

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting	
12 th July 2017	Attendees: Paul Tanner (PT) Jon Blakemore (JnB) Tom Roberts (TR) Beverley Lewis (BL) Tom Overton (TO) Joy Bringer (JB) (in part) Marc Jenkins(MJ), Owen Rodgers Amy Jenner (AJ)
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 12th July in Sport Wales by PT.</p> <p>APOLOGIES Mike Battersby, Llyr Roberts and Sarah Roberts. Partial Apology from Joy Bringer who is leaving At 19:00</p>	
Conflicts of interest / Risk Register	
<p>Potential for Conflicts of interest Declared:</p> <p>TO position within SW OR position within Cardiff Met in relation to the Performance Centre MJ Potential conflicts as coach and partner to Helen Jenkins. And his business relationship with Pedal Cover JB Sports psyche SW</p> <p>BL asked if the format of the Risk register was acceptable. PROPOSED Owen Rodgers APPROVED Tom Overton</p> <p>BL noted that the Latest version of the Risk register will be in Admin Control for the next board meeting but live document will stay in dropbox</p>	
Development Update	

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TO introduced the development team Will Kirk (WK) and Steph Makuvise (SM) who will present the development insights.

WK presented development in relation to the 4 worlds, and its overlap with the performance pathway

SM discussed the GOTRI initiative and data from the initial races - Adaptable, Low cost small-scale events. The events and future GOTRI events were listed

SM presented a Case Study - Fitzalen High School. Collaboration with BME Cymru, Swim Wales, Welsh Rowing.
Blueprint on how to run a successful schools GOTRI

SM discusses the data behind the GOTRI so far. 105 women/75 men a better percentage of women than the membership of triathlon or the main stream event stats. SM will look at working with the Cardiff disability sport officers - to organize events that are accessible for all, JB asked for more information around the perceived barriers for the pupils at Fitzalen and wondered if the students gave their opinions of the barriers. Was there any selectin of the pupils who entered the event or any opt out from parents to understand the barriers. SM agreed further insight would be beneficial. Gotri will now be promoted better in North Wales

WK continued with the presentation.

WK gives a wider membership update. Grown 18% in last 6 months.

OR was interested in the question - why did you join WT in the first place? - could we ask this question?

Membership growth coming from core membership currently

Growth still driven by 40 - 50 years olds

Drops off 16 -24, Cycling and athletics have a similar trend as above.

WK discussed interim results of the club kickback scheme and shows a map of current clubs. Kickback was launched on 16th March, the 1st quarter ended 30th June. Limited results so far which could be due to limited promotion (resource restricted)

Concluded presentation.

TO explained that results of kickback looks small but there was no risk to Welsh Triathlon as a business. WK noted that the rolling membership is busiest in 4th Quarter with March being the busiest time so the 1% increase seen may grow

TO added that we need to understand why people don't join and why they drop out. Are we driven by generating income or do we need to go back to our purpose as an NGB to develop the spor
JB leaves the board meeting

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Updates on the TE membership review were explained. WK looked at how the changes would work for Wales. BL mentioned the raise in Junior membership would affect children coming into the sport if they were to pay £24 instead of £10 and added, it's important as an NGB we start engaging better at events chatting to people get members. The Expo's showed there was power in direct engagement and indication to potential members of the direct benefits for them and the benefits to development of the sport

Approval of minutes from 8th March 2017

Minutes

BL asked if everyone was happy with format of the Board Meeting minutes. They were considered an improvement

PT reviewed the outstanding actions from last meeting.

TO asked could all board reports be put in Admin Control 2 weeks before Board Meeting, therefore all board members can get a chance to read the reports.

BL - still working on second bank account, possibly with Santander

CWG Business case in draft at the moment.

RemCom up and running, and need to arrange 1st meeting

PT asked what was the status of the articles.

BL noted we were now compliant with Companies House and she was consulting with SRA on the future changes

BL noted that more research needs to be done on the content of the Bye-laws.

BL has started assets document for sponsorship

The minutes of the meeting were put to the Board for approval

PROPOSE

Tom Overton

SECOND

Owen Rodgers

APPROVED

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Matters Arising not covered in this agenda

BL updates the board that WK has handed in his resignation from a promotional position and will be leaving at the end of August.

BL discusses how she would like to propose a new staff structure
PT noted that he will discuss the restructure one to one with BL and it will be brought back to the board. He stated that this was a priority and needed to happen quickly.

Financial Update JnB

JnB presented the Management Accounts to March 2017
Presentation of draft reports. Invoices and payments will be reviewed to ensure all goods and services are reflected correctly at FYE

Income for the year is looking to break even at £35k

Slight over and underspends in departments. Income underspent in Development due to coaching courses being held in March.

SW Funding half the amount was deposited in May

PT stated that he will have a meeting with BL and JnB to review the last income report and will bring to next board meeting.

Bank Cards have arrived

Xero - is up and running.

CWG - Draft proposal which will be discussed later.

PT thanks JnB for his work on the accounts and making the effort to go to the office every Friday

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Board reports

EO Report

Nothing for Decision

Submitted early adopter, results by end of the month

Brav socks is now a member benefit introduced to and also taken up by Triathlon Scotland

WK and LW reached end of 6-month probation salary been adjusted accordingly

Looking at a collaboration between Swim Wales and Welsh Athletics as part of an Action Learning Group

Cardiff Triathlon - delivered well.

How the NTPCW is promoted needs to be reviewed

Board values workshop - BL has completed a review document submitted as a paper with the Board reports. This will be uploaded to the website to sit alongside the Strategy Documents. PT asked if the staff could write its values work up and seek board approval?

WSA AGM- New executive recruitment partnership with Acorn. We have paid £120 to join WSA and our clubs will fall under that umbrella.

Welsh magazine - Golwg looking at getting content in magazine and other partnership benefits

BL noted that WK did an excellent job of IRC qualification race and adding the GOTRI open water swim before was a great use of facilities.

Paul Graham visited the office - Customer Experience Senior Manager BTF, going to improve our communication to BTF.

PT asked if everyone has given consent for the early adopter

All approved by email.

BL has written a proposal to extend the contract of SM which finishes in September. PT said that this will need to be discussed in the RemCom group. But he commended the quality of the business case.

BL talked about how she envisages the new structure in the office. There was also the need for a commercial role a day a week.

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DMG Report Nothing for Decision

TO - Nothing more to discuss on Development.

TR verbal proposal for officials taken to DMG. TR to meet WK to discuss

TO suggested organizing a Board Strategy day which would lead into a board meeting in 2018 to show engagement in the North. Accommodation could be at Plas Menai.

PT asked if we could look at setting up a regional meeting in the North, combine an overnight stay. BL noted that it is a challenge to organize a day which all board members can attend.

TO - Nothing more to discuss on Development.

PMG Report Nothing for Decision

CWG Selection race will be Aberavon 23rd August, selection policy amendments now drafted by LW. There are a few issues event issues to be evaluated by TR with regards to speed bumps

Brendan Purcell has agreed to sit on the CWG selection Panel

MJ commended LW and what he has achieved in a short amount of time. Athlete progress has been tangible in race results

2 teams will go to Nottingham for the relays 1 from the NTPCW, 1 from Cardiff National Academy athletes

There was an in-depth discussion around team selection for the CWG.

The Board agreed with MJ's thoughts around selection and were happy for him to communicate these thoughts to the performance team

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GLG Report

**BL presented the GLG report - majority of topics already covered in the meeting
Nothing for Decision**

Officials Report

Nothing for Decision

Llanelli Triathlon, Cardiff Triathlon and IRC Selection Race- 3 of the strongest teams of official we have ever had. TR Thanked Welsh Triathlon office staff for their support

More officials have successfully completed LTO and RTO.

BMG

Nothing for Decision

A discussion was held around the AGM After Party- a different format, invite workforce award winners. A date needs to be set with the Ice Arena.

BL happy to go forward with it, as soon as we have a date in place

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Safeguarding, Equality and Diversity,

2 safeguarding incidents have been brought to the attention of the safeguarding lead officers and have been considered by the panel - no follow up action required.

CWG Update

Logistics are sorting out, BL discussed logistics.

CWG draft business case prepared

The business case outlined the most costly scenario of a full team and support staff.

It also included the additional roles (BL, CGW representation) and staff commitment (AJ) from additional office staff who wish to experience the CWG and will be looking to combine leave with working whilst in Australia.

TO questioned the roles the additional staff would have when they are at Gold Coast. PT asked the staff to leave to discuss further with the Board members

BL and AJ leave the room.

Action Items	Person Responsible	Deadline
1. Development slides to be put in Admin Control		
2. Board to respond to Board Report Reminders to enable AJ to load to admin control in a timely fashion	AJ	
3. LR to support BL with articles	Board	
4. BL to draft final letter to Pedal cover. PT to sign it	LR	
5. BL to get final date from Ice Arena	BL	
6. MJ and BL to discuss with Chris Jenkins CWG selection issues	PT	
7. Staff Value workshop to be written up and approved by Board	BL, MJ	
8. AJ to look into Board meeting in the North - potential dates and costs	BL	
9. Upload strategy review document to website	BL	
	AJ	

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Date of Next Meeting

Was scheduled for 13th September

Chairman Close and Thankyou

Meeting was adjourned at 21:40 by Paul Tanner

Minutes submitted by: Amy Jenner