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| Welsh Triathlon Board meeting  |
| 9TH January 2019 | Attendees: Jon Blakemore (JB) Beverley Lewis (BL) Tom Overton (TO), Paul Tanner (PT) Mike Tate (MT) Verity Cook (VC) Marc Jenkins (MJ), Amy Jenner (AJ)In attendance: Sarah Roberts (SR) Hannah Johnson (HJ) |
| Chairman | PT |
| Minute taker | VC |
| Chairman’s Opening |
| APOLOGIES Llyr Roberts (LR)  |
| Conflicts of interest / Risk Register |
| Risk Register:1. Bala Big Bash, hence structure of WSS, at Risk from local community objections2. Membership increase proposal and execution 3. Insurance increases negotiated through BTF |
| Approval of minutes |
| Approval of Minutes from 14th November 2018. Subject to amendment on page 2 around BTF COO rather than CEO forum and clarification around setting up 2 sub-groups.PROPOSE Tom Overton SECOND Mike Tate  |
| Safeguarding and Equality and diversity |
| Equality and Diversity: AJ gave a presentation on equality and diversity. This was the same presentation given to equality and diversity board back in October. Board approved EIA’s |
| Board reports |
| Financial Update Presented the current position as per Board Report.EO Report* Reserve policy update
* Self-assurance this year was around financial management
* We provided 2 best practices to Sport Wales, we also had 2 actions:

APPROVAL: All Board Directors approved revised Reserves Policy* Bala. All town councils need to agree to the event for the National Parks to allow the event. Looking at alternative plan
* Future plans around Major Events
* Presented 3 EIA’s, board recruitment (Process), GoTri (Activity), flexible working hours (Policy). We should have an equality impact assessment for everything we do by advance level. All staff to receive EIA training

APPROVAL: 3 EIA’sMembership * The HN have proposed a price increase approx. 10% across the board, with a refresh of the packages.

DMG * Planning a series of workshops around Club engagement
* Recruitment of young volunteers for development subgroup starts next week
* WSS: Good TV coverage need to make the most of this opportunity.

GLG* No report.

PMG* Strategic meeting on 5th November with Universities to discuss NTPCW.
* Pathway strategy day in January.
* First parent engagement day received very positive feedback.

BMG* Commercial update provided

Officials * Will now come under development subgroup led by TR

SW * Self-assurance – Congratulations, process and discussion was all positive. The work Welsh Triathlon are doing is being rcognised
* Waiting on investment funding decisions

REMCOM * Due to meet at the end of January. Need to look at the members of this subgroup.
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| All other reports taken as read |
| AOB |
| * AGM positive feedback from those that attended. Suggested dates for 2019 Thursday 7th or Saturday9th November.
* Board vacancies, adverts and interview timescales have been approved 31st January deadline for applications, 2nd and 3rd February for interviews.
* Strategy We have been asked to put Strategy on each Board Meeting Agenda.?
* Anything to raise at BTF Board meeting on the weekend?
* Away day weekend discussion around date.

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| Action Items  | **Responsibility** | **Deadline** |
| BL Risk register  | SR/BL | 11th January |
| Send out survey to those that attended AGM to gain feedback | AJ | March 9th |
| Request final Rec from BTF | BL | 11th January |
| Send Chair info on course fees | AJ | 11th January |
| Feedback from meeting in Stirling on membership changes | BL | 18th January |
| AJ to edit EIA’s and contact LT to evidence EIA’s taken to Board  | AJ | 11th January |
| Contact MT about the induction process  | PT |  2nd February |
| Send Minutes to SW Finance /Reserve Policy Approval | BL | 18th January |
| Contact TR on setting up R&Tsub group | PT | 18th January |
| Directors to Email response to PT about joining REMCOM | All | 11th January |
| Circulate poll for date of Strategy Day | VC | 11th January |
| Ask netball for feedback on recruitment process | BL | 18th January |
| Date of next meeting  |
| Scheduled for 13th March 2019  |
| Chairman Close and Thankyou  |