

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting	
11 th May 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) Marc Jenkins(MJ), Owen Rodgers (OR) Sarah Roberts (SR)
Chairman	Paul Tanner
Minute taker	Beverley Lewis
Chairman's Opening	
<p>Pre-Meeting Safeguarding Workshop 17:30-18:00</p> <p>JB took a half hour safeguarding workshop to re-introduce the responsibilities of the Board towards Safeguarding.</p> <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 and in particular Owen Rodgers and Marc Jenkins.</p> <p>APOLOGIES Amy Jenner, Tom Roberts and Sarah Roberts joined after the Safeguarding Workshop</p> <p>APPROVAL Owen Rodger then left the meeting. PT recommended OR be co-opted on the Board The Board were asked to formally approve his appointment to the Board. Board approval given unanimously</p>	
Conflicts of interest / Risk Register	
<p>Potential for Conflicts of interest Declared:</p> <p>TO position with SW OR position within Cardiff Met in relation to the Performance Centre MJ Potential conflicts as coach and partner to Helen Jenkins JB Sports psyche SW</p> <p>BL presented the current Red Flag risks which were numerous as the Board subgroups get to grips with the new Risk Register and establishing mitigation for newly presented potential risks. The Subgroups will continue to work to make the RR a tool to drive strategy and robust governance. Risks will be brought to Board by exception in future meetings driven by Subgroup risk review.</p>	
Approval of minutes from 8 th March 2017	
<p>Minutes There was a discussion around the format of the Minutes and highlighting better the Board Decision MJ proposed, LR seconded. Board approved.</p> <p>It was agreed that initials should not be used in minutes when voting. LR checked the process for reviewing minutes and preparing them for the website</p> <p>A discussion around Board report format - standard format required, Board members asked to adhere to format</p>	

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Matters Arising not covered in this agenda

School resource
Cardiff Tidal Lagoon
Twitter retweets
Self-Assurance Update

Bank Account Update BL

New Bank Account open

Discussion around risks to the business and Board asked to vote on whether WT should open up a second bank account, to assist business continuity.

VOTE: 7 for and 3 abstained

Agreement to open a second bank Account

Financial Update JnB

JnB presented the Management Accounts to March 2017

Presentation of draft reports as invoices and payments will be reviewed to ensure all goods and services are reflected correctly at FYE

A time line leading to filing accounts a Company House presented.

Income for the year is £40k favorable as a result of increased membership through various initiatives and an increase in funding from SW and the Universities for Performance. SW has agreed to enable a carryover of underspend to 2017/18 to assist with the increased spend required to send a Triathlon team to GoldCoast.

SW Funding letter for 2017/18 received from SW

MJ added as Director to Companies House.

Annual returns (now Confirmation Statement) filed on time with Companies House

JnB Raised the requirement for identifying profit for specific programmes going forward as the reserves are healthy and this will assist strategic planning. The Board we in agreement that Welsh Triathlon was now in a position that this should now be formalised. The subgroups should now look at future use of any profit.

BL will be bringing a best case/scenario business case to the Board for the CWG 2018

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Board reports

EO Report

Nothing for Decision

BL presented the EO report highlighting the full complement of staff in place with probation procedures and Staff Appraisals completed as required.

SM appointed for a further 6 months

Laura Macey appointed as GCW team manager

Welsh Triathlon were represented at the Sport Resolution Conference with a focus on The Duty of Care Report, Clean Sport and Gender Equality.

DMG Report

Nothing for Decision

The DMG will be looking specifically at the Risk Register at the next DMG Meeting
Membership growth continues at a rate greater than TE and TS as a result of a raft of initiatives.
GoTri numbers increasing with SM dedicated role
TO commended SM and WK on their progress in Development
WK looking to improve our Insights and presentation of data to the Board in the future.
Feedback from the kickback initiatives should come back in July.

SM continuing position to be discussed at RemCom

PMG Report

Nothing for Decision

MJ happy with LM as TM
Selection Race potentially Aberavon in August 24th
One athlete taken off Talent Cymru as not entering appropriate races to lead to wards CWG
Performance Centre Coaching Team working well
LW recruiting a few additional athletes to the centre next year who were considering other Universities so positive profile already developing around the centre.

OR mentioned the School of Sport and Applied Science merging in the future which may provide new opportunities for support services. He also circulated the PC flier.

The main issue with the centre is the wrap around support sciences and services. LW looking to establish a more robust set up.

There was a discussion over the Nomination Panel for the CWG. The Board were in agreement with the thinking of the PMG. There was a discussion over whether there should be an athlete representative. This will continue to be considered.

There were new ideas floated about the pathway at the PMG and BL will be talking to Swim Wales to see if there are new models we can develop

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GLG Report

Nothing for Decision

Bank and Risk Register

LR updated the Board on the progress of compliance with the Articles and the 2017 review of the articles.

The Board were happy for BL to lodge the old Articles with Companies House as recommended by the advice line and informal legal advice with the supporting documentation from the AGM/EGM.

GLG to look at drafting the relevant byelaws

Board Evaluation 121 complete by PT for all staff, now looking to review the information from the Effectiveness Survey and the GL Plan and may be consider bringing First Ascent/SRA to work with the Board further later in the year.

PT organizing members and date for the Rem Com - committee to sit beneath the GLG.

TO received confirmation of terms of office for officers and how they are re-elected should they wish to be after the first three years are completed.

Officials Report

Nothing for Decision

TR explained the new official Management System set up by BTF was up and running and excellent in enabling his role. Officials log in to register for events and manage information. Issues for Wales include:

Race organisers not registering early enough to be allocated races

Filling official courses and attracting volunteers

Remuneration for Volunteers (particularly senior officials at races abroad)

Immediate stresses around Llanelli multiple races this weekend noted

Education for some Event Organisers around race pack updating and registering

TYR selected for two ITU races

The Board would like to minute the thanks and appreciation of TR for the many voluntary hours he puts into the Officials work

BMG

Nothing for Decision

Owen Rodger and BL presented the report

Welsh Triathlon are in discussion with a potential sponsor which they need to align with BTF

One partner still to provide latest installment of commission owed

The BMG need to meet to look at a strategy for commercial sponsorship and income generation OR to organise

External Affairs

Nothing for Decision

Taken as read

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SW Update

Nothing for Decision

SR updated the Board on the decision made by SW to not use the online SA portal this year but look at a bespoke action plan for each NGB.

The Board welcomed the change in approach though will continue to action the SA plan in existence whilst waiting for clearer picture of what this will look like. New plan expected 1st June with a window of 1 August to 1 December to complete

Safeguarding, Equality and Diversity, GLFW

Safeguarding already mentioned pre-Board meeting in Workshop

There were no safeguarding issues raised by any Board member.

BL mentioned AJ and BL had been trained in Equality Impact Assessment, not required by the standards at our level but useful as good practice now.

TO wanted the Board to have greater awareness of inclusivity in its succession planning and profile. BL mentioned the recruitment process was getting much more inclusive.

The GLFW action plan exists and is operational. Board Evaluation high priority has begun and is ongoing. Stakeholder Mapping exercise to be done and BMG to start looking at income generation.

Board and organization values did not fall out of the Strategy Day and PT would now like to look at a Value Workshop in the month of June

The Board are also asked to look at dates for a Strategy Day for September/October (not at SW)

AGM date was discussed and 25th November agreed on: 10:30 with a fb live link to membership (need to consider voting implications for this medium)

Board support at events

The Board are asked to look again at times they can support events and let Amy know or complete the table in the Board folder.

Admincontrol

Board approved of Admincontrol so we will keep using it and getting better at it!

CWG Update

Nothing for Decision

This had been covered in the PMG

Action Items	Person Responsible	Deadline
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<p>1. Welsh Specific Safeguarding Procedures to be more readily accessible on the Website</p> <p>2. Produce a Safeguarding report form which can be edited online.</p> <p>3. Improve collection of Safeguarding data from BTF</p> <p>4. Register new Directors at Companies House and relevant compliance</p> <p>5. Risk register - distinguish between LR (Llyr Roberts) and LDR (Louis Richards)</p> <p>6. Board to look at the Risk register as a whole and feedback any comments</p>	<p>AJ</p> <p>BL</p> <p>BL</p> <p>BL</p> <p>All</p>	
<p>7. Re visit the Board Report format and standardize for all Subgroups and Reports</p> <p>8. Open a second Bank Account to enable business continuity</p> <p>9. PT to seek further assistance from his team to help JnB with Xero issues</p> <p>10. BL to produce a business case for the CWG with various scenarios to the July Board Meeting</p> <p>11. Subgroups to identify future programmes and cost to plan for profit</p> <p>12. WK to present insights at July Board Meeting</p> <p>13. RemCom to be established - to discuss SM GoTri Officer position as well as other staffing issues</p> <p>14. BL to lodge Old Article information with Companies House Monday</p> <p>15. TR to draft report for RemCom for Officials remuneration/incentives</p> <p>16. BMG date to be set up and draft commercial strategy</p> <p>17. AJ to doodle poll for Board Value workshop June and Board Away day Sept Oct</p> <p>18. AJ to set next Board meeting date 11 or 13th July</p>	<p>BL</p> <p>BL</p> <p>PT</p> <p>BL</p> <p>ALL</p> <p>WK</p> <p>PT</p> <p>BL</p> <p>TR</p> <p>OR</p> <p>AJ</p> <p>AJ</p>	

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AOB

BL wanted to inform the Board about discussion starting with SW around collaboration of the School Resources

BL raised the discussion due to take place with SwimWales.

The Board were reminded about completing the Board evaluation sheet before they left the meeting. Previous result are now in Board dropbox folder and Admincontrol.

Date of Next Meeting

Was scheduled for 12th July
Board have asked AJ to see if she can move it a day before or a day after

Chairman Close and Thankyou

Meeting was adjourned at 21:10 by Paul Tanner

Minutes submitted by: Beverley Lewis