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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 SLWProposed 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
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| 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.
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| All other reports taken as read |
| AOB |
| Go Tri – Development group activities agreed to consider TE/BTF impact and our requirement of this brandAGM – Date decided as 9th November22nd March board directors training course/dayGLG 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 | AllDoodle 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  |