

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting		
8 th March 2017	Attendees: Paul Tanner (PT) Mike Battersby (MB) Llyr Roberts (LR) Jon Blakemore (JnB) Tom Roberts (TR) Beverley Lewis (BL) Tom Overton (TO) Joy Bringer (JB) Amy Jenner (AJ) Sarah Roberts (SR)	
Chairman	Paul Tanner	
Minute taker	Amy Jenner	
Chairman's Opening		
<p>The regular meeting of Welsh Triathlon was called to order at 18:00 on 8th March 2017 in Sport Wales by PT. PT welcomed board to the meeting</p> <p>APPROVAL Marc Jenkins was interviewed 19th January and offered the post of Director for Performance. He attended the Strategy Day on the 28th January but the Board were asked to formally approve his appointment to the Board. Board approval given unanimously</p> <p>Apologies had been received by Marc Jenkins (MJ) for this meeting</p>		
Conflicts of interest / Risk Register		
<p>No New Conflicts of interest TO stated that he no direct involvement with the Sport Wales / Welsh Triathlon Budget review or decisions.</p> <p>BL noted there were no new risks.</p> <p>TO suggested risks be addresses on a quarterly basis. PT - Risks to be identified before Board Meetings by the Subgroups.</p>		
Approval of minutes from 11 th January 2017		
Minutes Approved.		
Action Items	Person Responsible	Deadline
AJ to prepare minutes for website	AJ	15/03/17
Matters Arising not covered in this agenda		
<p>TR noted that he still had problems accessing Dropbox when in the Sport Wales building. JB offered to give a tutorial before the next board meeting to download the files to the computer for the next meeting. TO agreed he would like the tutorial.</p> <p>APPROVAL OF CHARITY BUTTON British Triathlon Trust want to add a charity donation button to the membership sign up page.</p>		

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Action Items	Person Responsible	Deadline
JB to give tutorial on downloaded Dropbox files	JB	10/05/17
Bank Account		

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BL updated the board on the recent Bank account challenges

Existing Bank account is with HSBC, with 2 accounts a deposit and a current.

PT informs the board that due to an administrative error the Bank started an irreversible closure of the Welsh Triathlon Accounts. The admin error has served as the catalyst to change banks due to poor service HSBC have provided over the recent years

BL, JnB and PT have put procedures in place to sure up the administrative procedures around incoming mail.

PT informed the board that BL has had to ask for bank details from all that sit on the board as it's procedural for the new bank account. The board were invited to provide details and obtain explanations on a one to one basis with BL if they have any concerns.

In terms of the bank account opening it is expected the bank will contact each board members individually should they require any further validation.

APPROVAL

JnB received approval to open a community account and a deposit account with Natwest

MB stated that it was his understanding that if we are giving credit check details then we are guaranteeing the account. JnB assured the board that was not the case, it is routine ID checks that are in place with the bank.

MB said that the bank may need a copy of the minutes from this meeting declaring that we are moving banks.

LR asked what would happen if there was a problem with a Director credit rating. PT - it depends on the nature of the issue, but it would go to the financial director.

BL asked the board to approve moving to a new account today. PT added that a deposit and a current account would be needed, to replicate exactly what was in place with HSBC

MB noted that financial issues like this needed to be added to the risk register BL confirmed this was already an item on the new risk register.

APPROVAL

JB asked that the minutes confirm that the signatories will be solely JnB, BL and PT

Voting:

Agreement to change banks and to the signatories as listed

Proposed PT, Seconded MJB

Approve Jnb, PT, JB, BL, PT, TO and MB

Abstain - TR

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Received a large amount of income for day licenses in December. £13k on costs are lower, this is due to staff departures, but we are spending it now that LW and LR are in place
Governance spent - £2k less than budget
Operations are in line with budget

TO stated that he found the financial report very useful.

LR asked if the surplus money could be moved to staff training for the new team? SR noted that it isn't easy to move budgets around, and that the money should stay within the designated departments.

PT reminded the board that he and BL have a quarterly meeting with SR on Friday.

SR- Sport Wales update.

The exchequer cuts will not be not as steep as anticipated, 2% cut for us.

TO noted that the sport sector have stressed the importance of health and it was a positive message for sport.

MB told the board of how the BTF are pushing underspend to CWG.

ACTION BL said that we are putting together a business case for the CWG with LW on board we have a clear plan.

Board Reports

1. Executive Office

Staff Update

BL - all staff are now appointed. BL informed the Board that Stephanie Makuvis (GOTRI Development Officer) will complete her internship on 14th April, but she would like to recommend to keep her on for at least another 6 months. A draft business case for Steph has been put in Dropbox. PT asked all board members to read draft within a week

ACTION: ALL BOARD MEMBERS - DEADLINE: 15th March 2107

PT advised the board that he will look at the business case in more detail and make sure that there are no financial risks attached to her continued employment.

LR said he is happy to support BL as long as it is in line with the budget.

JB commented that is it appropriate to employ someone on a minimum wage contract if they hold a Master's.

LR noted that if the salary was to rise for Steph and the job vary from the current description then the job would have to go to advert.

ACTION- BL and PT will discuss the details of Steph's employment further on Friday.

BTF have proposed new a coaching package and we are in-line with them

Notes on CEO forum are in Dropbox

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Strategy document

Still awaiting actions from workshop. In particular feedback from all board members on values. These will be pooled at discussed at the next GLG meeting.

ACTION: Values to be emailed to BL

Mixed relay announcement-

2 teams from the Performance Centre will be competing. We will have a big campaign around this event for profiling the Performance Centre

Open Water

In discussion with Severn Trent about opening up water ways for Open water swimmers

YHA

A collaboration with YHA is now in place for reduced facility / room hire.

2. DMG

TO 1st paper - Membership kickback scheme

TO thanked Will Kirk on the work he had produced around the Kickback scheme.

Membership kickback scheme - a way of growing the sport with the extra membership income. The proposal is for adult membership (£10 back to club for every member that affiliates to Welsh Triathlon)

There is no financial risk, if no members sign up, we don't give a kickback.

Staff will have to monitor the IWEB portal to see if the members are joining.

TO Recommendation - to support the £10 kickback for a proposed amount of time (April to February 2018 with a mini review every 3 months)

MB noted that BTF have plans to do something similar but when is unknown

TR - if we do this first we are showing initiative as a home nation.

APPROVAL

All Board were unanimous in agreement of the recommendation for the membership Kickback

TO 2nd paper - AHH Collaboration

Working with AAH events to offer a 20% off direct debit membership, we can target the AAH database. This will be for a fixed period of time around a particular event.

DECISION

There will be no financial risk. This was a National Championship special collaboration with an organizer able to provide a large database access with Welsh and other participants.

SR said that she has discussed feedback from the SW panel at last meeting which had raised how Welsh Triathlon would work with event organisers. Sarah noted that the recent collaboration with AAH was positive step forward.

APPROVAL

All Board were unanimous in agreement of the recommendations for AAH kickback

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3 Performance

The Performance Centre is moving on well. With coaches working together. Marc Jenkins has assisted in this process of bringing the coaches within the center together. BL replied that he is being by supported by our coaches at the Performance Centre.

4. GLG

LR said that the group met regularly, and the Risk Register is in process of being developed. The articles are being worked through and any questions that have arisen are being answered.

APPROVAL: The Board approved the TOR for the GLG Group

LR asked if the current articles have been updated at Companies house. JNB noted that they haven't and had been advised to call a special resolution meeting because there is an elapsed time of 2 years.

ACTION

JnB advised the board that this was recommended to him but should the board seek legal advice?

Skills School currently in the hands of AJ and WK while Louis is away

Articles

SR said that we could receive professional advice from Vijaya Panangipalli (VP) (SRA) regarding the Articles

MB thinks that there is no need to go for another general meeting to re-submit the 2013 previous article changes to the membership again he feels we should be able to go to submit to Companies House.

BL noted she was unsure about the consequences and would prefer to seek SRA advice.

ACTION

PT put in a recommendation to seek advice from VP and receive advice in writing to be circulated to the board. Once this advice has been received we will act on it as appropriate and in accordance with best intentions for our members.

Board evaluation

LR told that board that PT was part way through his one to one Board Evaluation interviews

5. Safeguarding

JB has asked all board members to review their safeguarding record and note whether they have had safeguarding training within the last 3 years.

JB has asked to add a half hour trainings session on safeguarding at the start of the next 2 board meetings.

DECISION

All board to receive training at next board meeting

TR has been asked to provide any historical cases he knows of in regards with past CPSU cases.

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6. Remuneration Committee

PT requested that he puts a REMCOM in place as soon as possible to discuss contracts going forward, and if any board members wish to be on the group then to talk to him after the meeting.

LR noted that the TOR for the REMCOM shouldn't replicate the TOR for the GLG, PT noted that he will be using a BTF version as a guide

ACTION

Suggestion of having a board meeting in early 2018 in North Wales was made.

Board Meeting software

PT advised the board that he has found an admin control software which he, AJ and BL will be trained in, to bring the next board meeting, it will be a simpler system to use instead of Dropbox.

ACTION

Board attendance at events

Can all board member let AJ know of any Welsh Triathlon events they can attend?

Director of Business

Director of business - 4 applicants received and scored.

ACTION

Owen Rodgers clear candidate and will be approached to join the Board by PT

Action Items	Person Responsible	Deadline
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1. Values to be sent to BL	Board	01-04-17
2. Draft Business case for SM to be reviewed	All Board	16-03-17
3. Board members to indicate membership of REMCOM	All Board	31-03-17
4. Board members to give dates to AJ about events they can Attend	All Board	27-03-17
5. PT to introduce admin software training	PT	
6. PT to approach OR BL put together a business case for the CWG with LW	BL	
7. BL and PT will discuss the details of Steph's employment further on Friday.	BL & PT	
8. ACTION: Values to be emailed to BL	BL	10-03-17
9. PT to seek legal advice for companies house	PT	20-03-17
10. PT to get advice from VP and circulate with board	PT	10-05-17
11. AJ to explore board meeting in North Wales March 2018	AJ	10-05-17
12. board members let AJ know of any Welsh Triathlon events they can attend?	All Board	12-07-17
13. PT to approach OR to join board	All Board	25-04-17
	PT	20-03-17
Commonwealth Games Update		

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BL confirmed Laura Macy appointed as Team Leader for CWG. Marc Jenkins felt we needed someone with experience to take on this role and an internal BTF advert had been circulated

BL asked that the board consider LR in a shadow role as CPD opportunity

MB asked if we would need a team leader at the Nottingham relays? PT suggested that LR starts shadowing at that event.

APPROVAL

All board approved the appointment of Laura Macy.

BL in talks with Triathlon England and Triathlon Scotland on how we can share logistics at the CWG, and pointed out that we are working really closing with Team Wales. There is still doubt whether the athletes have to complete in the individual race as well as the relay.

AOB

Concept partnership proposal

TO suggested working with the Tenovus women's only event

TR gave an update on recent Events, he said that race organisers should be informing us of any film crews that are at their events (s4c were at the recent Pembrey Duathlon)

Chairman Close and Thankyou

Meeting was adjourned at 21:00 by Paul Tanner The next general meeting will be at 18:00 on 10th May 2017.

Minutes submitted by: Amy Jenner