

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting	
9 th May 2018	Attendees: Mike Battersby (MB) Tom Roberts (TR) Beverley Lewis (BL) Tom Overton (TO) Marc Jenkins (MJ) John Blakemore (JnB) Mike Tate (MT) Rosie Eccles (RE)
Chairman	Mike Battersby (Acting Chairman)
Minute taker	Rosie Eccles
Chairman's Opening	
APOLOGIES Llyr Roberts (LLR), Paul Tanner (PT), Sarah Roberts (SR), Owen Rodgers (OR)	
Conflicts of interest / Risk Register	
Conflicts of interest: TO position within SW. OR position within Cardiff Met in relation to the Performance Centre MJ Potential as coach and partner to Helen Jenkins. And his business relationships TO due to Lead on current SW collaboration work	
Approval of minutes	
Approval given to Minutes from 14th March 2018	
Actions from previous meeting	
<ol style="list-style-type: none"> 1. PT to complete 121's with Directors 2. LLR to Review PT 3. Directors to respond to Strategy Document by end of the month 4. AJ - Doodle Poll for AGM 5. All- Review and respond to strategy document 6. Schedule a BMG Meeting asap 7. SR circulate The Conversation Results 	
Matters Arising - Not covered by Agenda	
Board Reporting	

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Board Reports

Finance Report - JNB

Report to be taken as read

JNB stated that the report was as of March the year ended

JNB reported turnover at £390K and a loss of £3K

JNB - There has been good control to bring us to a year end more or less on budget

Funding application letter has been received: Sport Wales income for 2017/18 at £168K.

Next year £230k which shows funding growth as a result of increased activity in strategic areas.

Budget application loss of £5K. Exchequer cuts cost £8K. JNB assured Directors that with the contingency allowed for the WSS the Reserves would still be maintained at a level required for Reserves Policy

Major Events; BL stated potential issues surrounding the £15K prize money for the Elite GE had secured two small grants from council and from Cardiff Met for Bala WSS

AHH have questioned whether they should be paying for the officials at Cardiff. TR adamant that this should be in the business case of Event Organisers as the level of event dictated the level of Technical Officials required.

TR - British Triathlon have agreed to pay some of the daily allowance for officials 10 officials at Cardiff Tri

TR stated he is sourcing technical officials from Loughborough as required

TO - questioned whether there is a commercial deal with the rights broker and asked whether there are any vast implications/direct costs for WT.

JNB said that he will find out the potential tax cost/implications

ACTION: JNB to enquire about the tax implications of commercial deal with Rebellion for Welsh Triathlon

BL noted that considering the increase in costs associated with the Gold Coast 2018 Commonwealth Games the Budget has been managed well.

MJB - Thanked team for the successful management of the budget.

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Executive Officer Report - Beverley Lewis

The funding application letter is now located in dropbox.

Collaboration work for the Early Adopter continues Bl to present latest results to the Development Leads Forum 16th June 2018

Bl working with Cardiff Met Consultants and Carmarthenshire Council to develop a Physical Literacy Project. This will be used as a test case for the Collaboration work.

LGBT workshop attended by Amy Jenner. Staff attended a BTF strategy and values day run by Andy Salmon.

BL attended meeting while in Gold Coast for Association of Commonwealth Triathlon and will add the Constitution to dropbox. The committee is there to support developing countries though means such as kit provision and advocacy. BL also fed back a separate conversation with CEO's from Canada and Ireland. They are experiencing some of the same issues as WT. BL looking into bringing an international forum together to discuss issues.

ACT has supported coaching course in South Africa, Caribbean looking to repeat (aiming to repeat but trouble with location; looking into flying to Florida. Kit has been shipped off to Africa. BL noted that CT has a zero budget.

TR asked about the long-term plan.

BL - it is about larger CW countries helping the smaller ones to develop. BL stated she will circulate constitution for everyone to read

ACTION: BL to circulate terms of reference of (ACT) to board members

Mike Townley has been appointed and already reviewed 3 different contracts. BL noted that he has already been essential

Integration with the home nations departmental calls works well though still some membership comms issues.

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BL said to the board that any help at any events this year would be highly appreciated. MT said he will be at Iron Man. BL explained that Gareth Evans will also be at Iron Man obtaining day license fees and driving membership. MJB and MT aiming to share presence at IM. BL-Suggested creating a live document of event whereabouts for board members to view in order to communicate their event availability.

TR - Why we don't have people at other events other than majors?

BL- It is an issue with resources and first they must be allocated to significant Welsh events. TR then suggested a live log that lists event where people are needed, both at major and small events with the purpose to increase presence and face to face interaction to help break down barriers.

MT- There is a need for board members to "put themselves out there" through social media when attending events.

ACTION: BL to create calendar of major events within drop box so the board can be aware of the events that they can attend.

Swansea University Ethics: BL discussed her meeting with Swansea University. BL explained that a masters student is aiming to look at the ethics and integrity of WT and will conduct interviews with BL, Luke and some athletes both from the world class and developments programs in relation to the duty of care of athletes and how they have progressed within the pathway. The dissertation proposal is currently undergoing ethical approval.

BL- This is a good opportunity to be transparent and is perfect timing considering it is a time where athletes are both entering and exiting the program.

TO thinks this is a fantastic idea and board gives approval.

ACTION: BL to forward all board member names to Swansea University to they can select members anonymously to interview.

Activity Wales: Now permitting with WT, have introduced a promotion where every new Welsh Triathlon member who joins will receive discount off Fishguard. Unfortunately, this event clashes with the Mikes Bikes National Championship which is also a WSS race. BL stated that this discount will not be promoted by WT. Mikes bikes is nearly full so it should not have impact on the race.

TR also stated that he has written an email to ask if technical officials can officiate at Activity Wales event but has so far received no response.

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Articles and bylaws. BL gone back to SH to progress the Articles. WSA granted a days funding to finish the project and it should be done in time for the AGM

DMG Report -TO

TO reported a continued increase in memberships, including internet based clubs, Go Tri events, coach education and CPD's.

TO stated - Amy, Steph and Gareth continue to do a great job.

Continuing to work toward Insport silver but ensuring that the pursuit benefits the organization and is not simply a tick box exercise. The Club Accreditation system is tied into the DSW Insport portal to enable Insport achievements alongside Club Accreditation.

Visibility around super series - risk that there is no visibility outside of these events. Important to be mindful that visibility is not just increased in the lead up to events but to continue the momentum throughout the series.

Agreed to stop the Kick Back scheme (Incentive for clubs to encourage members to become part of welsh tri) Lo take up and not penetrating the target clubs

Events strategy: Gareth has completed a summary which will be shared back with the board at a later date. It was stated that board members should be confident with key areas of business and long-term plan.

ACTION: Sub groups to individually develop stakeholder strategy and then feed-back to board.

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TO - handed out new strategy for engagement document. TO shared the need to think about key stakeholders, the relationship we want to have with them and who is responsible for that. And then additionally how these relationships could be improved with these stakeholders. TO proposed that this form is to be completed in from the point of view of different subgroups; eg; across performance, development, participation.

Thoughts from board members:

MJB - described the document as enlightening.

BL- suggested a different approach; for all sub groups to state who they feel their key stakeholders are and then to combine afterwards in order to prevent bias from the document. All board members are happy to complete and bring back to board.

Performance- MJ

Recent talent ID camp - More athletes attended

Girls described to be doing well whereas less the case for the boys. MJ noted a male challenge within the youth level. He suggested one reason may be down to lack of school engagement and current attractiveness of triathlon amongst this age group. MJ stressed the importance of addressing the missing links in triathlon and pathways and to find a solution to why there is currently not effective engagement amongst youth boys. MJ stated he is open to suggestions. LR suggests a strategy to recruit boys.

CWG:

Holding camp was great; This was expressed by both athletes and coaches. MJ stated that all athletes training well. Non Stanford was returning from injury which hindered her performance. Mixed relay performance described as fantastic, especially considering the late injury.

BL - the athletes conducted themselves well as a cohesive team and were commended for this. All athletes performed to the best of their ability. Non was a great team captain that 'stepped up' and played a big part within the triathlon team

MJ -There is a need to recruit talented single sport young people into triathlon.

BL-There is a need for cultural change with the single sports and it is important to get the message out to 18/19/20 year-olds to help turn good individual sports people into triathletes.

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Funding submission approved by Sport Wales; Looking to recruit staff to support performance team as well as admin staff to assist Luke and Louis.
Centre assistant coach; 2 pathway roles - Luke's assistant role and a South pathway role could potentially be combined into one.

Luke is going to Astana to support IH. The benefit of this is questioned, especially regarding Luke as this was acknowledged as his one weekend where he would have had downtime. This further brought into question the self-sufficiency of Welsh Triathletes.
MJ -It will be an aim to help make athletes more self-sufficient both within a training and competition environment.

British Triathlon selection for race support: BTF asked Louis to support European championships. One issue arising is that it will be a member of staff out of the office for 4/5 days. BL noted that there is a LM communication issue here, in this case Louis has been asked to take leave if he is to attend the championships.

4 new qualified NTOs, attended course in Loughborough. They have requested volunteer roles at Strathclyde and Leeds. One has been selected for Llanelli. TR selected for lead official in Cardiff.

RTO course planned in the summer/July - due to the cancelation of the course during the recent snow.

11 new LTO on course -now being assigned shadow opportunities. An issue with a Moto-Official in the North not using current management system being addressed

Condolences sent to Lloyd Jones family from WT.

Two events cancelled due to weather - 1 re-arranged this week.

AWE now permitting, TR have been in touch to liaise regarding officials.

64 permitted events, 20 not officiated at present, 7 of which are children's events.

Suggestion to GE that the Tristar committee promote officials within the junior club network. This is to be discussed at next Tristar meeting.

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Performance Director Brendan Purcell was described as a massive loss by MJ and expressed the need for a quality new BTF PD. Helen Jenkins has been asked to talk to all program athletes to get their input.

Governance and Leadership - MJB

Last meeting discussed GDPR and succession planning.

TO - how are we being proactive?

MJB states in process of getting associates to work with the group and to look at other avenues (Institute of directors). However it has not gone any further yet because GLG are yet to meet.

The need to consider board vacancy and how to shift the diversity of the board was expressed.

Rules and Tech- TR

Now 69 officials

Starting to shadow (have to do 4 events). Still got 10 shadows that need to find 4 event each. Because of this factor, TR states there needs to be caution when putting on courses and importance of being aware of how many shadows are still out there.

Out of the ATO's that went on courses; 3 officials going to Nottingham, 3 going to Leeds, and 2 going to international events. TR noted that it will be the first time there will be welsh representation at major events other than himself.

Still a few events without officials. TR noted that will be looking to improve on this.

TR aiming to put on LTO course in North Wales, and an RTO course in South Wales in Autumn or earlier.

Business Management Group - BL

Report as read

Sport Wales update: Sport Wales report is in admin control.

BL stated the importance of reports for board members.

Safeguarding, Equality and Diversity - No new cases other than one historic case that is being dealt with by BTF

Email Addresses

Debate as whether to buy non-alias email addresses for board members. The cost is £108 per person. This was noted as being better for GDPR but a cost to the organization. TO- Is it a necessity for all board members to have this email address? The board noted that the need for TR and JnB to have a non-alias address due their positions handling finance and sending emails out. MJB- It would be a large amount of money to cover all board members and therefore is a need to identify people who need vs do not need the Welsh Triathlon email address.

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GDPR Presentation- BL

BL talked through the presentation, and also stated that she will be circulating it to board members. Presentation consisted of the basic principles of GDPR and progress on the ICO 12 steps to prepare for GDPR. All members confirmed understanding of GDPR. Information is now being given to clubs surrounding GDPR however BL noted that there is more work to be done.

AOB

Date of next meeting: 11th July 2018

MJB - asks for a phone/Skype call during meeting as he will be away for the 11th July board meeting.

ACTION: Book room with Skype Function for 11th July (RE)

AGM planning meeting Monday 14th May: MJB, TR and MJ cannot attend. BL stated need for there to be a meeting where all could attend. TO suggested 3/4 people. Due to attendance, meeting no longer going ahead however new action

ACTION: Agenda item for next board meeting to include pre AGM discussion on format

Board Reports:

MJB -The board members need to complete board reports on time; one week in advance.

ACTION - All board members board reports need to be in by Thursday morning prior to the Board Meetings for Rosie to upload.

MT - Clarified that he should attend the Governance and Leadership Group.

ACTION: MT on the email for Governance and Leadership group plus doodle poll for meeting (LR)

Action Items	Person Responsible	Deadline
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<p>Date of Next Meeting</p>		
<p>Scheduled for 11th July 2018</p>		
<p>Chairman Close and Thank you</p>		
<p>Meeting was adjourned at 21:15 by MJB</p>		