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| Welsh Triathlon Board meeting | | | |
| 13th March 2019 | Attendees: Jon Blakemore (JB) Beverley Lewis (BL) Tom Overton (TO), Paul Tanner (PT) Verity Cook (VC), Luke Organ (LO), Sarah William (SLW), Clare Lane (CL), Llyr Roberts (LR), Via video conference: Parul Patel (PP)  In attendance: Sarah Roberts (SR) | | |
| Chairman | PT | | |
| Minute taker | VC | | |
| Chairman’s Opening | | | |
| APOLOGIES: Mike Tate (MT), Marc Jenkins (MJ)  Welcome: PT welcomed new potential board directors to the board meeting.  Approval of new board directors LO, CL, PP and SLW  Proposed Tom Overton Second Llyr Roberts | | | |
| Conflicts of interest / Risk Register | | | |
| Conflicts of interest:  TO position within SW.  Risk Register:   1. Relationship with BTF, home nations & federal structure 2. Loss of key staff 3. Welsh Super Series 4. Performance talent pool | | | |
| Approval of minutes | | | |
| Approval of Minutes from 9th January 2019. Subject to change TR to TO page 1. Page 5 DMG identified opportunities instead of TO as suggested.  PROPOSE Jon Blakemore SECOND Tom Overton | | | |
| Safeguarding and Equality and diversity | | | |
| Safeguarding: Potential safeguarding issue, not a formal case at the moment. A case from last year has now been closed.  Equality and Diversity: Intermediate level has been achieved. | | | |
| Board reports | | | |
| Financial Update  Presented the current position as per Board Report.  Preparing detailed budget for next year.  EO Report   * Eligibility of CWG * Annual schedule of meetings for subgroup * HUUB deal * Sport Wales investment update * BTF update –BTF board needs a Welsh Triathlon representative and voting member. Formally approving PT nomination as a candidate for 12 months. * There are several other vacancies on the ITU board, which will be shared. * GLFW - has undergone a review. WT are involved in preparing some case studies around principle 7 and 4.   DMG   * Rules and tech sub group had their first successful meeting. * Membership new packages were announced on 4th March * WSS update Bala, is confirmed, Swim Wales are on board * Major event meeting * Representation at events from board members.   Sport Wales update   * Made aware of New Vision for Sport in Wales and how the Sport Wales strategy will sit under this. Document to be ready in May. | | | |
| All other reports taken as read | | | |
| AOB | | | |
| Go Tri – Development group activities agreed to consider TE/BTF impact and our requirement of this brand  AGM – Date decided as 9th November  22nd March board directors training course/day  GLG next meeting 26th March 6pm | | | |
| Action Items | | **Responsibility** | **Deadline** |
| Doodle poll for staff away day. Look at village hotel as a venue | | VC | Monday 18th |
| When PT meets with other home nations to share the outcome of that meeting | | PT | **End 22 March** |
| Organize a pre meeting before the federation structure review on 26th April, with staff and board | | All  Doodle poll VC | **TBC** |
| PT email thanks to Eleanor for supporting funding application | | PT |  |
| LR to write to MJ and MT to inform them about the WT representation board vacancy on the BTF board | | LR | End 22 March |
| Send the calendar invite for Leeds, Nottingham, and suggest who we want to invite. | | VC/all board | End 22 March |
| All event calendar shared. For board member to sign up | | VC | Invitation by end 22 March |
| All subgroups to schedule meetings for the following year | | Subgroup Chairs | Next Board Meeting |
| Decide on website format for board mins | | GLG | 26th March Meeting |
| Collaboration on membership strategy from BMG, DMG. And then take to June staff/board away day. | | DMG BMG | Poll required by 22 March |
| Put subgroup terms of reference on to admin control. | | VC | Monday18th |
| SLW to come up with a guide on how to be represented at events, GE to contribute. | | SLW/GE | April |
| Consider who to invite as VIP to Nottingham and Leeds | | All | 1st April |
| Date of next meeting | | | |
| Scheduled for 8th May 2019 | | | |
| Chairman Close and Thankyou | | | |