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| Welsh Triathlon Board meeting  |
| 10th July 2019 | Attendees: Jon Blakemore (JB), Beverley Lewis (BL), Tom Overton (TO), Paul Tanner (PT), Verity Cook (VC), Luke Organ (LO), Claire Lane (CL), Llyr Roberts (LR), Marc Jenkins (MJ), Parul Patel (PP), Justine Baynes (BTF for part of meeting)Sarah Roberts (SR) |
| Chairman | PT |
| Minute taker | VC |
| Chairman’s Opening |
| APOLOGIES: Sarah William (SLW), Mike Tate (MT)Welcome: PT welcomed Justine Baynes (Director of Marketing and Communications) to the board and introduced her presentation.Justine introduced herself and her background and then went onto give a presentation on her initial thoughts six months into her role and some of her ideas and plans moving forward.  |
| Conflicts of interest / Risk Register |
| Conflicts of interest:TO position within SW.MJ potential as coach and partner to Helen Jenkins and his business relationship with sponsorsRisk Register:1. Event organizers permitting the Welsh Super Series races that they are holding
2. PACE
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| Approval of minutes |
| Approval of Minutes from 8th May 2019. PROPOSE Tom Overton SECOND Mark Jenkins  |
| Safeguarding and Equality and diversity |
| Safeguarding: No new cases. Equality and Diversity: Improving the annual survey that goes out to all our members. |
| Board reports |
| Financial Update * Last year end 18/19 - Accruals have been looked at and have been added into accounts for 18/19.
* Proposed the accounts go to HJS, then put forward to companies’ house before AGM – Board unanimously approve this as an approach.

CEO Report * Board away day –Will be broken down into several evening sessions.
* Terms of reference for BTF/HN’s membership committee – Board approved terms of reference with no comments
* BTT proposal – BL gave the board a brief history of the Trust. Explaining that there is a move towards the Trust becoming part of BTF structure to make a clear pathway with exit routes. Using GOTRI to bridge gap between engagement days and participation.

Sport Wales report* New Sport Wales Strategy is available.
* Enabling sport in Wales to thrive - SW would like us to consider what the strategic intents mean to you as an organization when looking at organizational strategy.

GLG – As readDMG -As read BMG – As read ComCom update Meeting focused around the following 5 area:1. Commercial architecture
2. Merchandise tenders – sensitivities around home nations
3. Broadcasting
4. Leeds
5. Breakfast Networking events

WSS * Bala was excellent.
* Tîm Tri Cymru was excellent, good engagement tool and has potential for expansion in year 2.

Major events* Team relay could be dropped down into Cardiff, but BTF executive team don’t want to do a back to back events.
* BTF are supportive of us putting a bid in for the WTS. Another option is a multisport event in North Wales.

PMG* Formal note of congratulations to Non-Stanford on winning the World Triathlon Series leg last weekend.
* Starting the process of planning for CWG to get a selection policy and process towards Birmingham in place
* Meeting with Swim Wales around PACE facilitated by SW, there is some potential of collaboration.
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| AOB |
| Board evaluation for directors in an online 360 survey will be sent out, which will then follow 1:1 conversation. WT staff presence at events has been amazing. Visibility has been good representing WT. The brand is the people in it, and our staff are doing a really positive job. Everyone is positive and engaging towards participants.   |
| Action Items  | **Responsibility** | **Deadline** |
| LR and AJ to complete EIA on DTE(PACE)  | LR, AJ | Can we put some specific dates in each of these boxes please? Thank you! |
| Look at improving risk register format on admin control | BL, VC | Next board meeting  |
| GE to feedback on activity wales permitting Gower  | GE | As soon as possible |
| Alter tender for Welsh Super Series to include specifically that organizers have to permit future years  | GE |  |
| Board to go back to BL with question quieres by Friday lunch time on the BTT paper and GOTRI MOU | Board  | Friday 12th July |
| Doodle poll for staff board evening  | VC | As soon as possible  |
| LR to give Paul a date as to when bylaw can be expected | LR |  |
| Date of next meeting  |
| Scheduled for 11th September  |
| Chairman Close and Thankyou  |