

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting	
10 th January 2018	Attendees: Paul Tanner (PT) Tom Roberts (TR) Beverley Lewis (BL) Tom Overton (TO) Owen Rodgers (OR) Sarah Roberts (SR) Mike Battersby (MB) Llyr Roberts (LR) Amy Jenner (AJ)
Chairman	Paul Tanner
Minute taker	Amy Jenner
Chairman's Opening	
APOLOGIES Paul Tanner - running late Tom Roberts - running late Marc Jenkins Jon Blakemore	
Conflicts of interest / Risk Register	
Conflicts of interest: TO position within SW. TO noted that partner funding applications were being processed and he confirmed he hadn't been involved in triathlon discussions 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 11th November 2017 PROPOSE Mike Battersby SECOND Tom Overton APPROVED	
Principle 2 - Refresher	

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BL opens, and chairs start of meeting

Principle 2 - Refresher

BL had attended a workshop with Amanda Bennett a consultant on behalf of SRA. Bl briefed the Board on the key items from the workshop

BL highlights to the board their roles, Board policies, compliance, articles, by-laws rules and regulations

BL confirmed that all directors need to review and understand the finance reports as part of their role as director

BL discusses the role of the board and what is expected from a high performing team

BL to share Principle 2 PowerPoint presentation with those absent from Board Meeting

Board Evaluation - why is it important.

- BL collates evaluation sheets at every board meeting and puts results into dropbox for the board to view.

BL - any questions

There was a discussion around why it's important to articulate the principles by using real life examples and where there have been healthy challenges. Only 2 NGB's attend the Principle 2 workshop ideally the board should attend. Case studies were shown at these meetings, which would have been beneficial for the Directors.

LR noted that other sports such as FAW are dealing with directly Amanda Bennett

BL made the point that it is very beneficial to get the different sports to explore and share best practice.

BL noted that she was disappointed that no board reports were in before this meeting, despite there being no Sub Group meeting, a board report can still be produced with discussions with key operational staff

LR asked if the next stages of the framework have been reviewed or updated.

BL explained nothing had yet been shared but that it was important not to wait any updates but to continue with our Action plan

PT arrives at meeting

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Finance Update

JB had circulated the papers in advance of the meeting

BL asked if there were any comments on the finance papers?

PT - would like more information to know where JnB is allocating the costs. BL has discussed cost codes with JnB and there are some areas to work around due to the change with re-charge and TUPE

BTF have again had changes in finance staff members which has delayed the receipt of some information.

BL is aware of the issues raised by Paul and she and JnB are looking into them.

SR - noted that last year's accounts were accepted by Sport Wales with no queries concerns or questions.

PT Continued to chair the meeting

Tom Roberts arrives at meeting

Board Reports

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Executive Officer (BL)

Funding application went in on time BL thanked to JnB for his work and support
Increased request for performance funding based on the Athlete tool and discussions with Ann Bevan the SW ES Lead Officer for Triathlon

There was a discussion around whether Board members should see the funding application before it is submitted (it is reviewed by JnB, BL and PT). BL agrees with the principle, but the application may be a longer process waiting for all board members to review it. This highlighted the requirement for an adequate timeline to be put in place for the strategy, budget, finances and submission.

BL to put the funding submission in dropbox

Any questions around the funding submission to go back to JnB/BL

The staff attended BTF staff away. BL was proud of the team and the voice they had at the away days.

Work around Early Adopter and physical literacy - next meeting 26th January with the selected consultants from Cardiff Met

Safeguarding - awarded level 3 in November

Blair Cartmell has joined the NTPCW until March 2018

Blair will support Luke while he is working in Abu Dhabi and at the preparation CWG camp in Noosa
Blair has a same contract as Andy Lane - PT to look at BC contract to see if it is in line with IR35 regulations

Rio Maior English talent camp - all camp brought home early due to Noro Virus. Lessons learnt which will be invaluable for the CWG. The team praised Jessica Parry Williams (JPW) for her support at the camp. This reinforced her position as team physio for the triathlon team at the CWG's

The performance team will look at funds to support JPW (Physiotherapist) to Australia.
PT wants to see a formal mini business case from Marc.

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Legal Advisor

BL worked with the legal advisor at BTF and would like to keep him on a retainer for £4000
Spent £850 already for his work.

The complaint wasn't in the interest of us to take forward, but his time, input and knowledge was invaluable, and BL would like to keep him on a retainer.

The £850 would be included in the £4000.

There was a discussion about value for money and what complaints have come in the past. It was noted that we now have more Home Nations members, so we couldn't compare past results.

MB suggested that asking if we get him on a retainer could he work with our articles. BL suggested the Legal Framework Panel would cover this work.

PT - the Board agreed in principle but would like a full breakdown of what's included in the price. It can come to the next Special meeting rather than waiting for the next board meeting.

There is now in place a telcon meeting held monthly for the BTF/TE/TS Commercial team along with membership and events

Welsh Super series.

Issues with the 2-day event at Bala, there is a risk of us setting the race up and taking entries but a not getting closed roads.

Gareth to prepare contingency process for if roads closure refused - Board to see figures

MEU can't tell us if we can get the funding yet. Upcoming meeting with Dai Evans and Andy Salmon around Major Events

Framed new membership benefit

Sport tape - delighted about tape sales. We receive 50% of every Welsh Triathlon tape sold

Brav socks - Velindre socks to go on sale for the Cardiff Triathlon partnership

GDPR - will sit with GLG research as much as possible. GDPR to go on Risk Register

Still waiting for communication from Activity Wales Events

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DMG Report (TO) **Nothing for Decision**

TO apologises for no formal board paper

Set up key priorities for the year, thanks BL for input.
Members of the team focusing on certain areas - big development.
Need to consider how we promote success of the organisation
Wants to add value to sub group, keep the energy going.

PMG Report (BL)

Received a letter from an athletes' parents about the support Louis and the Team have given her and her family. BL ask to share this with the Board as celebration of success item

Blair Cartmell joining our NTPCW is a seen as a positive

Board report shows the logistics around Australia.

Athletes that have been selected for Australia CWG remain CONFIDENTIAL until Team Wales make the announcements

GLG Report (LLR) **Nothing for Decision**

Dates agreed for the year to work around the board meetings.
Composition of board is important, all board members to attend one governance workshop in 2018 and report back.

Need to continue to share good governance articles.

Complete articles and by laws, working with SRA, get articles and by laws approved at AGM.

Next governance leadership meeting will have another discussion around the composition of the board.

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Updates GLF action plan to be shared
PT to arrange one to one meetings for evaluations with all board members

Added SA into admin control.

GDPR - needs a level of ownership, a natural group would be the GLG to bring it back to board for complete board awareness.

Officials Report

RTO course planned in North Wales but only one attendee.

LTO course planned for North and South Wales

Updated Rules and Tech will be ratified at the BTF board meeting on the weekend to then be published on Monday 15th January 2018

TR asked to sign off the rules on behalf of Welsh Triathlon, PT agreed

BMG Report

Nothing for Decision

Monday invites to board members (AJ) to send tomorrow

Video content for NTPCW to be made at Cardiff Met still waiting to be done -BL to chase this up with LW

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SR - Sport Wales

'The Conversation' vision - still open for people views, Share it with Family and friends. Closing date, end of the month.

Will be compiled for key themes. It will eventually file into a formal document, now it's just everyone's ideas coming together

Community sport and activity program - North Wales - going ahead BL invited to it.
22/23/29th January in North Wales.

External Affairs - Report

BL will not be invited to the next BTF board meetings or Senior management team meeting - renamed executive team. MB noted that BL should have a place on the executive team meetings. PT will ask the question as to why she is not included having been part of the discussions at the TUPE meetings

Safeguarding, Equality and diversity, complaints update

Strategy Review / Board away Day (Dates)

MB can attend the Saturday but not Sunday after 11:00

BL - The Board need to set what they want to do in the strategy day.

TO can attend in the morning of the Saturday.

OR is working

MB may have some ideas and challenges to discuss at the review date after the BTF strategy day.

Current strategy goes to 2019

TO ultimate outcome is looking at the next cycle up to 2023.

BL to send Strat presentation to the board.

BL expressed how disappointed she felt that the date of the Strategy weekend had fallen apart due to board commitments, when the staff have freed up a whole weekend of their spare time to attend.

AJ to book a room for 2 days for Strategy Weekend

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AOB		
<p>Director Recruitment Update PT will need to have a panel for the interviews for the Director of Safeguarding CV's to sit in the REMCOM group. Date of next Meeting to be arranged</p>		
Action Items	Person Responsible	Deadline
1. BL to share Principle 2 PowerPoint presentation with those absent from Board Meeting	Beverley Lewis	17 th Jan 2018
2. BL to put current funding submission into the board folder	Beverley Lewis	17 th Jan 2018
3. BL to check how contractors are employed - IR35 regulations	Beverley Lewis	17 th Jan 2018
4. BL to change that the organisation (Welsh Triathlon) is the employer and not Beverley Lewis in previous minutes	Beverley Lewis	17 th Jan 2018
5. BL to ask Mike Toney for detailed proposal to keep him on a retainer	Beverley Lewis	31 Jan 2018
6. BL - GDPR to go on Risk Register	Beverley Lewis	31 Jan 2018
7. BL to circulate Strategy Presentation to board	Beverley Lewis	31 Jan 2018
8. PT to review Blair's contract.	Paul Tanner	31 Jan 2018
9. PT to arrange one to one meetings for evaluations with all board	Paul Tanner	31 Jan 2018
10. MJ to prepare a formal mini business case for extra support team to go to the CWG	Marc Jenkins	31 Jan 2018
11. OR to provisionally book a room for the 2018 AGM at Cardiff Met.	Owen Rodgers	19 Jan 2018
12. AJ - Doodle Poll for AGM Meeting.	Amy Jenner	19 Jan 2018
13. GE to draw up contingency process for Bala	Gareth Evans	19 Jan 2018
Date of Next Meeting		
Scheduled for 14 th March 2018		

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Chairman Close and Thankyou

Meeting was adjourned at 21:15 by PT

Minutes submitted by: AJ