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| Welsh Triathlon Board meeting | | | |
| 14th November 2018 | Attendees: Jon Blakemore (JnB) Beverley Lewis (BL) Tom Overton (TO), Sarah Roberts (SR) Llyr Roberts (LR) Paul Tanner (PT) Mike Tate (MJT) Verity Cook (VC) | | |
| Chairman | PT | | |
| Minute taker | VC | | |
| Chairman’s Opening | | | |
| APOLOGIES Marc Jenkins (MJ), Mike Battersby (MB), Tom Roberts (TR)  Welcome: PT introduce VC. PL thanked TO for chairing last meeting | | | |
| Conflicts of interest / Risk Register | | | |
| Conflicts of interest:  TO position within SW  Letter received from TO from Sport Wales  Risk Register:  Investment structure from Sport Wales  Insurance increase  Board make up | | | |
| Approval of minutes | | | |
| Approval of Minutes from 12th September 2018. Subject to amendment around “Reminder working towards a 3k loss for the FYE with 25k contingency for WSS  53% SW funded” change 3k to 13k  PROPOSE Jon Blackmore SECOND Tom Overton | | | |
| Safeguarding and Equality and diversity | | | |
| Safeguarding: No new cases  Equality and Diversity: Equality and diversity panel has suspended it’s assessment until they have spoken to a board member and cleared up issues around EIA’s profiles. BL explained the response from equality and diversity panel. Discussion around the change in level of support from the liaison officer. Bl and SR to talk to Gordon Clarke. Insport silver waiting to hear formal decision. Staff to do a 10 min presentation to board next meeting. | | | |
| Board reports | | | |
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| Financial Update  JB presented the current position as per Board Report.  WT budgeted to make a 13k loss in the year till 31st March 2019  First 6 months 25k favorable to budget (April 18 – Sep 18)  Membership is ahead of KPI  BTF is 19K favorable than budget, 10k more in membership and event fees  Development 15k adverse, contingency budget for super series which takes 13k of that.  Performance better than budget as some weekend camps have been merged  Financial audit – suggested annually  Currently pay out £1,120 just to get accounts put together  Additional £2,750 for a financial audit – Where we would gain external comfort, good practice, opinions, they sign off account for sustainability for 12 months. Discussion as to benefits of this for stakeholder comfort v cost, and presentation alongside annual funding agreements  Insurance  Budget 13k, renewal cost from October is 27k, which is almost >2x greater in cost than last year. 7k more than budgeted.  Board consider formal challenge to BTF for explanation of the increase.  EO Report  Apologies from MT for not being able to attend panels.  Feedback from BTF COO forum – Setting up BTF subgroups, 1) looking at investment, and 2) looking at duty of care. Request for relevant board member to sit on these subgroups. PT encourages board to put themselves forward, even if it is remotely. BL to share expectations and terms of reference. Initial date for investment sub group suggested by BTF as 4/5th Feb.  Policies under review – Board member to come back with an comments by 14th December, to be approved in January board meeting    Membership increase price  BL presented slides, discussion around when to communicate the increase. Agreement to raise at AGM. MT happy to present and argue for increase at AGM. 3 different tiers for membership packages in discussion but will delay this announcement until confident that HN’s have consulted and have a timeline to deliver.  Discussion around do we need to get a comms expert in to help with the delivery of the message. BL will send out comms plans to board when she receives them.  APPROVAL  Board unanimously agreed to 10% increase in membership cost.  DMG  TO discussed Stakeholder engagement. What are the priority groups we want to engage with stakeholder? Clubs, member, event organisers. Engagement strategy at away day.  Events calendar – GE has been collaborating across the HN’s to ensure events don’t clash. The calendar is on the wall in the office and on the website.  Sustainability of the growth in numbers, membership, growth in participation, visibility. Long way to go until it steady outs. We are growing in activity and staff numbers alongside the sport.  Bl raised the piece of work required to look at how the sport may plateaus out and the future environment /impact.  The Board agreed this piece of work should be considered alongside the strategy away day next year.  GLG  Articles approval at AGM – members voting, over 18, 75% yes vote LLR to check  Board positions – Skills matrix, highlight few areas of weakness. 4 vacancies on the board.  Tom Roberts – End of term  Mike Battersby – Step down  Owen Rodgers – Step down  Director of rule and tech is no longer going to be a role, not replacing like for like. Create a sub group for TR to chair for rules and tech, where he can bring others to join him. Look at structure and how it feeds to the board.  Director of external affairs position to be reviewed no longer needed  Director of commercial Need to advertise for  One spare director position  Decision made to advertise for the 2 directors:  Director of communications  Director of commercial/business development  2x other roles - Do we need to label them any further, recruit in skill areas instead?  PL to get Roles to advert by the middle of the week. And to mention at AGM  PMG  NTPCW Management meeting early next year to discuss funding. PT to attend.  Bl mentioned that Collaboration rojects between other sports, need to ensure we are activing for mutual benefit and not just supporting the other partners. TO suggested using the SW Collaboration Tool –  BMG  Bl reported on the various positive negotiations ongoing.  Officials  No questions or comments on TR report | | | |
| Major events Welsh Super Series is out  World cup submission. Submission to ITU to host. Haven’t had information that we need yet.  All Directors asked to activate their contacts and promote the WSS  Also repeat call for attendance to various events  All other reports taken as read | | | |
| AOB | | | |
| Recruiting 2 young volunteers to development sub group 1 triathlon 1 non-triathlon.  Are we doing anything for Christmas? Discussion with staff at AGM  Board would like to show appreciation to staff. There are really good things going on. Board are very happy with the growth in welsh triathlon. Is there are formal feedback process to staff members? Agreed to commend staff at AGM, Bl to create suitable slide.  PT discussed a buddying system for the directors such that if a director is unavailable to support Exec at crucial times there is appropriate cover to reduce any impact and subsequent associated risks  AGM discussion of plan – 2 hour AGM presentation and workshops  Board members to be there for 11am to go through presentation with staff in the other room where members don’t arrive into. BL to send slides around before AGM. BTF will give a 10 min presentation, before directors’ reports.  Smart casual dress code.  The Board would like to minute its thanks to the outgoing Directors and will do so more formally at the AGM in particular Tom Roberts for his extended time on the Board of Welsh Triathlon and mike Battersby for his dual role on the WT and BTF Boards. Both have also sat on sub-committees for BTF.  TO left the room because of Conflict of Interest  Discussion around Sport Wales sports investment procedure and uncertainty created | | | |
| Action Items | | **Responsibility** | **Deadline** |
| Update and upload latest risk register and circulate | | BL | **Nov 30th** |
| Check Articles and Byelaws for Voting % at AGM | | **LR** | **18th Nov** |
| Fact find around insurance relating to price increase and other options | | **BL** | **Jan Board** |
| Stafff Board Christmas event – ask staff at AGM for interest | | **PT** | **18th Nov** |
| Staff to present insport/equality and diversity to board next board meeting | | **SM/AJ** | **Jan Board** |
| Go to recruitment for four Directors | | PT | By end December |
| Board to review polices | | Board | 14th December 5pm |
| Date of next meeting | | | |
| Scheduled for 9th January 2019 AGM 18th November 2018 | | | |
| Chairman Close and Thankyou | | | |
| Meeting was adjourned at 9:23 by PT | | | |