

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting	
11 th November 2017	Attendees: Paul Tanner (PT) Jon Blakemore (JnB) Tom Roberts (TR) Beverley Lewis (BL) Tom Overton (TO) Marc Jenkins(MJ), Owen Rodgers (OR) Sarah Roberts (SR) Mike Battersby (MB)
Chairman	Paul Tanner
Minute taker	Beverley Lewis
Chairman's Opening	
APOLOGIES Amy Jenner Jon Blakemore would arrive later	
Conflicts of interest / Risk Register	
Conflicts of interest: TO position within SW OR position within Cardiff Met in relation to the Performance Centre MJ Potential as coach and partner to Helen Jenkins. And his business relationship with Pedal Cover	
Approval of minutes	
Approval of Minutes from 13th September 2017 PROPOSE Mike Battersby SECOND Tom Overton APPROVED	
Board reports	
Development Subgroup Report Full minute of the DMG available in the subgroup dropbox folder should anyone wish for greater detail. GoTri has reported a good growth in events 12 have been delivered and a further 19 definite with more at planning stage Growth in number of coaches trained -profile of our courses and club communications expected as the reason behind this	

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AJ will be producing a webpage and diagrams to illustrate the Volunteer pathways through our sport to help interested volunteers understand the options and where they may fit in.

GE, SM and AJ all working well and producing lots of activity and profile for the sport

It is DMG ambition and expectation on EO that all EO's will be permitted
WT National Championship events will all be targeted for a Youth & Junior and a female wave.

BTF membership changes progressing with an Activator and an Individual Plus package to be released however, the increase in process was not agreed at this moment in time by the TEMB board. It was felt the package changes needed to be in place a while before the price increase. WT will still attempt to remain in line with TE on pricing though there is no wish to increase junior subscriptions.

The Club kickback scheme is having a small but positive impact so will continue. SM will be looking into ways of tailoring the scheme to fit the needs of clubs rather than a blanket cash back scheme. SM will be consulting at every opportunity to Club members for their view on the kickback scheme.

Jon Blakemore arrives

School Community Resource

WT now have the electronic copy of the Schools resource and plans are underway as to how we can use this resource both in community based and school based environments.

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There was a question from PT about what the plans were to understand, mobilise and engage with membership. It was agreed there needed to be a plan around stakeholder engagement which looked at not just development but performance and commercial. This was also a GLFW Action Point and has been partly addressed with the stakeholder plan under review. TO agreed to circulate the Events Strategy to feed into the BTF Strategy.

BL explained the new Welsh Super Series Plans.
TR asked the events team to ensure the officials were of the correct level for the Super Series events

EO Report

EO Board report accepted as read.

SR asked to confirm the way feedback was to come from the Self Assurance review
SR to confirm Huge James Business Development Lead

BL explained the Corporate Membership Plans and Commercial Strategy Document for the Boards information.

AGM

There was a long discussion about the format of the AGM

The Directors wanted videos and a more interesting presentation.

MJ suggested a Q&A session with Helen

BL was concerned that with two weeks to go making significant changes to the format at this stage would be time consuming, but the team would see what they could do. The numbers attending were probably not going to be significant especially with the rugby event on the same day.

PT thanked Marc for the offer of a Q&A session which would be very welcome at the AGM. A formal invite to HJ would be sent from PT.

Awards were to be given out at the AGM

There was a discussion around OR providing access to Joe down for video content.

PT wanted a dry run of the AGM - PT to arrange

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PMG Report

Nothing for Decision

The PMG had not met since the last Board Meeting but there had been a preliminary Meeting of the CWG Nomination Panel. This panel would meet again on the 13th November to select the athletes for nomination to CGW. MJ commended the performance team of LR and LW on their professional and thorough handling of the CWG process to date.

The NTPC was receiving significant in flux of athletes and BL said there was a need for an additional coach and administration support which would be reflected in the funding submission document.

External Affairs

Nothing for Decision

GLG Report

LR presented the decisions and considerations for the Board over changes to the Articles. The presentation is in the dropbox folder.

The main areas of change were:

- Gender neutralisation - All Agreed changes required
- Membership Regulations - Detail to sit outside Articles
- Board Appointment Process - **To be Discussed**
- Number of Directors - Min of 8 Max of 12 Agreed
- Terms of Office - 2X4 years align with BTF Agreed
- Director Remuneration - **Redraft of Article 22 to be discussed**
- Bye Laws - **To Be Discussed**

There followed an in-depth discussion around the Board Directors appointment process which remained un resolved. LR to draft a table outlining the issues, the possible decisions and the recommendations for the Board to vote on at the January Board Meeting.

The appointment of a Safeguarding and E&D Director to go ahead under the existing rules.

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The Directors remuneration passage (model articles) was amended to remove 'for the services to the company as directors, and' and then agreed by the Board.

Due to diminishing time it was agreed that the Bye laws discussion is kept for another meeting.

Mike introduced the idea of an International Post Holder position. The Board discussed and asked Mike to provide more context for the GLG subgroup and then the January Board Meeting. A copy of the R&R of the Sarah Springman position to be circulated to the Board.

BTF AGM on Saturday 11th November to be attended by PT, BL and MB
There was a discussion around the BTF Articles proposed changes. MJ to consult with Board further after seeking further clarity. BL to discuss with TS their thoughts.

Officials Report

Nothing for Decision

TR spoke about the Cardiff Triathlon TV production company and the need to educate them on elements of rules and safety.

4 officials were now accepted to the NTO course which was down to the persistence of TR.

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Financial Update JnB

JB presented the Finance report

Overall Welsh Triathlon were looking very healthy and were favourable to budget which reflected the increased activity of the operational team and the increased profile of the sport.

The Cardiff Met NTPCW income had been sent to the wrong Bank account and needed chasing

The Financial Statement had been completed by the auditors and were waiting for final sign off from JB before providing to Companies House (deadline Dec)
The funding application was due to SW on the 8th December and JB would be working with BL to produce the submission. SR reminded JB to request the leadership money in the submission - no longer as deferred income.

Welsh Triathlon now set up as an employer and first salary payments due 28th November

PT reiterated that the team would be supported to prevent undue pressure as the transition took place

BMG

Nothing for Decision

OR to review the Commercial and Corporate Membership documents

Safeguarding, Equality and Diversity

BL said Welsh Triathlon were still expected to receive their Safeguarding Level 2 award by the AGM and she was working to this effect with Carole Billington

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Sport Wales Liaison

SR updated the Board on the Ministers Response to Sport Wales
She spoke of the SW consultation with the sector and encouraged the Board to respond and to encourage engagement to help support a collective view for Wales. An invitation to respond can be found on the SW website. (open until February)
The National Survey results were also out and SR said Triathlon was mentioned in the state of the Nation report.
Adults in Wales were likely to take part in swimming, cycling and running so this was positive for Triathlon
The gender gap was still an issue

REMCOM

TUPE process underway for all staff
Staff all on new contracts since 1st November
Payroll and HR to remain with BTF as service provider
Board Director due to be put forward for re-election at the WT AGM were asked if they wished to continue in their roles, both said yes. They were then asked to leave the room whilst the Board were asked if they wished them to continue.
Tom Overton - proposed for re-election subject to membership
Mike Battersby - proposed for re election subject to membership
Board agreed unanimously for re appointment of both.

AOB

SR announced she would see Welsh Triathlon through the funding submission but then sadly no longer be acting as WT Liaison for SW as she had now gone part time. Lowri would now be taking that role on.

WT Board Director showed their sadness at the loss of SR and thanked her for all her support and hard work during her role with the organisation.

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Action Items	Person Responsible	Deadline
1. GE to submit Event Strategy to DMG then Board in January		
2. BL to place welsh Super Series Plan in the dropbox folder	Tom Overton	11/01/17
3. BL to contact GE re official levels at the Super Series	Beverley Lewis	10/11/17
	Beverley Lewis	10/11/17
4. SR to confirm feedback method from SA review	Sarah Roberts	10/11/17
5. SR to provide Huge James contact as Business Development Lead	Sarah Roberts	11/11/17
6. PT to send a formal invite to HJ for the AGM	Paul Tanner	25/11/17
7. PT to arrange time available for dry run of AGM	Paul Tanner	25/11/17
8. LR to produce table of Articles changes pros and cons	Llr Roberts	25/11/17
	Mike Battersby	25/11/17
9. MB to provide context for the International Post holder position	Mike Battersby	11/11/17
10. MB to seek clarity and consult with Board further regarding BTF AGM Article decision	Beverley Lewis	11/11/17
11. BL to talk to TS regarding BTF Article changes		
Date of Next Meeting		
Scheduled for 11 th January 2018		



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Chairman Close and Thankyou

Meeting was adjourned at 21:25 by PT
The dates for the Strategy Away day TBC

Minutes submitted by: BL