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| Welsh Triathlon Board Meeting |
| 12th May 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), Greg Garner (GG), James Leavesley (JL), Iwan Roberts (IR), Joy Bringer (JB), Amy Jenner (AJ), Stephanie Makuvise (SM) |
| Chair | MK  |
| Minute taker | VC |
| Chair’s Opening |
| Apologies: Kate Evans (KE)Welcome: MK welcomed everyone to the meeting. Introducing staff members AJ and SM to the meeting to give a presentation on Equality and Diversity.  |
| Presentation  |
| SM and AJ gave a presentation on Equality and diversity covering:* Purpose of BTF EDI strategy
* Welsh Triathlon equality, inclusion, and diversity strategy
* Example of CAE and Swansea International Club
* Measures – quantitative and qualitative
* Next steps and plan for 2021

MK opened the floor to directors to ask questions.JL and PP congratulated both on the presentation. MK asked how the directors can help?AJ and SM commented on the benefit of the board champions. Directors are of great value to support our work, giving different insights and comments.BL asked directors to promote our efforts externally to engage with wider networks.LLR asked are you working with other NGBs/organisations? SM yes working with Street Games, Race Equality First, EYST, The CAE, and inclusion office in local authorities. |
| Conflicts of interest / Risk Register |
| Conflicts of interest: NoneRisk – no new risks |
| Approval of minutes |
| Minutes from the 10th March 2021 meeting: Approved. |
| Board reports |
| Safeguarding and Equality No new cases Previous outstanding actions*Date organised for safeguarding training for the board* – 9th June. *To follow up on financial capability review actions* – IR/RM/BL are reviewing these. Will look to simplify the reserves policy and return to Board once completed*Take the first principles to the next subgroup meetings* –Were taken to sub-group and good conversations were had, inputting to document. This will revert to the COO (AS/LW/BL for further conversations. *Take the strategy to member consultation* – Few comments from consultation group, agreement in principles. One great question which we are aware of which is ‘How do we measure impact on the triathlon community and around the wellbeing agenda?’. We have submitted a research Ph.D. question around this to Cardiff University and there is some research from SW happening. *Organise a meeting to explore merchandise platform options* – BL and LO had a meeting to explore a potential option and review WT HUBB partnership now BTF have partnered. Will also look at the BTF membership consultant insights project- Mustard.LO, we have struggled to arrange a meeting with HUUB but now have a meeting set up for Monday. LO went through some of the options with merchandising.Board reports taken as read.CMG – BL asked do any directors know of anyone who would be able to support with the customer journey and insights?GLG –Board approved byelaws.R&T –Tom Roberts and Phil Kethro were proposed to represent WT on the BTF R&T Committee Board approved.Finance – BL gave an update. Ricki Morgan has helped to tweak and shape the way we process accounts creating better use of XERO.Financial management documents update underwayMK asked had we investigated why our membership retention is lower than in Scotland. BL events in Scotland opened on April 24thMK asked IR how concerned he was for ongoing retention and revenue with regards the budget. Profit and SRF income from last FY will support this year. BL reminded the board that the 2021/22 Budget remains a cautious budget as there were no early indications of return to events at the time of its setting.StrategyBL explained we have had 3 tenders from graphic designers.Board have had time to review the strategy and comment - taken as approved and we will move ahead with the design.LLR did not feel the Board needed to see the designs as this was operational. BL suggested it would be a PDF and maybe an infographic and would be bilingual MK asked if anyone wants to be involved in process of design let BL know. Board evaluation MK explained he is halfway through 121’s with directors. Current themes were:Clarity of portfoliosMK’s concern over time commitments for DirectorsMK suggests ideas for consideration: * Introducing a vice-chair role – Succession planning and development role
* Rotating chair –alternate board meetings.
* Presentations from staff members.
* Number and regularity of sub-committees.

Director of Governance Recruitment Procedures finalised and will be initiated in June for LLR replacement.  |
| AOB |
| Event in EnglandLLR asked about logistics of supporting an event in England. BL said we have a venue, organiser and regulations allow. We would look to minimise sensitivities with Welsh Government. Also, we were not the only NGB looking at this action.LLR asked was there any risk to our relationship with TE. BL said we have a supportive link with BTF and the events team. LLR asked if SW were aware of the potential English based event. BL explained WSA were aware and were making representations on NGBs behalf. BL said if numbers changed for us at the next review, we would not need to run the England event. However, we needed to be proactive for our members and EO’s as we were losing the hard-won retention battle with the border differences. Major event BL updated on Llanelli this weekend. A British elite triathlon event - Adult and Juniors. No spectators. Permitted under SW elite exemption. We are not publicising before the event but will after. UN Sport climate framework BL recommended that we sign up to the framework, LW is on the BTF committee and taking the lead. BL and MK have discussedMK has asked what the reporting burden is - there does not seem to be a burden. CL asked if any other governing bodies have signed up. If we are the first, is it worth making a song and dance about it? BL not sure will check.PP does it align with our strategic pillars? BL yes it does. S.A.F.E. Cymru GE was on ITV, S4C radio and television this week as S.A.F.E Cymru was launched.MK asked, have we received any feedback? BL not specifically but lots over social media.Apollo 2 JL explained BTF has outsourced the scoping and we are liable for a 10% coast associated – approx. 1-2kJL and BL are being interviewed on Monday with the consultant on our requirements.BTF may want approval before our next board meeting. JL asked how to seek approval if before the next board meeting?MK suggested providing a summary and feed comments back to JL and if needed or wanted to convene a meeting. JL will circulate things as soon as possible.PP asked how much of the 9k do we have to pay? 10%  |
| Action Items  | **Responsibility** | **Deadline** |
| *Organise a meeting to explore merchandise platform options* | BL | July 2021 |
| Remaining Directors to sign up to their 1-2-1 | All | End of May |
| Check other NGB’s signing to UN Sport Climate Framework | BL |  July 2021 |
| Send Dir of Gov R&R round Board | BL  | 14th May |
| Date of next meeting  |
| 14th July  |
| Chair Close and Thank you  |