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| Welsh Triathlon Board Meeting | | | |
| 11th May 2022 | Attendees F2F: Martin Kitchener (MK) Beverley Lewis (BL), Claire Ewing, Cicely Lock-Williams (CLW).  Attendees Virtual: Luke Organ (LO), James Leavesley (JL), Parul Patel (PP), Greg Garner (GG), Kirsty Morgan (KM), Simon Maguire (SM). | | |
| Chair | MK | | |
| Minute taker | CLW | | |
| Chair’s Opening | | | |
| Apologies: Bethan Mitchell (BM) | | | |
| Conflicts of interest / Risk Register | | | |
| Conflicts of interest: None  Risk: No new risks | | | |
| Approval of minutes | | | |
| Minutes from the last meeting: 9th March 2022.  APPROVED | | | |
| Board reports | | | |
| Safeguarding and Equality  No new issues  Actions from last meeting  30k contingency plan has been superseded due to not making the predicted revenue forecasted.  Discussion of Luke H’s MBA project on wellbeing at Sustainability Committee still needs to be completed. Will be on the next committee agenda.  Membership survey to be resent out to ensure good capture of data still needs to be actioned.  Directors Resignation  IR (Director of Finance) resigned in April 2022.  Staff Board link Project  MK, CE and BL have been working together to plan a date for staff and board get together.  The board completed a team building hour prior to the board meeting.  Now looking to plan a staff and board team building day.  ACTION: Plan a staff and board team building day, proposed on the 14th of September 2022.  Board reports taken as read.  Success  Finance Report  Welsh Triathlon did not make the forecasted projections.  BL committed to spending money to update the IT equipment and storage in the office.  BL presented the Finance Report.  The revenue is now well, as there has been a significant membership growth since mid-March meaning our membership numbers are again tracking Scotland.  Approved: The board unanimously approve the finance report.  Approved: The board unanimously approve the 2022/2023 budget.  Commercial Update  LO attended the most recent BTF Commercial meeting in London.  LO highlights there is an expressed worry about sponsorship, specifically there is a shortfall for Leeds.  The committee is discussion external agency support amongst other options.  BL asked LO if we are doing the correct thing in aligning with the e commerce provider at BTF given some recent issues.  LO addressed concerns, however feels it would be beneficial in the long run, he does not see a better avenue.  LO recognises we need to have a good relationship with BTF, and this needs to be addressed at the committee or chairman meeting level.  Action: BL and LO to provide MK with areas which need consideration between BTF and WT.  Technology Road Map  BM and JL have been supporting the MoU review and we are currently waiting to receive a clean copy for signature.  CWG Update  Panels are currently in the process of meeting to discuss the nominees.  Men, Women and Para athletes to be nominated for Wales.  Sustainability  Board Evaluation  MK and SM have been working together.  A board effectiveness survey is due to be administered following this board meeting.  Action: Survey to be sent out by SM, MK to follow up with 1 to 1’s.  Inclusion  British Triathlon Trust Direction  BL addresses that BTF are working on their trust strategy.  BL to input as a Trustee with the support of the discussions held at the Inclusion Committee. | | | |
| AOB | | | |
| MK and Board congratulate GT and CLW for passing their probation.  KM notes some lapses in good communication within WT which need to be addressed – workshops will help address.  BL notes WT are looking to appoint an intern from Cardiff University to help with comms, and we will be making use of BTF comms for other external work.  CE notes applause for leading Welsh language profile that is being picked up within the sector. The board thanks everyone for their hard work.  MK requests attendance from the board at flagship events in Wales if they are available. | | | |
| Action Items | | **Responsibility** | **Deadline** |
| Plan a staff and board team building day, proposed on the 14th of September 2022 | | BL | 30 June 2022 |
| Discuss Luke H’s MBA project on wellbeing at Sustainability Committee | | BL | 5th July 2022 |
| Board Effectiveness Survey to be sent out by SM, MK to follow up with 1 to 1’s | | SM/ MK | 13th July 2022 |
| Membership survey to be resent out to ensure good capture of data | | BL | 13th July 2022 |
| BL and LO to provide MK with areas of improvement between BTF and WT with regards Commercial | | BL/LO | 13th July 2022 |
| Date of next meeting | | | |
| 13th July 2022 Sport Wales, Cardiff | | | |
| Chair Close and Thank you | | | |