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| Welsh Triathlon Board Meeting |
| 13th January  | Attendees: Martin Kitchener (MK) Claire Lane (CL), Verity Cook (VC), Luke Organ (LO), Parul Patel (PP), Beverley Lewis (BL), Llyr Roberts (LLR), Bethan Mitchell (BM), Kate Evans (KE), Greg Garner (GG), James Leavesley (JL) |
| Chair | MK  |
| Minute taker | VC |
| Chair’s Opening |
| Apologies: Jon Blakemore (JB), Luke Organ (LO)Welcome: MK is excited about the progress and looking forward to the discussion of strategy this evening.The next board meeting will be the end of JB appointment. No applications to the advert so far for the vacancy. |
| Conflicts of interest / Risk Register/Declarations of Interest |
| Conflicts of interest: None |
| Approval of minutes |
| Minutes from 11th November 2021 meeting approved.  |
| Board reports |
| Safeguarding and equality No safeguarding or equality concerns to be raised. BM gave an update on the Safeguarding review being conducted by BTF, phase 1 review complete no deliverables yet but there may be some costs associated with phase 2 which will be an external audit. BM explained that a further update would be provided in due coursePrevious outstanding actionsBL has drafted a working copy of innovation since COVID-19 but this needs new work in light of new ideas in response to the new lockdown. KE asked what support is SW offering? Funding options. CL reminded about the idea’s spreadsheet from March. BL will revert to the previous document to review ideas not yet realised.Milestones and timeline for the governance piece about relationships and decision makings with BTF The timeline depends on BTF discussions work is ongoing. Consultation on any tweaks to Strategy would be required and expected to involve HN’s.Board reports taken as readEmail prompts for directors when new documents are added to Dropbox requested.Finance Finance will now need to be reviewed considering the recent COVID-19 position.MK asked given the news today (PHW discussion at WSA business continuity meeting) when will you be able to give us an updated forecast? BL suggested by the end of the following week. BL updated on the news today of the high probability that there will be no events this year and the impact this may have on membership retention.KE suggested that we need to work on the assumption that this will be public knowledge very soon and messaging to membership needs careful consideration.CL explained there was a conversation about a joint comms message from all Sports in Wales. MK, we need to think about the impact internally too on our staff.PP do we know the timeline of when the announcement will be made from SW and the Government? WT is focussed on what we can still do and engaging to support our community, learning from the previous year.BL needs to look at car allowance vs car hire schemes for staff, as leases are up for renewal in March and June.CWG nomination policy GG explained the policy has gone through a robust checking process and external consultation with athletes. GG happy to propose for approval. BM asked about the decision on external appeals. GG explained DS from BTF will now sit on the panel.The policy had also been through an Equality Impact Assessment and the learning from this process had been interesting and welcome.Board approved the policy.StrategyBL presented the process the strategy had gone through from Nov 2019 to today. MK clarified BL has gone to great lengths, consulting with staff, and MK is convinced the staff believes in this strategy and are motivated by it.MK next stage is to take Director's feedback and comments to a workshop with staff.All board directors recognised it was a good piece of work.Comments from directors * JL
	+ Make sure to detail the KPI’s as the second step.
	+ Maybe too detailed for a strategy document as some of it is implementation, maybe a shorter external document.
* CL
	+ Research and insights - If we are going to align to the Wellbeing of Futures Generations (Wales) Act 2015, are we asking the validated questions as measures? Are we aligning to how to achieve the goals as well as the goals?
	+ Have we looked at the strategies of the single-sport to see if there are any opportunities or cross over?
* PP
	+ Is the top line aspirational enough? Enhance?
	+ I like the way SW has done its vision and mission. Ours needs to be ‘word-smithed’ further.
	+ Language considerations around E&D are no longer happy with the term BAME.
	+ I would like it to go back to subgroups to work through.
	+ Have we done a SWOT analysis? BL to update.
* BM
	+ Have we thought about the longevity of it given the situation with COVID?
* LLR
	+ Need to consider how we use the act to set the scene and the impact on our vision and purpose. SW reflected, but do not mention it in their vision.
	+ Are the vision and purpose saying the same thing?
	+ Vision could be more aspirational.
	+ What are we not going to do? Stress test the strategy. Need to be focused on what we do as we are a small team.
* KE
	+ 2 documents in 1, strategy document, and action plan – need to divide into external facing.
	+ Lots seem like outputs instead of outcomes. No reason to follow SW Vision requirements or FGA goals if they are not relevant.
	+ Sustainability and ways of working are important, and they are easier to demonstrate progress against.
	+ How can we frame this so there is no duplication of documentation for SW submission?
	+ Ensure includes poverty and social inclusion.
	+ Think this should be a short-term strategy as the world is moving so much now, no more than 3 years.
	+ Widen ‘clubs’ to ‘communities’.

GG liked the layout on clarity Bl thanked the Directors for their constructive and excellent feedback and she would take these on board and set a working group to look at the external facing document.CRM- Project ApolloJL reiterated that because of the existing system, risks around GDPR, and poor engagement opportunities that doing nothing is was an option. WT couldn't achieve such an IT project on our own and collaboration was recommended.PP do not underestimate the power the CRM can positively have on our data protection and cybersecurity. KE asked about the sustainability of the system and the training costs for staff. The training was ‘train the trainer’ style and had been considered.Expected three-year fixed costs.WT is in a position to cover set up and first-year costs.Board approved to move forward.Champions on the board BL gave an update and explanation for the various Champions required or best practices from Safeguarding to anti-doping, equality, and athlete voice. MK if you have not been approached but would like to widen your experience please speak to VC.BTF Strategic Event Committee representativeGG has put himself forward. Board approved GG positionSubgroups BL raised the need to review the subgroups. GLG and BMG to become official committees.Basic proposal understood but deferred decision till time to discuss further.  |
| Action Items  | **Responsibility** | **Deadline** |
| Review Recovery Plan ideas from September/October | BL | Withing next 2 weeks |
| Move GLL meeting forward by a week at least  | BL | Date? |
| SWOT Analysis  | BL | Pre strategy workshop |
| Produce an updated forecast with the consideration that there will be no events | BL | within two weeks date |
| BL needs to look at car allowance for staff, as leases are up for renewal. | BL | For GLG |
| Date of next meeting  |
| 10th March 2021 |
| Chair Close and Thank you  |