|  |  |  |  |
| --- | --- | --- | --- |
| Welsh Triathlon Board Meeting | | | |
| 10th March 2021 | 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), Jon Blakemore (JB), Iwan Roberts (IR) | | |
| Chair | MK | | |
| Minute taker | VC | | |
| Chair’s Opening | | | |
| Apologies: Joy Bringer (JB)  Welcome: MK opened the meeting and thanked BL and LLR for their attendance since both recently undergoing medical procedures for injury.  MK recognised the improved preparation ahead of the meeting and thanked BL/VC for the changes made.  MK presented Iwan Roberts (IR) for the position of Director of Finance. IR had completed a skill based interview process with recommendation from panel to appoint.  Board unanimously agreed on the appointment.  IR joined the meeting | | | |
| Conflicts of interest / Risk Register | | | |
| Conflicts of interest: None  Risk – no new risks | | | |
| Approval of minutes | | | |
| Minutes from the 13th of January 2021 meeting: Approved. | | | |
| Board reports | | | |
| Safeguarding and equality  No cases. Safeguarding Board training (BM suggested 1hr refresher, basic knowledge & referral) to be arranged separate to Board Meeting but evening 6pm preferably tues/wed. BL to include update on Adults at Risk.  Previous outstanding actions  No outstanding actions.  Board reports taken as read.  JL questioned the funding for the CRM which we will not spend until next year’s budget. BL confirmed it will continue as deferred income. It is still budgeted to CRM. Any underspend of SRF or ERF funding BL has justified to SW.  Finance  JB ran through the finance report.  JB thanked BL for getting the paperwork ready for the SW capability finance review and asked IR to follow up on the actions.  JB asked the board if they had any questions on the proposed budget for the next financial year and if they were happy to approve it?  Board approved the budget for 2021/2022  First-principles review  BL asked if there any discussion points on the paper circulated  MK asked BL to give her view.  KE this is a really good document. There are lots of questions in here that needed to be answered. KE had never been comfortable with the BTF and TE relationship.  JL asked who originated this document? BL explained it started at a Federation group meeting in 2018, and was raised again and progressed in the last year.  BL would like the board directors to fully understand the First Principles document and agree the direction of travel.  BL to raise a series of questions to put to BTF from the Board to help shape the document.  It was agreed to take the document segmented to relevant subgroups and compile the questions.  Strategy  BL asked if there any comments on the one-page strategy as presented  PP praised BL for doing a great job with the articulation of all the insights, it is clear the direction we are heading in and it presents well.  LO, how does environmental sustainability play a role in this strategy? BL explained initiatives. For example company car policy, offsetting international travel, etc. LO queried are we giving it undue focus, as whilst it is important, are there other things more important? Discussed  KE explained with an environmental sustainability element we could access funding from outside of SW. It is a political statement, that will open us up to alternative funding.  MK, we need to make sure we can measure impact.  LO wants to make sure we are not ignoring other factors of the purpose of WT which are more pertinent.  LLR pleased to see presentation on one page. Looking for the corporate goals still around developing the sport. Also questioned whether the values should be on this external presentation  MK summarised that as staff and Directors seem really enthusiastic and supportive of this version. The next step is to engage with members.  LR from GLFW perspective this is definitely something we should do.  PP when we go to members will we be giving them an introduction? MK yes whilst explaining we are asking them for their contribution.  GG in the paper itself we do not mention our members or our clubs that much. Growing membership is mentioned, which is important, but if I were part of a membership focus group, I might ask what the strategy is doing for our current members-comment submitted after meeting closed]  SW capabilities review.  BL provided an update on the 2 SW reviews: finance and governance. A further review of safeguarding will be completed on the 15th. It has been a very positive process and our work was well received.  MK explained it was his first experience of the review process and he was impressed with how constructive and mature it was. He also echoed BL's positive feedback. Credit to BL and the team for preparing and building WT's reputation.  LR the review is a new approach, can we feedback to SW on our positive experience?  AOB  BTF requesting visit to Cardiff on 14th August.  MK explained that BTF would like to hold one of their board meetings in each HN. August was planned to be in Scotland but they would now like to come to Cardiff. BTF would organise the meeting.  LLR we normal welcome this but I do not see how it would be possible given the pandemic.  MK we will ask BL to respond to BTF saying ‘yes of course we would welcome a visit, but we are unsure how likely it will be to go ahead unless restrictions significantly lifted’.  CRM  JL Apollo 2 is now an intention. Apollo was approved here at board last time, but the BTF board rejected the proposal. JL will share statement around BTFs decision  JL thanked BL for doing a great job looking into alternatives, we have a lot more knowledge as a result.  Policies for review  BL explained we will be sending policies around for board approval, out of board meetings.  Welfare  KE asked nearly a year since we have been in lockdown, checking in on staff welfare. All fine with exception of one staff member suffering with Long COVID, we are dealing with this and have asked for HR support.  CL is there any opportunity for other staff to relieve duties and at same time progress – yes happening as much as possible  JB was presented with gifts as a thanks for his service. BL thanked JB for all of his work and support for her in particular, WT, and the staff.  JB thanked Welsh Triathlon for his last enjoyable 6 years. | | | |
| Action Items | | **Responsibility** | **Deadline** |
| Organise a date for safeguarding training for the board. | | VC/BM | May 2021 |
| To follow up on financial capability review actions. | | IR/BL | May 2021 |
| Take the first principles to the next subgroup meetings. | | BL | As they arise |
| Take the strategy to member consultation. | | BL | In next two weeks |
| Organise a meeting to explore merchandise platform options. | | BL/LO | In next two weeks |
| Date of next meeting | | | |
| 12th May 2021 | | | |
| Chair Close and Thank you | | | |