

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting	
13 th September 2017	Attendees: Paul Tanner (PT) (in part) Jon Blakemore (JnB) Tom Roberts (TR) Beverley Lewis (BL) Tom Overton (TO) Marc Jenkins(MJ), Owen Rodgers Amy Jenner (AJ) Sarah Roberts (SR) Mike Battersby (MB)
Chairman	Paul Tanner
Minute taker	Amy Jenner
Chairman's Opening	
<p>BL asked for the the regular meeting of Welsh Triathlon to be chaired by Mike Battersby as PT advised he was running late.</p> <p>APOLOGIES Llyr Roberts and Joy Bringer</p>	
Conflicts of interest / Risk Register	

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Potential for Conflicts of interest Declared:

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

Development Update

BL introduced Performance Pathway manager Louis Richards who presented the Performance insights.

LR presented the performance structure over the past year, and what the pathway will look like going forward. This was followed by questions from the Board

Concluded presentation.

Approval of minutes

Approval of Minutes from 12th July 2017

PROPOSE

Mike Battersby

SECOND

Tom Overton

APPROVED

Approval of minutes from the special board meeting 16th August 2017

PROPOSE

Mike Battersby

SECOND

Tom Overton

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Financial Update JnB

JnB presented the Management Accounts from April to July 2017 covering each department.

Approval from board for the accounts

JnB noted that if he gets approval he will be in a position to send the accounts to the accountants in compliance with Companies House.

PROPOSE

John Blakemore

Board voted unanimously

Board reports

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EO Report

Nothing for Decision

TO asked if there was an update on the membership package

BL talked about the membership package and costs, TE were looking to increase membership and SM is carrying out some work to propose a way forward for WT

TE will be introducing a new Activator package and a new Age Group membership package - discussion around these and costs implications to be taken to next DMG
Membership prices could increase. BL noted she does not want the TriStar price to increase too much, and perhaps look at just covering costs of the membership.

Now have a breakdown in costs for membership. More transparency since Paul Graham has come into post. With the new senior management team we now have monthly Coms and marketing and membership telephone meetings.

TO the Membership package will be discussed at the DMG and taken to board with recommendations.

Staff Restructure As of 18th September.

Amy Jenner has been appointed to Workforce Officer

Steph Makuvise has been appointed to Participation Officer

Interviews will take place on Friday 15th September for Events officer with BL and PT

Administration Role to be advertised within next few weeks

BL will restart a discussion with SW to consider more office space

USW - intern projects have been submitted

Adult at risk policy - in line with BTF policy, BL circulated with board by email and to be signed off.

Tri Ice party

There was a discussion around format of TRI-ICE Party which will be held in November after the AGM

The SW Funding submission is due 8th December.

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PT joined the meeting

DMG Report

Nothing for Decision

Membership growth exceeding previous year and other Home Nations.

Workforce courses - generating income. Extra course provided for L1 in Cardiff

GOTRI calendar for 2018 - diverse range of events

Focus points - stakeholder engagement, need to look how messaging get outs to clubs etc.

Exit interview with Will Kirk was positive - he was positive about the team he worked with.

NEW Events Officer - will look at building an Events Strategy

There was a discussion around adding another member to the development manager group (DMG) who can challenge the group in areas TO can't due to conflict of interest

SR asked how Welsh Triathlon would recruit for the sub-group? BL noted by invite and then an introductory interview.

PMG Report

BL and LW met with CWG, had a positive meeting which presented the WT CWG strategy and clarified some of the selection issues

MJ wanted Approval for Louis Richards CWG flights

PROPOSED

Marc Jenkins

Board voted unanimously

MJ noted that LR, LW and Laura Macy will act as support team at the CWG (dependent on the athlete numbers selected to race)

The WT CWG Selection race was fantastic, acknowledge to Darren Vaughan who organised the event.

TR added his thanks to Marc and the Performance team who helped deliver the race

MJ commended the work LR and LW are doing around Performance

There was a discussion around an exit path for athletes engaged in the 9 potential Swim Wales Performance Centers, and a way to work and collaborate with Swim Wales.

Discussion around Paratri and the resources we have in Wales, as at the moment Welsh Triathlon are using the BTF Paratri Programme. PT asked if there was another funding stream we could use to facilitate Paratri in Wales, and perhaps we should look into funding options.

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Roles and responsibilities to be defined with LR and LW for when they are at the CWG

External Affairs

Nothing for Decision

MB Attending ACT meeting and asked if any board members had any questions they wished to have raised. MJ would like to know why the CWG event has been be changed to Sprint Distance. MJB explained the reasoning behind the changes.

GLG Report

Nothing for Decision

BL presented the GLG report - majority of topics already covered in the meeting

Discussion around Regional Representatives, board portfolios, and how Board members are currently appointed. BL would like to revisit this before the deadline for the Self Assurance.

MB - BTF have new sport governance code, all board had to comply or all funding would be removed. MB noted that he believes we are the most compliant out of the Home Nations

Officials Report

Nothing for Decision

A very busy summer, more and more officiated races. TR happy with the skilled and experience officials delivering at events.

One more RTO qualified in Wales.

4 RTO's going forward as NTO's - the Board congratulated TR on his effective support of Welsh Officials to enable their further development

TR noted that there was an Official at Ironman Wales that wasn't a qualified official. TR has addressed the situation with BTF.

Coed y Brenin duathlon last event of the season for officials.

BL noted that insurance for Ironman events will be included as part of the new membership packages

TR to have meeting with AJ to discuss Official Training in 2018.

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BMG

Nothing for Decision

MJ left room while discussion around Pedal Cover took place

Pedal cover signed a new contract and have paid the final instalments from last year. They have signed Non Stanford as new ambassador.

BL - Sporttape on board, launch will be next week. They are also producing a new WT design tape

BL started the discussion with BTF to understand what assets we can 'sell', with Paul Graham . After consideration of a new Commercial strategy she will re think how to approach sponsors

OW asked should he try and look at getting different benefits, BL advised that we need a strategy of what we are trying to achieve from a business prospective.

MB noted that we have enough value in kind, we now need to find revenue.

PT and BL welcomed MJ to come to join BMG to bring his advice around sponsorship.

A discussion followed around putting a strategy in place to run a club relay event (as was held in the past). Could look at supporting event organisers such as to deliver.

PT - commercial strategy - what time scale should we work to? PT recommendation we look at it at next meeting in October

OW - will send emails out to arrange next BMG meeting and to include MJ

MJ - we need to know what commitment we have to the BTF partners, sponsors etc.

OR - NTPCW Recruitment at Cardiff Metropolitan University and Cardiff University is promising

OR - to do a promotional video based at Cardiff Met

Workforce officer to work with events officer and Luke to organjse a coaching day.

Safeguarding, Equality and Diversity

PT -JB has resigned from the board for personal reasons. WT to look at a replacement. Advert out asap - action for PT to get out by the end of this week,
PT noted that this is an opportunity for board members to swap portfolio to Safeguarding, Equality and Diversity.

E and D - Now at risk as not meeting diversity and skillset on the board with JB leaving.

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Self-Assurance

3rd October - LR and PT attending SA review meeting

AGM - Notices for AGM - LR to send proxy notices out. (28 days prior to AGM)

Strategy review day - look at Early January . AJ to send Doodle poll to all staff and board.
Friday Saturday Sunday after 19th/21st 28th Jan or first week of February. **Note: BTF Strategy Day is 13/14th January**

REMCOM

BL and AJ leave the room.

AOB

MJ asked if we have a budget Sport treatment in Gold Coast 2018, BL said it is covered with collaboration with Team Wales and pre camp with TE.

PT asked if there a steering group around the CWG? This is covered by the PMG. MJ noted that there will be a presentation after selections have taken place.

MB - Articles email he wrote to Kay he would like to share with Andy and Jane. PT yes that's fine.

PT asked if any board members were planning on going to Australia for the CWG. No board members attending.

Action Items	Person Responsible	Deadline
1. OR to arrange next BMG meeting and invite Marc Jenkins	Owen Rogers	22/09/17
2. BL to advertise administration role	Beverley Lewis	06/10/17
3. BL to contact Malcolm at Sport wales for more office space	Beverley Lewis	22/09/17
4. AJ to send doodle poll for Strategy Review Day	Amy Jenner	18/09/17
5. LR - proxy notices to be prepared for AGM	Llyr Roberts	20/10/17
6. PT to produce advert for the Safeguarding board position	Paul Tanner	15/09/17

Date of Next Meeting

Scheduled for 8th November 2017

Chairman Close and Thankyou



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Meeting was adjourned at 21:00 by Mike Battersby

Minutes submitted by: Amy Jenner