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| Welsh Triathlon Board Meeting  |
| 13th November 2019 | Attendees: Jon Blakemore (JB), Tom Overton (TO), Paul Tanner (PT), Verity Cook (VC), Luke Organ (LO), Parul Patel (PP), Sarah Williams (SLW), Beverley Lewis (BL), Claire Lane (CL), Llyr Roberts (LR). |
| Chairman | PT |
| Minute taker | VC |
| Chairman’s Opening |
| APOLOGIES: Marc JenkinsWelcome: PT explained that SR is leaving Sport Wales and therefore will no longer be our sport liaison officer. PT thanked SR for all the work she has done for Welsh Triathlon on behalf of the board. |
| Conflicts of interest / Risk Register |
| Conflicts of interest:TO position within SW.CL perceived conflict of interest about the application to the same funding pot from SW.Risk Register1. SAR’S
2. Losing key staff
3. New 18-month agreement for an insurance policy.
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| Approval of minutes |
|  PROPOSED Parul Patel SECOND Jon Blakemore |
| Safeguarding and Equality and diversity |
| Safeguarding: No new cases. Equality and Diversity:* Moving to advance level which is about mainstreaming equality and diversity into everything and everyone understanding what we are working towards.
* The survey results have shown some interesting findings.
* Mental wellbeing day next week and international men’s day.
* We should have a mental health first aider in the team, but it must be the right person and they aren’t overloaded by the additional responsibility.
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| Board reports |
| Finance update * The team have been asked to be careful with the costs and asked if they can bring in any other income.
* Membership has grown.
* Departments are there or thereabout. Other than BTF, which is all due to the membership figure. We have taken actions to mitigate against that.

CEO * Advertising for a Santander intern for marketing and comms and 2 adverts for voluntary interns in events and compliance.

Sport Wales Update Taken as readGLGNothing to report on, ongoing projects. * The byelaws have still not been completed what is the deadline? The new deadline is June 2020.
* Are we compliant for GLFW and self-assurance? Yes.

BMG * Explained the BTF Commercial Committee meeting a couple of weeks ago, the objective was to deliver some form of framework for commercial strategy, to benefit home nations, including discussions around merchandise over home nations,
* How do we mobilise this? We need to understand the necessity and what is going to be most effective.

Board members then gave feedback on strategy evening  |
| Action Items  | **Responsibility** | **Deadline** |
| LR to collaborate with MJ. Present where we are at on the guidelines of what we want our athletes to be doing. Scoping document, what needs to be done and timelines. | LR, MJ | Next board meeting  |
| CWG selection policy needs EIA, the best time to do it is when the policy is being written. | LW, AJ, SLW  | On going |
| Review the work that SM is doing looking at the makeup of the event entries that aren’t members. |  SM, BL | ASAP |
| Archive the board folder, so those that have limited dropbox space can see all relevant documents. | VC, BL | Next board meeting |
| Look into the details of the bank mandate for new board directors. | JB | Next board meeting |
| At the next board meeting present a brief overview of the structure and framework for equality and diversity, AJ to come with a plan, explaining what training we need. SLW introduction for 15 mins. | AJ, SLW | Next board meeting  |
| Look to see if our insurance covers us for legal SAR cover. | BL, VC | ASAP |
| Send the link out for free ACAS training, about equality and diversity  | SLW | ASAP |
| Confirm if LR is a qualified mental health first aider | BL | Next board meeting |
| Date of next meeting  |
| 8th January 2020 |
| Chairman Close and Thankyou  |