PT congratulated BL and AD</p>	<p>JB JB JB</p>	<p>AD to give a presentation at next board meeting about Poppy & Rob</p>
20:15 - 20:20	<p>John Bull - SRA Support Colleague - Update on next steps</p> <p>PT said that John Bull had offered to come back and send out a questionnaire on BTF research, to be completed online. Then</p>	<p>PT</p>	

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20:20 - 20:30	<p>maybe hold a half day workshop with the findings. TO said that this would be a great opportunity to get support from John.</p> <p>Break</p>		
20:30 - 20:35	<p>Board Help at WT Races - see schedule Beverley's Contract 2017 Intern opportunity - advert& JD gone to Swansea - CJ can you please circulate to Cardiff Met also WSA are circulating for us</p> <p>AJ asked for all board members to make sure they have submitted their event availability form, and who can help at the Cardiff half expo.</p> <p>AJ left the room</p>	PT	JB, LR, JnB to email event availability to AJ
20:35 - 20:40	Update on the HN Affiliation Fee	MB	
20:40 - 20:50	<p>Review/Amendment of the Articles? Policy Review - how are we taking this forward? GLFW leadership framework - update ACAS E&D on-line training</p> <p>CW asked for the new version of the Board structure to be put in drop box.</p>	PT	BL to put updated board structure in the board drop box file
20:50 - 21:00	<p>AOB</p> <p>JB asked if all board members were happy to fill out an evaluation sheet.</p> <p>Board members filled them out and gave them to AJ</p>	All	
21:00	Chairman's Thank You & CLOSE	PT/ALL	

