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| Welsh Triathlon Board Meeting | | | |
| 9th March 2022 | Attendees F2F: Martin Kitchener (MK) Beverley Lewis (BL), Parul Patel (PP), Greg Garner (GG), Iwan Roberts (IR), Bethan Mitchell (BM), Claire Ewing, Cicely Lock-Williams (CLW).  Attendees Virtual: Luke Organ (LO), James Leavesley (JL). | | |
| Chair | MK | | |
| Minute taker | CLW | | |
| Chair’s Opening | | | |
| Apologies: Kirsty Morgan (KM), Simon Maguire (SM) | | | |
| Conflicts of interest / Risk Register | | | |
| Conflicts of interest: None  Risk: Ukraine Conflict added to Register | | | |
| Approval of minutes | | | |
| Minutes from the last meeting:12th January 2022.  APPROVED | | | |
| Board reports | | | |
| Safeguarding and Equality  BM raised that she has arranged a meeting with BTF to discuss upcoming BTF external review, as BM and AJ have recently changed and implement the new Safeguarding Policies, and she want to check the scope of the review.  Actions from last meeting  Follow up from staff survey and Luke H’s wellbeing measures still outstanding.  ACTION: BL to ensure staff are aware of the Boards commitment to addressing staff concerns.  Directors First Term Endings  CL has resigned due to ill health.  ACTION: BL to remove CL from Companies House and CL to arrange thank you plaque.  APPROVED: LO and PP have been approved unanimously with no rejections.  Staff Board link Project  MK, CE and BL have been working together to plan a date for staff and board get together.  The board are looking to do a separate team building day.  The staff are meeting on the 24th of March 2022. The two will then join for a feedback session.  ACTION: MK to arrange a Board Session.  Board reports taken as read.  Success  Finance Report  IR identified that finances are stable and ahead of budget.  The board registered thanks and recognition of the staffs contribution  Directors were interested to know how other sports were doing compared to WT. CE noted a new report on different trends is being release across the sector in March.  BL highlights clubs and membership are struggling at the moment across all sports and all triathlon HNS.  MK praised the team especially AJ for the blended learning courses and recognised that this innovation had not been as effectively rolled out throughout triathlon. BL stated we have flexibility without tutors due to good relations and identified the tri-activators course as of great importance to Wales.  Salary bill is increasing due to the events officer role, performance coach role, and the increase in salaries to existing staff.  PP asked how we are doing with the reserves. As the reserves are looking healthy the board agreed as a not for profit we should use some of the reserves above the policy threshold for BL to create a contingency plan using £30k to propose to the board for programme costs.  The board commended BL’s hard work with budgeting process.  ACTION: BL to make £30k contingency plan for budget.  Commercial Update  LO has had commercial meetings.  LO would like to work to gain access to participants data, to gain greater data ownership rights.  LO suggested alignment of events with one centralised partner throughout the Welsh territory. BL recognises the issue and has been working to reposition the WSS. The new IT permitting solution and IT platform should also help to address data access.  PP suggested that in BL’s budget proposal she should highlight the above.  Technology Road Map  BL states there is an MoU from BTF regarding the relationship between the HNs and BTF (BTF to remain owner of the vendor contracts)  BL advises that BTF are finalising contracts.  BM highlights concerns with the current MoU as it is not well detailed.  The board requested further legal advice to clarify contract details and ensure risks are reduced.  Project 21  The framework is now in place for Project 21’s preferred development of the coaching options.  BTF are currently advertising a job role to work behind the scenes on this.  Currently no agreement as to contribution of costs to this project in the coming year and no agreement from TS as to joining the process.  Sustainability  Staff Survey Action Update  The Staff Workshop on the 24th March 2022 will be matched by a Board workshop and then a coming together to look at the organisation culture and communication.  A Board Report sent on the 22nd of each month from the SMT has been well received by the Directors keeping them informed of the key issues and successes of the team.  The Office Décor was addressed as quicky as SW could turn it around.  The RemCom met and salary letters will be released shortly.  WT will be looking at our HR resources in the coming months.  Resourcing Comms is also priority.  WFH/Office working will remain un-mandated as we see how our working relations/performance develops post Covid.  The PDR process will be reviewed after this spring.  WT are reviewing IT hardware at the moment and also procurement/support going forward.  Inclusion  Equality and Diversity  PP has a meeting with BTF on 10/03/2022, so nothing to update.  Membership Survey  The membership survey has been sent out.  PP highlighted the staff’s hard work on the survey.  ACTION: Membership survey to be resent out to ensure good capture of data.  Membership Increase  After a discussion it was agreed WT would not support a price increase in April on membership fees. The insights do not support this and the retention figures are down and environment not suited to a price increase. Will review again in 6 months when the IT platform is in place and added value options available. | | | |
| AOB | | | |
| Brand Logo  APPROVED: The board approved the brand logo.  Deputy Chair Appointment  ACTION: Send invite out for deputy chair applications. | | | |
| Action Items | | **Responsibility** | **Deadline** |
| Create £30k contingency plan for reserves budget | | BL | 11th May 2022 |
| Follow up from staff survey (actions and communication to staff) | | BL | 21st March 2022 |
| Discuss Luke H’s MBA project on wellbeing at Sustainability Committee | | BL | 31st March 2022 |
| Send invite out for deputy chair applications | | BL | 11th May 2022 |
| Membership survey to be resent out to ensure good capture of data | | BL | 11th May 2022 |
| BL to remove CL from Companies House and CL to arrange thank you plaque | | BL | 11th May 2022 |
| BL to ensure staff are aware of the Boards commitment to addressing staff concerns | | BL | 11th May 2022 |
| MK to arrange a Board Session | | MK | 11th May 2022 |
| Date of next meeting | | | |
| 11th May 2022 F2F | | | |
| Chair Close and Thank you | | | |