

Welsh Triathlon Board Minutes

Welsh Triathlon Board Meeting – Sport Wales	
14 September 2022	Attendees: Martin Kitchener (MK), Parul Patel (PP), Simon Webb (SW), Bethan Mitchell (BM), James Leavesley (JL), Deborah Mahon (DM), Beverley Lewis (BL), Kirsty Edwards (KE), Sarah Lloyd-Williams (SL-W) Virtual attendees: Luke Organ (LO), Jeffrey Nsofor (JN)
Chair	MK
Minute taker	SL-W
Chair's Opening	
<p>Apologies: Greg Garner (GG), Simon Maguire (SM) MK sent best wishes to SM for a speedy recovery</p> <p><u>Presentation Journey to success at the CWG</u> BL ran through the steps, highlighting significant moments leading to success and commented on the amazing achievements including the silver medal mixed team relay. MK thanked BL for the very inspiring story. PP and BL discussed the need for stories to be captured possible documentary for the BBC. DM advised that Non Stanford is on the panel for Women in Sport. In a recent media event triathlon had been picked out for equality in sport with the ability to inspire the next generation. The Board discussed ways to harness athletes in their life after sports achievement MK asked WT to reach out to ex athletes.</p> <p>ACTION: BL to consider how to use influence and then reach out.</p>	
Conflict of interest / Risk Register	
<p>Conflicts of interest: none Risk: None declared</p>	
Approval of minutes	
<p>Minutes from the last meeting: 13 July 2022 Approved</p>	
Board Reports	
<p><u>Safeguarding and Equality</u></p> <p>The Lime Culture Review has been completed (68-page report). BM gave a brief overview of findings and will report in full at November Board. Copies of Lime Culture Report requested by BL, DM and PP</p>	

ACTION: BM to discuss with AJ
BM to send copies of Report as above

Actions from last meeting

Technology solutions

BL and JN have discussed financial provision spread monthly through HN Affiliation.

BL and JL updated the results of Cyber Duck initial review.

MK noted the project outcome was disappointing with WT being no further forward than at outset.

BL advised that other internal options were being considered but it would be expensive to go alone and we at the moment don't have the resources.

LO raised concern about BTF resources levels and JL commented that BTF does not have capacity to deliver and it will require consultant input. LO asked for clear course of action as strategic goals are being affected. An update from BTF is due 26th September.

BL advised GDPR consultant Caretower is in the office to complete an audit October 6/7th

BL said Cyber Duck input due in 2 weeks for next meeting: Cyber Duck initial presentation is filed in the Board Folder

ACTION: JL and BL to share any technology updates.

Directors one to one with Chair

Diarised – one appointment outstanding.

Workstream Capacity Plan

This has not yet been fully completed. Delayed due to the requirement of SMT input (leave and final events underway).

PP raised points highlighted from the staff/board meeting prior to full Board meeting with staffing capacity and enquired about IT tools to assist BL. JL explained and discussed agile working models.

MK asked for work done to date to be shared in a single document.

ACTION: BL to send out workflow plans for next Board meeting.

Membership Survey

PP has met with AJ; the survey has not gone out yet – due October

ACTION. AJ to share membership survey with KE

CWG Director kit

sourced, everyone should have received T shirt.

Board engagement plan for events.

BL/ZJ by next Board Meeting

ACTION: ZJ to complete engagement plan for Board at Events

HR service to complete Exit interview

under AOB

Directors Feedback to BTF disciplinary policy

no feedback, therefore approved.

Success

Finance Report

All Board members had sight of the financial report, no queries received by BL prior to meeting. JN is happy with the report.

Commercial update

LO discussed a major partner leaving BTF and noted there is an industry wide challenge around staff retention.

BTF is looking to bring on additional sales support to assist with P&L pressure on organisation and there is concern at BTF over commercial income requiring a review of commercial strategy.

LO to speak to commercial officer of 6 nations.

Recommended that LO talks to *Engage Sport*, Cardiff with idea of having a potential meeting to explore avenues of work.

JL asked about the potential impact on WT of BTF concerns.

MK said tightening has begun and that it is difficult in several sectors; the Home Nations will be expected to fund any BTF/TE services provided in full.

LO stated there is a requirement on the four nations to recognise the challenging times with the need to have conversations.

MK advised that he and BL have been invited to a meeting by BTF in November involving the home nations about the future. BTF is recognising the severity of financial situation and is looking to reduce costs.

KE commented on mandatory membership: Newport Tri to reimburse coaching membership and BL advised a proposal will come to the Board.

PP raised the topic of WT putting on events as a revenue generator.

JL talked about the organisation's purpose with mandatory membership allowing more to be invested in sport.

JL agreed to support GL with further work on a membership models.

ACTION: JL and BL Membership Way Forward proposal at November Board.

Technology Road map update

covered in Actions from last meeting

Sustainability

Staffing update

BL said a Communications Officer is joining the Team for 12 weeks from 27/9/22 and an intern from Worcester is also joining to work more remotely. The aim is to upskill both. Recent new starters at WT all doing well.

ACTION: BL to organise a meeting between KE and FS

AGM

BL reported planning is about to start and noted Welsh translation of the annual report will be needed. The AGM is to be a virtual event, 15 November 2022 at 7pm and Directors asked to attend.

Inclusion

Welsh Super Series

S4C now gives triathlon a regular slot 8pm Friday slot. WTSS has better viewing figures than Ralio and Scorio.

PP stated the community is proud of the sport going out on TV.

DM highlighted the TV companies BBC and S4C like the stories triathlon can tell.

MK commented that all activities are in line with the organisation's purpose, WT is following its purpose.

DM congratulated WT on its success and said Sport Wales will promote WTSS.

MK thanked Sports Wales.

Approval of BTF TOR for Membership Committee

All circulated - taken as approved.

MK asked BL to indicate where individual Board representation will be required.

ACTION: BL to advise on positions available at BTF Committees

AOB

Exit interviews

MK is pleased with HR report, and has discussed outcomes with BL. A plan will be drawn up and the Report will be circulated marked confidential. Further discussion of the report at the next Board Meeting. BL will take the summary points to the staff for discussion.

On behalf of the Board, KE congratulated MK for completing IronMan, Tenby

Action Items	Responsibility	Deadline
BL to consider how to use influence of ex athletes and then reach out	BL	9 November 2022
Safeguarding Report – discuss with AJ	BM	9 November 2022
Safeguarding Report copies to DM, PP	BM	9 November 2022
Technology Solutions – updates	BL and JL	On going
Workstream Plan for Nov	BL	9 November 2022
Membership Survey to be shared with KE	AJ	9 November 2022
Share an engagement plan for the Directors at 2023 events	ZJ	9 November 2022
Commercial officer of 6 Nations to be contacted	LO	9 November 2022
Share the Way Forward Membership proposal Report for Nov Board	JL and BL	9 November 2022
BL to set up meeting of KE and the Communications Officer	KE	9 November 2022
BTF Committees - WT Board representation requirements	BL	9 November 2022
Date of Next Meeting		
9 November 2022		
AGM:15th November 2022		

Chair close and gave thanks to all who supported the Iron Man event, Tenby