Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting

15th January 2020  
Attendees: Jon Blakemore (JB), Tom Overton (TO), Paul Tanner (PT), Verity Cook (VC), Gareth Evans (GE) Luke Organ (LO), Parul Patel (PP), Beverley Lewis (BL), Maxine Rhodes (MR), Llyr Roberts via video link (LR).

Chairman  
Minute taker  

Chairman’s Opening

APOLOGIES: Claire Lane (CL), Marc Jenkins (MJ)

Welcome: Welcomed Maxine Rhodes who is our new Sport Wales liaison officer. PT congratulated GE on his recent appointment to Head of Development and sent his congratulations to LR as Head of Performance.

Conflicts of interest / Risk Register

Conflicts of interest:  
TO position within SW.  
CL perceived conflict of interest regarding funding streams

Approval of minutes

PROPOSED  Tom Overton  SECOND  Luke Organ

Safeguarding and Equality and diversity

Safeguarding: No issues reported

Equality and Diversity:  
• Will look to appoint new Board Champions with Director recruitments

Update around Staff and Board welfare and agreed on a budget for support.

Board reports

Finance update  
• In-depth discussion about membership renewals and forecasting.  
• Bulk membership offer remains an initiative

CEO  
• The report was taken as read

Sport Wales Update  
• The report was taken as read
Welsh Triathlon Board Minutes

GLG
- Formal GLG was postponed but the REMCOM was held to consider the restructure.
- Congratulated BL on the appointment as of Chair of Welsh NGB CEO forum and GE as Chair of National Development Leads Forum.

BMG
- Provided a summary of the position with each of our partners.
- Noted the team has achieved membership growth despite a poor comms membership journey through BTF services, currently out of our control

Strategy
- There was a discussion around some of the suggested changes and the understanding of the term ‘financial sustainability’.
- There was a discussion around the terms practice or system.
- Agreed we need to consult with membership subgroups
- Run with the suggested subgroups and review in 6 months.
- Questioned the capacity of the team and the empowerment of the committees
- The suggested approach was APPROVED by the Board for a trial period

Events
- Presentation of 2 new innovative events, in collaboration with external partners.

AOB
- COMCOM- Shared feedback from the BTF Commercial Committee.
- Suggested training for the Staff on ‘Effective Communication Formats’ agreed
- Adult at risk policy - Received comments from Claire. APPROVED BY BOARD.

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Responsibility</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Review income and coding</td>
<td>GE</td>
<td>11/03/2020</td>
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<td>Amend date and chair on the BMG board report.</td>
<td>VC</td>
<td>11/03/2020</td>
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<td>Feedback on the final draft of the strategy,</td>
<td>Board/BL</td>
<td>20th January 2020 -</td>
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<td>To investigate a cancellation insurance policy for events</td>
<td>GE</td>
<td>12/02/2020</td>
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<td>Review the commercial structure paper, send back feedback.</td>
<td>Board</td>
<td>ASAP</td>
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<td>Explore Epuipsme partnership through WSA.</td>
<td>BL</td>
<td>11/03/2020</td>
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<tr>
<td>Topic</td>
<td>Initials</td>
<td>Date</td>
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<td>Financial forecasting (graphical) and data on membership income.</td>
<td>JB</td>
<td>11/03/2020</td>
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<td>Subgroup structure to be added to the Byelaws</td>
<td>BL</td>
<td>11/03/2020</td>
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<td>Investigate R&amp;D tax for events</td>
<td>JB</td>
<td>11/03/2020</td>
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<td>A revised set of KPI’s</td>
<td>BL</td>
<td>11/03/2020</td>
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<tr>
<td>Review insurance covers us for legal issues</td>
<td>VC</td>
<td>11/03/2020</td>
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**Date of next meeting**

11th March 2020

**Chairman Close and Thankyou**