

Board Meeting - Minutes

Date:	13 February 2017
Time:	18:30
Venue:	Swimming Pool Meeting Room, University of Stirling

Attendees	Initials
Gavin Calder - President	GC
Andy Salmon - Chair	AS
Jane Moncrieff - CEO	JM
Lynne Lauder - Events	LL

Attendees	Initials
Justine Allen - Coaching & Development	JA
Tony Stanger - Performance	TS
Chris Black - Communications & Marketing	CB
Pamela Sneddon - Operations Manager	PS

Apologies	Initials
Stephen Morrow - Finance	SM
Jill McIntyre - Welfare	JMc

Apologies	Initials
Jennifer Griffin - SS Partnership Manager	JG

Agenda Item	Topic	Action
Item 1	Welcome and Apologies Andy welcomed all to the meeting and extended his thanks to the board for their time at the strategy planning day. The above apologies were noted.	
Item 2	Minutes from Last Meeting, Action Review and Matters Arising The minutes from the meeting on 5 December 2016 were approved. Outstanding actions: <ul style="list-style-type: none"> - JM has sent a link with information about the household survey to the board. It was agreed to close this action. It was asked if we could add a question about triathlon onto the Scottish Swimming survey and JM commented that we already have some data sharing with them. The challenge is how we use the data once we get it. Need to be clear what it will inform. - Finance induction to be carried forward to next meeting. - Welfare policy to be carried forward to next meeting. - Possibility of a membership referral scheme to be carried forward to next meeting. 	
Item 3	Conflicts of Interest There were no new conflicts to note.	
Item 4	Risk Register The senior staff were sent the risk register and they had nothing to add to it.	

	<p>Board agreement that Aberfeldy / Middle Distance Championships should be added to the risk register.</p> <p>Items that are red or about to turn red should be brought to the attention of the board.</p>	JM
Item 5	<p>Finance Report and Budget</p> <p>Budget report and associated notes were tabled.</p> <p>Nothing on the budget report stands out as a warning. The positive variance was explained in the management account notes.</p>	
Item 6	<p>Draft Budget and Business Plan</p> <p>Draft budget was tabled.</p> <p>Budget is in draft stage due to unconfirmed sportscotland funding and confirmation of some other external monies. There have been no indications that Triathlon Scotland will not receive funding as expected.</p> <p>Points to note on draft budget:</p> <ul style="list-style-type: none"> - Membership income increased. - Conservative figure on race levies. - Event & Volunteer Officer role from own income, but long term should help generate further race income by focusing more on event development. - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> - All else very similar to last year. - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> <p>Next steps</p> <ul style="list-style-type: none"> - Request a quick response from sportscotland after their board meeting on 22 February 2017 - After response, creation of another revision of the draft budget. - Clarity around BTF insurance costs required. - SM to look at budget. - Budget to be emailed to Board for approval early March. 	<p>AS / JM</p> <p>JM</p> <p>PS / JM</p> <p>SM</p> <p>JM</p>
Item 7	<p>Membership Survey Comparison</p> <p>The membership survey comparison for 2015-2016 was previously distributed to the board.</p> <p>Points to note:</p> <ul style="list-style-type: none"> - Results are based on a fairly small percentage of membership. - Triathlon Scotland doesn't have the expert resource to analyse this as effectively as we might like. - Board agreed with the presumption that since the majority of the membership were silent they were generally happy. Triathlon Scotland should not become complacent in thinking that the majority of the silent membership is happy. 	

	<ul style="list-style-type: none"> - Triathlon Scotland will continue to incentivise people to try and get them to respond. <p>Board agreed to send out the full survey every 2 years but to do the NPS score annually.</p> <p>Next steps:</p> <ul style="list-style-type: none"> - Look into using the BTF Data and Insights Officer to analyse our results in the future. - Clubs to be contacted to gain better understanding around specific comments. 	JM RDO Team
Item 8	<p>Strategic Plan Midpoint Review - Feedback and Actions</p> <p>The strategic plan notes were previously distributed to the board.</p> <p>The board found the day worthwhile and useful to bring the team together. The majority of the board weren't in post at the beginning of the strategic plan, so it was all 'new' to them and they found it useful to discuss this.</p> <p>The staff found it reassuring that they are on the whole doing the right things to achieve the overall objectives. There were a couple of areas which the team had agreed could and should be refocused but this had already been acknowledged.</p> <p>The day helped sharpen focus for the development planning day and has identified a few additions to the plan as well as some adjustments to spend money and achieve outcomes more wisely. For example, using the membership free gift money to provide member training days which had been raised in the membership survey on more than one occasion.</p> <p>Suggestions for improving the day:</p> <ul style="list-style-type: none"> - May be more helpful to hear the staff views first and their thoughts on the next steps first before discussing the strategic objectives. <p>Next steps:</p> <ul style="list-style-type: none"> - Board would like to see staff reports that demonstrate flow from strategic objectives to operational actions. - Board to receive regular updates on progress report on achievement against Strategic objectives. 	AS / JM JM
Item 9	<p>Welfare Update - questions only</p> <p>A welfare update was previously distributed to the board.</p> <p>No questions arose.</p> <p>Media contact in regards to child protection:</p> <ul style="list-style-type: none"> - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> - Triathlon Scotland has fed back to sportscotland all the information requested around child protection but in reality access to some of the information is very difficult to get. - A crisis plan is being developed which includes contact from the media child protection issues, death at an event, anti-doping, etc. To be circulated to the 	CB

	<p>board when complete.</p> <p>PVG Checking:</p> <ul style="list-style-type: none"> - Currently, coaches can only be PVG checked if they are working with children & vulnerable adults on a regular basis in regulated work. 	
Item 10	<p>Rules and Tech Update</p> <p>A rules and tech update was previously distributed to the board.</p> <p>Background information on the Rules and Tech Committee:</p> <ul style="list-style-type: none"> - A small BTF rules and tech group has been working together to update the rules of the sport. - All comments from throughout the season have been collated to make the process more transparent. - A BTF member of staff has been present at the meetings, but now a Triathlon Scotland and Welsh Triathlon staff member have been asked to join, likely to be by phone. <p>Update:</p> <ul style="list-style-type: none"> - This year there have been no major changes to the rules, just amends around clarity. - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> - Conference calls and meetings are all properly minuted. <p>The TO exchange meeting was held at the weekend. Morven Fountain presented the new TO management system. It included an external speaker on the art of communication, very well received. There was a good turnout of technical officials.</p>	
Item 11	<p>CEO Report - questions only</p> <p>The CEO report was previously distributed to the board.</p> <p>General update:</p> <ul style="list-style-type: none"> - Interviews for the Coaching Development Manager are being held on Thursday. - The approach to testing in Age-Group and the revised anti-doping protocol will be discussed at the next BTF board meeting in April and then shared with the Triathlon Scotland board. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> - John Whittaker from the European Sports Championships 2018 produced a presentation to be shared at the European Congress on 18 February. <p>SLA and Memorandum of Understanding:</p> <ul style="list-style-type: none"> - The board approved the Memorandum of Understanding, which will now be signed and returned to BTF. - The board agreed that the SLA should be simple. One page document with points for each business area to be drafted and sent to BTF. <p>Middle Distance Championships:</p> <ul style="list-style-type: none"> - <i>Confidential minute removed in accordance with the Triathlon Scotland's</i> 	<p>AS</p> <p>JM</p> <p>JM / PS</p>

	<p><i>published policy on minutes of a confidential nature.</i></p> <p>Triathlon Trust:</p> <ul style="list-style-type: none"> - Board agreed for an option to donate to the Tri Trust be added to the membership system with the proviso that there is a choice to donate an optional amount as well as set amounts. - More communication to go out around what the Tri Trust does. 	JM / PS PS
Item 12	<p>BTF Report - questions only</p> <p>The BTF report was previously distributed to the board.</p> <p>No questions arose.</p>	
Item 13	<p>AOB</p> <p>Performance:</p> <ul style="list-style-type: none"> - Discussion around the fact that Triathlon Scotland is a coach down in the lead up to the Commonwealth Games. Important to ensure that all parts of the pathway are being supported during this period. - Good opening performance for a few of our athletes at the World Cup in Cape Town at the weekend. - CGCS have been asking about advanced ticket purchase for Gold Coast. Clarity required on this from CGS before a decision can be made. <p>Technical Officials</p> <ul style="list-style-type: none"> - From next month, the Gold Coast will start to look for names of TOs to be put forward. ITU control the decision, but clarity is required on how this process will be managed. - Process to be clarified with British Triathlon. - Clarity required on how TOs are selected. 	<p>JM</p> <p>LL</p> <p>JM LL</p>

Date of next meeting: 27 March 2017