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| Welsh Triathlon Board meeting  |
| 11th September 2019 | Attendees: Jon Blakemore (JB), Tom Overton (TO), Paul Tanner (PT), Verity Cook (VC), Luke Organ – virtual (LO), Marc Jenkins (MJ), Parul Patel (PP), Sarah Roberts (SR), Sarah Williams (SLW) |
| Chairman | PT |
| Minute taker | VC |
| Chairman’s Opening |
| APOLOGIES: Beverley Lewis (BL), Claire Lane (CL), Llyr Roberts (LR).Welcome: PT explained that Mike Tate has stepped down from his position on the Board. The position has already gone to advert.  |
| Conflicts of interest / Risk Register |
| Conflicts of interest:TO position within SW.MJ potential as coach and partner to Helen Jenkins and his business relationship with sponsorsRisk Register1. Banking seeing both personal and business accounts on the same login in,

KPI’s Discussion around the way we want to present the data in the future. Would like the stories behind the numbers.  |
| Approval of minutes |
| Approval of Minutes from 10th July with no corrections. PROPOSED Tom Overton SECOND Marc Jenkins  |
| Safeguarding and Equality and diversity |
| Safeguarding: No new cases. Equality and Diversity* Action plans are in place around Insport and Equality & Diversity.
* At the level of equality standard that we are at it would be expected that we have an equality working group. This was asked to be considered and brought to away days. Asked the working group to developed terms of reference and take them to the next GLG meeting.
* Discussion around the gaps in relation to Equality and Diversity for the organisation? Board equality and diversity training, understanding EIAs and how they incorporate into the strategy, also understanding unconscious bias. Asked that at the next Board meeting could we have some education on equality and diversity?
* Update around gender and sport inclusion. Suggested that we would be guided by organisations higher than us, such as British Triathlon.
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| Board reports |
| Finance update * Last year accounts are in the accountants

Slightly behind on budget, comes down to 2 things:1. Membership. It is the number of members not the average payment of rate.
* There is an untapped market of those that take part in Triathlon but aren’t members.
* We must understand what the members want.
1. Bala Big Bash is low on income. We do believe it will come in on budget, once we have chased down receipts.
* What are we doing for the current gap in potential renewal membership numbers? Sent a membership email to lapsed members and at Ironman Wales.
* Do non-members still get their benefits if they have not renewed when they should? ‘no’ as the membership number isn’t active.

EO * Discussed who might help us facilitate the strategy away-day meetings
* Mary Hardwick the Chair of BTF came to the WT office and spent the day here.

Social media * Outlined the new social media plan that started at the beginning of August.
* Can we get members social media contact details when they buy membership? We can, the best way is to have the IT system to link social media to membership accounts. Would be far too manual for the systems that we have now.
* We don’t use our ambassadors enough with Non and Helen. It was agreed that we need to have a semi-formal conversation with them around social media comms
* What support do we give athletes as they transition out of the performance? Performance have developed an exit process from the center that will be introduced, with the support of Zoe Eaton from Sport Wales.

Sport Wales Update * Sports awards has gone live, encouraged to nominate.
* Investment/resource strategy is how we will be looking at funding going forward.

GLG Report taken as readBMG * Have BTF confirmed what they are doing in the background for IT deadline? Justine is going through a scoping stage now, will probably be in the next financial year.
* Partnerships and contracts – At the last meeting they agreed to present a plan where there is structured funding and where there are existing partnerships.
* Introduced Ben to A.J. Gallagher Insurance.
* Clifbar contract ends with the end of the WSS. But we have been approached by SIS
* Sporttape contract - A further membership benefit will cover a taping course for members that attracts a kick-back to WT.
* BTF Volvo relationship has no clear understanding of the continuation of this

Board evaluation * Board evaluation hasn’t happened yet, but explained that it is structured, and it will be with Board members in the next 2 weeks.

DMG* Highlighted the Women’s Connect first article on the website which shows all the good work that we are doing in the area of Equality, Diversity and Inclusion.
* Updated on the WSS starting to think about what we should do with the series moving forward. A feedback survey to participants that complete the series this year. Do we have a planned formal review of everything related to WSS where everyone is involved?
* Updated around major events there is an appetite to hold a major event in Wales. ITU want something in Wales. Welsh Government are keen to do something, multi-sport festival, and a para event.

PMG* Updated around the CWG, putting together a draft selection process and policy. We need to understand what the support team is and reasons for roles. Will need to complete an EIA for the policy.
* The performance center is at capacity. Mary Hardwick had positive feedback around the difference in our center compared to the other performance centers in Britain, as there are more opportunities for diversity and inclusion.
* PACE has been an evolving process, SW were presented the idea of PACE, and they said we should look to collaborate, since then conversations have been had with Swim Wales.
* People are asking what a young triathlete should be doing, we have no guidelines out there for people to look at. We need to know what we want our young athletes to be doing.

Board paper structureWill send presentation out in the next week to look at for discussion at the next board meeting. |
| AOB |
| SR won’t be here on the next meeting – so apologies need to be lodged in advance. |
| Action Items  | **Responsibility** | **Deadline** |
| Chase up Bala income from those that owe. | GE, BL |  |
| Update on major events for next meeting. | GE, BL  |  |
| CWG policy needs an EIA, and pass it through SLW  | LR, AJ, SLW |  |
| Look at the makeup of the 30,000 event entries that aren’t members | SM |  |
| Look into the details of the bank mandate for new board directors | JB |  |
| Need to provide a set of guidelines/model of what we want our athletes to be doing.  | LR, MJ, BL |  |
| Review KPI set up. What do want and why and the changes in SW  | BL, PT  |  |
| To speak to Owen about transitions and what work is being completed.  | SR |  |
| Review of WSS in detail | GE, BL |  |
| Date of next meeting  |
| Scheduled for 11th September 2019 |
| Chairman Close and Thankyou  |