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| Welsh Triathlon Board Meeting |
| 10th November 2021 | Attendees: Martin Kitchener (MK) Beverley Lewis (BL), Parul Patel (PP), Greg Garner (GG), James Leavesley (JL), Iwan Roberts (IR), Kirsty Morgans (KM), Simon Maguire (SM) Steph Makuvise (SMM), Luke Organ (LO) |
| Chair | MK  |
| Minute taker | SMM |
| Chair’s Opening |
| Apologies: Claire Lane (CL), Bethan Mitchell (BM),  |
| Conflicts of interest / Risk Register |
| Conflicts of interest: NoneRisk: No new |
| Approval of minutes |
| Minutes from the last meeting: 8th September 2021. Approved. |
| Board reports |
| Safeguarding and Equality BL raised ongoing issue with a triathlon club and coach education course.Welsh Triathlon insport silver award panel tomorrow (11/11/2021). Actions from last meeting Committee structure. Discussion on frequency of committee meetings, which will be quarterly. SM will review frequency after 9 months. Committee meetings to start in January when new admin is in place. Feedback from AGM 09/11/2021Board member feedback on AGM included discussion on a reporting structure that allows board members to know more about achievements and highlights within the organisation.Overall, the board were happy with the AGM, found it inspirational and thanked all staff for their contributions. KM noted that the branding and length of the presentation was great. Internally consider the varying audiences that we want to attract to the AGM and work on how we can market it t them. Board reports taken as read.FinanceIR organisation is in a much more favourable position. BL added that there has been an uplift from event income. Event officer role to be discussed at RemCom. Forecasting for H2 done.  LO raised putting in place some initiative to engage people to purchase a membership package. BL briefly updated on progress with membership refresh project which runs in line with CRM and rebranding project. Looking to create a consistent package across the home nations. Group discussion on what we could do to incentivise membership and encourage purchases. JL noted delays in CRM project that would impact reporting on membership figures. BL raised that Sport Wales submission is due soon and updated on new format for reporting. Sport Wales will also request sign off from either Chair or Finance Director Events update BL, updated on the launch of the World Para Series. Iron Man have also announced Swansea 70.3. BL SMM and GE are in Swansea Friday 12/11/2021 to collect content for a formal launch the World Para Series event and there will be another announcement shortly. PTO at risk of not coming to Wales as funding model does not work from Events Wales perspective, presumption that they are going to tender with other European cities. Business update LO there hasn’t been much of an update on discussions around commercial partners. BL updated on commercial partnerships with BTF around HUUB and ecommerce platform. An update on IT technical road map project tenders on 29th and 30th November. LO raised Triathlon England tender for a research project on participation data for the future of swim bike run. Interested to see if any insight will be useful for Welsh Triathlon. Performance BL updated that George Taplin appointed as Performance Centre Coach Team manger nominated for Commonwealth Games, as it is a home games, Louis Richards put forward for Welsh Triathlon |
| AOB |
| BL updated on Project 21 appreciative inquiry method with a good volume of Welsh coaches who contributed to the research. Information collected has given a good indication of what the framework should look like moving forward. BL shared on new brand refresh project from British Triathlon. KM raised consideration for accessibility due to the size requirements of the text with the additional requirement of Welsh language on the branding. Group agreement that a discussion needed with branding team on the proposal. Green logo was not received well by several DirectorsMK updated on first meeting of Welsh NGB’s chairs meeting, which was a get to know each other and gauge appetite on the value of the meeting. MK meeting with Sport Wales to discuss ideas on the group. MK raised process for identifying a deputy chair internallyJL update on the Age Group meeting with discussion on the World Championships in Abu Dhabi. PP raised similar conversations happening in the Equality and Diversity home nations working group MK opportunity to attend the next board meeting in person, will update with government guidelines.  |
| Action Items  | **Responsibility** | **Deadline** |
| Let the board know the outcome of insport panel  | SMM/BL | **11/11/2021** |
| Update board calendar with committee meetings  | BL  | Jan 2022 |
| Share mustard membership insight project and Project 21 (IR, KM) | BL | 11th November |
| Provide a summary and recommendation for IT technical road map | BL JL  | By 16th December |
| Update board emails on WT website  | BL | 11th November |
| Respond to Brand Proposal | BL | 11th November  |
| Update AGM format & requirements Doc | BL | 11th November |
| Date of next meeting  |
| 12th January F2F |
| Chair Close and Thank you  |