

Welsh Triathlon

BOARD MEETING MINUTES

23rd July 18:00-21:00 Sport Wales National Centre

		Attendees: Paul Tanner (PT) Llyr Roberts (LR) Tom Overton (TO), Jon Blakemore (JnB) Beverley Lewis (BL), Marc Jenkins (MJ), Tom Roberts (TR), Mike Tate (MT)	
Chairman	Paul Tanner		
Note taker	Tom Overton		
Apologies	Owen Rodgers, Mike Battersby		
Chairman's Opening			
The regular meeting of the Welsh Triathlon was called to order at 18:00 on 23 rd July in Sport Wales by PT. PT welcomed members to the board meeting.			
Items for decision			
Discussion	Risk Register - high priority (red) risks reviewed by exception		
Decision	Risk of staff retention an ongoing risk.		
Action Items		Person Responsible	Deadline
BL & JB take proposals forward for reward and recognition for members of staff at a time of growth		BL	September board 2018
As risks are mitigated they will be moved down in priority where appropriate where appropriate.		BL & PT	Ongoing
Conflicts of interest			
Discussion			
TO highlighted his ongoing work with Sport Wales.			
Approval of minutes from May 2018			
Discussion	Proposed MJ seconded by JB		
Matters Arising not covered in this agenda			
Discussion			
<ul style="list-style-type: none"> • WT representation at BTF • Club logos • Board member accountability • Strategy Development 			

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Action Items	Person Responsible	Deadline
Reinforced that papers to be sent to Admin minimum of 1 week in advance of board and all Board members committed to read all papers in advance of the meetings.	ALL (NON NEGOTIABLE)	Now and ongoing
Strategy development - BL facilitated update/refresh session at next Board meeting and standing item on future agendas	BL	September 2018
Agreed that WT logo can be used on affiliated club kit but must meet official branding guidelines	BL	From August 2018
Development Sub-Group Report: Bullet Point Update TO		
Discussion		
TO highlight that members agreed to develop engagement template as part of strategy development		
Action Items	Person Responsible	Deadline
Sub groups & individuals to complete engagement strategy template as shared and discussed at May 2018 Board	ALL	January 2019
Financial Update JnB		
Discussion	JB asked board to sign off accounts for year end.	
<p>Following accruals process for 17/18. We now have a drafted loss of -£12k. Accommodation has been the biggest after date charge through CWG training camp.</p> <p>We have more than 4 months cover business as usual costs in line with our good governance.</p> <p>Going forward there is a budgeted loss of -£13k this is also in the context of strong business growth. If approved, we would still have more than 3 months cover for business as usual costs</p>		
Decisions		
Board agreed unanimously to sign off balance sheet with accruals as shown showing -£12k deficit 17/18		
Board agreed unanimously to sign off projected budget for 2018/19 showing -£13k deficit forecast.		

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External Affairs Directors Report: Bullet Point Update MB		
Discussion	As per report - no decisions required	
Performance Sub Group report - MJ		
Discussion	As per report - no decisions required	
EO Report - Bullet Point update: BL.		
Discussion		
<p>Report talked through by BL. PT shared a discussion around the federated structure versus devolution. Recommendation that as such an important issue PT suggested a separate discussion as it affects our entire constitution. LR asked what is BTF view.</p> <p>Collaboration needs to be pushed - lacking traction with other significant NGBs.</p>		
Decisions		
<ul style="list-style-type: none"> • Draft articles approved subject to passing passed MT for legal expertise • AGM proposed for Sunday 18th November 12pm start • Membership Principles agreed and will come back through DMG before going back to board. • Proposal for young person and/or athlete representative on board. TO agreed to look into the potential of recruiting young ambassador 		
Action Items	Person Responsible	Deadline
Doodle poll to get a board meeting together before August to have a facilitated discussion on our key principles around federation v go it alone.	PT	August 21st
Add NTPCW to risk register due to cancelled meetings with Cardiff Met & Cardiff Uni	BL	August 3rd
Great coverage but Feedback to GE and copy BL around technical commentary accuracy on dream Team coverage.	TR	August 3rd
TR to set out clear rules for wearing/not wearing wetsuits pending water temperature.	TR	Dec 2018
Mechanical doping - borrow equipment for WSS and let athletes know that they may be randomly tested shortly before start of the race.	BL & TR	Dec 2018

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TO to work with Lauren H/Rich Dando to identify process to appoint young person to DMG	TO	Sept 2018
All to let BL know if 18 th November not a suitable date	ALL	By August 3 rd 2018
Business Management Group		
Discussion	As per report - no decisions required.	
Concerns raised that this area of work was not progressing with enough urgency as business critical		
Decisions		
All board members to explore commercial links and or opportunities and share with BL		
Date of Next Meeting PT		
Discussion	12 th September 2018	
Next agenda to focus on strategic area		
Action Items	Person Responsible	Deadline
PT to ensure board agenda focuses on strategy with board reports limited to discussions for decision and/or a strategic information critical for Board	PT	August 29 th 2018
Chairman Close and Thankyou		
Discussion		
Meeting was adjourned at 22:00 by Paul Tanner The next board meeting will be at 18:00 on 12 th September 2018, Sport Wales		
Minutes submitted by: Tom Overton		