

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting – Virtual platform via TEAMS	
11 January 2023	Attendees: Martin Kitchener (MK), Beverley Lewis (BL), James Leavesley (JL), Greg Garner (GG) (arrived late), Simon Webb (SW), Simon Maguire (SM), Luke Organ (LO), Jeffrey Nsofor (JN) (steeped out briefly), (Sarah Lloyd-Williams (SL-W)
Chair	MK
Minute taker	SL-W
Chair's Opening	
Happy New Year to all. Apologies received from Bethan Mitchell (BM) and Deb Mahon (DM), Sport Wales, Parul Patel (PP) and late arrival apology from GG	
Conflict of interest / Risk Register	
Conflicts of interests: None declared AOB: The process for sharing responses to questions submitted in advance of Board meetings was clarified. The Board agreed that for questions submitted in advance the response is to be shared and this is to be the default position going forward. Responses required back to the individual only are to be specified at submission.	
Approval of minutes	
Minutes from last meeting 9 November 2022 – approved.	
Board Reports	
<u>Safeguarding /Equality and Risk</u> No new issues. Director, Safeguarding post is going out to advert in January. Volunteers were asked for to assist with the recruitment process and attendance is to be virtual. Interview date is not set. ACTION: Submit name if interested in volunteering.	
<u>Actions from last meeting</u> Membership Paper: draft paper submitted- Communications Director to be kept informed. Overspend on Operations budget: Budget approved.	

Restructuring of Performance Team: Remcom have approved the restructuring prior to Christmas. Restructuring documentation is available in dropbox.

Meeting ideas: No ideas received by Chair. Invitation remains open.

Lunch and Learn: One session delivered, 30 minute lunch slot is quite short - go to 45-60 minutes for sessions. No other session dates are in the diary. Reflections on the session and suggestions for further Lunch and Learn topics submit to Chair

Swansea Para/Tri 14-15 July 2023: Date has gone out to all. As many Board members to attend as possible, Board Meeting 14 July, Paratriathlon 15 July.

Compliance and Competition Law: The meeting was updated on the potential conflict of interest and the position of the WT Board; it was emphasised the WT Board is strengthened by the broad background of its directors.

Exit Interview: Report received, some details require discussion and update at next Board meeting.

Re-appointment of Directors

Directors for Performance and Director of Age Group have agreed to a 2nd term of office and the formal ratification process is complete. Directors were thanked both for continuing with Board duties.

Board Reports taken as read

Report feedback discussed and the questions submitted were read out and the responses given.

1st Question following BTF announcement will WT be required to pay for more of the contracted services? Is there a specific date for a hard stop?

response: No specific date but it is likely that WT will be paying more from 1 April 2023. The understanding is that there will be no hard stop, but a transition process will take place.

The increased workload for staff following the changes has been taken into account. BTF meeting tomorrow which will provide more information for the decisions process.

ACTION Board to be advised if important information comes out of the meeting.

The differences between Welsh Triathlon and Triathlon Scotland were outlined and Scotland's approach to the changes in response to further queries.

In principle WT needs to stay collaborative, going it alone is not viable and the aim is to tie details down into a service agreement to prevent costs escalating.

The Swim, Bike, Run (SBR) programme being implemented by BTF was reported on together with the risks the branded system posed for WT with the loss of the word triathlon. BTF has asked to launch SBR as part of its membership branding in April, which is a tight timeline to agree packages should WT wish to align-

It has been agreed to the principle for WT to pay but more information on the alignment of IT solutions, event permitting, membership etc is needed before budgets can be understood and a way forward reached. Meeting with BTF and TS Thursday for a F2F day session in London.

The Board discussed the cost implications of the extra costs and mitigations in place. It was noted that for next Board Meeting resolution is required to for budget submission.

ACTION: Put line in accounts for provision for this item.
Summary report to Board on the BTF/HN meeting.

2nd Question Why is Sport Wales decision on funding short of what WT hoped for?

Answer: the 2019 model was based on 2015 and 2018 data and explained that other NGBs have performed better than WT in the School Sports Survey this time round. The 2022 School Sports Survey took place in March and WT was hampered by the timing and the impact of Covid on events getting back up running. The funding is set for 3 years, and WT's funding is a small increase of 8k /8k and 7k, respectively. WT will need to target elements of the investment model over the next three years. Feedback has been received from Sport Wales.

It was suggested the Board review the funding strategy to learn lessons for next time.

ACTION: bring report feedback to next Board meeting.
Summary report to all Board members.

Success

Finance Report **(Discussed in questions submitted)**

The variance in Development income was questioned and it was noted the terms/acronyms used were not known.

ACTION: Update to Board on variant.

The positive membership figures compared to TE/TS were noted and it was confirmed the team had focussed on this but there were still concerns around retention figures.

ACTION: Chair's thanks and recognition to the Development team for their membership work.

Commercial update

It was reported that there is a 200k positive swing on merchandise sales, WT share of split commission will receive just below 4K – a 25% increase on last year.

BTF staff changes on the commercial team were talked through and the wider discussions of how Home Nations work as an organisation (getting further apart e.g., pricing) BTF prefers a centralised approach like the model used by cycling.

ACTION: documents with key discussions from BTF committee meeting with all.

Technology Road Map Update

It was reported BTF had appointed a new Head of IT. No meeting planned but anticipated early April 2023.

Update BTF Economics/Service costs

Covered on update all reports.

Sustainability

Staffing Update

Performance restructure is complete with two promoted. A new centre coach, has joined the Team and WT now need to appoint the Co-ordinator to bring the performance team up to capacity.

The Events Office post is out to advert.

The Communications Officer has been taken on full time after completion of successful internship. The Head of Development position will be discussed in the coming week by the RemCom.

ACTION: Comms team to update website

Exit Interview Report Feedback

Covered in Actions from previous meetings

BTF Event Committee Feedback

It was noted that the last BTF Events meeting was held on 19/10/2022 and there is concern about the decline in participation and event officer drop off.

Conflict of Interest and Competition Law

Covered under Actions from previous meeting.

Inclusion

ED&I update

Action plan being worked on - feedback to BTF

AOB

The WT Director of Events has received an invitation to a Procurement meeting for Swansea WTPS event with BTF at Swansea on 26 January 2023. If there is a conflict of interest, he will not be part of the discussions and this action will be minuted.

The impact of the BTF changes on the WT membership paper written by the Participation officer was raised. It was reported that membership is the number one priority for BTF and that the proposed membership package includes some details that are not in WT's interest, but that club membership is now being considered by BTF

It was commented that income projections based on mandatory membership would be very positive and there are implications should this not be addressed. The meeting was advised that mandatory membership is to be put on hold from a WT perspective pending outcome of the current discussions with BTF.

Action Items	Responsibility	Deadline
Volunteers to assist with recruitment process Director,	BL	31 January 2023

Safeguarding, forward names to SL-W	All with interest	ASAP
Membership Paper: KE to be kept up to date	BL/GL	Next Board Meeting
Lunch and Learn: reflections and evaluation from LO session for Chair.	BL	Next Board Meeting
Ideas for further sessions to Chair	ALL	On going
Exit Interview: report for next Board Meeting	MK	Next Board Meeting
BTF funding changes meeting (12 Jan 23) important outcomes to all Directors	BL	End of January 2023
BTF Impact on WT profit & loss, line to go in accounts	BL	Next Board Meeting
Sport Wales SSS results report to be brought to next meeting, Email copies to all Directors	BL SL-W	Next Board Meeting End Jan 2023
Finance Report – variant in development (56K) clarification required by LO	BL	End Jan
Update to go out to all Board	BL	
Report key discussions from BTF commercial committee held 9.01.2023, circulate to all via email	LO	End Jan
Shared documents into dropbox	BL	
WT website, new team appointments news items to go out	BL/Comms team	Once restructure across org complete
Date of Next Meeting		

8 March 2023 – virtual meeting via Teams

Chair close and thank you