

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting – Virtual platform via TEAMS	
8 March 2023	Attendees: Martin Kitchener (MK), Beverley Lewis (BL), James Leavesley (JL), Greg Garner (GG), Simon Webb (SW), Jeffrey Nsofor (JN) (listening not able to contribute), Kirsty Williams (KW), Parul Patel (PP)
Chair	MK
Minute taker	BL
Chair's Opening	
<p>Apologies received from Simon Maguire (SM), Luke Organ (LO),</p> <p>Bethan Mitchell (BM) formally resigned from the Board 7th March.</p> <p>Deb Mahon (DM), Sport Wales, is no longer our relationship Manager and will be superseded by Jess Williams who could not attend tonight.</p>	
Conflict of interest / Risk Register	
Conflicts of interests: None declared.	
AOB: Gold Pin & Safeguarding Strategy	
Approval of minutes	
Minutes from last meeting 11 January– approved.	
Board Reports	
<u>Safeguarding /Equality and Risk</u> No new issues - current risk to staff retention was flagged. Safeguarding interview to be held 22 nd March.	
<u>Actions from last meeting</u> Director interviews: Panel and date arranged subject to confirmation. Membership paper circulation: updates to keep Board informed of fast-moving review of packages and alignment is being circulated. Lunch and Learn: Welcomed by staff but no new topics identified- wait till staff settle from restructure and new appointments. Exit Interview: Now part of ongoing investigation. BTF Funding/ringfence P&L profit: Part of finance discussion at today's meeting	

SW SSS presentation to Board: To take place another meeting.

Development Finance Report Exp/Inc: circulated to Board.

BTF Commercial Committee: To be picked up by Commercial Director next meeting.

Website New Team article: Completed.

Board Reports taken as read.

Positive experience of Board members on feedback from CEO on Board report questions raised prior to Board Meeting.

Success

Bank Mandate

APPROVAL to make the changes to the Bank mandate.

ACTION: CEO to complete mandate

Finance Report

CEO presented the finance report and draft budget as circulated in the Board Reports. Directors requested further work on the budget to include explanation of funding for proposed salary increases within a negative budget. Board is very keen to support proposed salary increases but need assurance about sustainability of financial model.

APPROVAL to go ahead with the price increase in April to align with the TE membership prices.

ACTION: CEO to notify TE of price increase and to share comms plan on price increase with Communications Director.

CEO discussed the New Membership proposal from the membership workshops with the Home Nations.

Salary discussion: RemCom to sit asap to discuss salary proposals and scenarios in context of budget.

Consideration of a back dated pay review should the RemCom be unable to meet in time. Also, lengthy discussion regarding individual employees' requests for rise to be taken to RemCom.

ACTION: to set RemCom meeting up with Directors interested being part of it.

ACTION: CEO to reply to individuals request – take to RemCom

Commercial update not available

Technology Road Map Update Steering Group disbanded. IT solution wrapped up in current membership journey so can be taken off agenda.

Sustainability

Staffing Update

Not covered

Inclusion

ED&I update.

Update given on ED&I Action Plan and the requirement for WT to follow actions to be agreed with 'Show Racism the red Card.'

AOB

BTF Gold Pin Awards

Chair is keen to see submissions for Gold Pin Awards from Wales and asked board members to forward suggestions to Head of Development.

ACTION: CEO to research and share criteria with Board

Safeguarding and Welfare Strategy

Presented by Safeguarding Director by email prior to stepping down from Directorship. Thanks given to Director for her work.

APPROVED

ACTION: CEO to update BTF

Action Items	Responsibility	Deadline
BL to complete mandate	BL	Thursday 9 th March
BL to notify TE of 15% price increase and to share comms plan on price increase with KE.	BL	ASAP
SLW to set RemCom meeting up with Directors interested being part of it.	SLW	ASAP
BL to reply to individuals staff salary request – take to RemCom	BL	Friday 10 th March RemCom

BL to research and share criteria for gold pin with Board	BL	10 th May
Gold Pin Award criteria to be distributed to the Board	BL	10 th May
BL to make Safeguarding Steering Group Aware Safeguarding and Welfare Plan approved (AND AJ)	BL	Friday 10 th March
Date of Next Meeting		
10 May 2023 – virtual meeting via Teams		
Chair close and thank you		