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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 objections  2. 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’s  Membership   * 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. | | | |
| 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. | | | |
| 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 | | | |