

Board Meeting - Minutes

Date:	27 March 2017
Time:	18:30
Venue:	Swimming Pool Meeting Room, University of Stirling

Attendees	Initials
Gavin Calder - President	GE
Andy Salmon - Chair	AS
Jane Moncrieff - CEO	JM
Stephen Morrow - Finance	SM
Jill McIntyre - Welfare	JMc

Attendees	Initials
Justine Allen - Coaching & Development	JA
Tony Stanger - Performance	TS
Pamela Sneddon - Operations Manager	PS
Jennifer Griffin - SS Partnership Manager	JG

Apologies	Initials
Lynne Lauder - Events	LL

Apologies	Initials
Chris Black - Communications & Marketing	CB

Agenda Item	Topic	Action
Item 1	Welcome & Apologies AS welcomed all to the meeting and noted the above apologies.	
Item 2	Minutes from the last meeting, Action review and Matters arising The minutes from the meeting on 13 February 2017 were approved. Outstanding actions: - AS will update board about anti-doping later in the meeting - SLA will be brought to the next meeting	JM / PS
Item 3	Conflicts of Interest There were no new conflicts to note.	
Item 4	Risk Register The board were advised that the risk of having an un-trademarked logo has been added to the risk register. The board agreed to have the Triathlon Scotland logo trademarked and also the wording if this was possible.	PS
Item 5	sportscotland Investment Update & Discussion A report on the sportscotland investment to Triathlon Scotland was previously distributed to the board. The board were also sent an informative link to an article on Scottish investment in sport written for the Scotsman.	

	<p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The board recommended that JM sit on a proposed CEO group that is being set up by the SSA to share more collaboratively the work we all do as Governing Bodies.</p> <p>Next steps: <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 6	<p>Finance Report & Budget</p> <p>The finance report and budget was previously distributed to the board.</p> <p>SM explained to the board how to read the budget reports from Sage.</p> <p>It was noted that initial figures show that Triathlon Scotland will finish the year end with the budgeted small deficit.</p>	
Item 7	<p>Proposed Budget 2017/2018 & Business Plan</p> <p>The proposed budget for 2017/2018 and report was previously distributed to the board.</p> <p>The board were taken through the budgeting process and the draft budget.</p> <p>Points to note:</p> <ul style="list-style-type: none"> - Reserves are circa £140k which is within Triathlon Scotland's reserves policy guidelines. - It was suggested that sportscotland may want to look at reducing their guidelines for reserves as there will be, over all the NGBs, a lot of money not being used. - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> - The budget should always remain a little flexible throughout the year to accommodate changes. - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> 	
Item 8	<p>Strategy Plan Target Review</p> <p>A strategy plan target review paper was previously distributed to the board.</p> <p>Points to note:</p> <ul style="list-style-type: none"> - 1 x U23 medal has not been achieved. The athlete was on the start line, but punctured and did not finish. - 3 or more new athletes gaining selection to the GB World Class programme has been partially achieved. There were 3 athletes on the programme, but one pulled out during the year. - Increase (20%) of club members has not been achieved. This is due to this target being challenging and probably based on a less accurate set of data. We now have more accurate club data due to the new affiliation process and therefore a more realistic target should be set. This may also be due to clubs being at saturation point due to pool availability. The board suggested the clubs could be surveyed to find out which are at capacity and the reason for this. <p>A draft summary sheet to show progress against the operational business plan has been created and this was shown and described to the board.</p> <p>Next steps:</p> <ul style="list-style-type: none"> - After completion of the summary sheet, this is to be emailed to the board for approval of KPIs. 	<p>Calum Reid (CR)</p> <p>JM</p>

Item 9	<p>Welfare Update & Policy</p> <p>The draft Welfare Policy was previously distributed to the board.</p> <p>The board were talked through the policy which is mainly about child protection following the recommended 10 steps, but also covers vulnerable adults.</p> <p>Changes recommended by the Board:</p> <ul style="list-style-type: none"> - There should be stronger wording around the confidentiality clause. - Under the 'Disclosure/PVG Scheme Membership System' section, the wording should be changed from 'make judgement' to 'recommends'. <p>Next steps:</p> <ul style="list-style-type: none"> - Policy to be amended as necessary and send to Children First for approval. - Website to be tidied up. - Find out how clubs are informed of the names of coaches that are not PVG checked. 	JMc CR PS
Item 10	<p>CEO Report</p> <p>The CEO report was previously distributed to the board.</p> <p>Points to note:</p> <ul style="list-style-type: none"> - Coach Development Manager will start on 3rd April 2017. - Lead Performance Coach applications will close on 31st March 2017. - Finance Director job description is ready and a date for advertising is to be arranged. - One page strategic review capturing key mission, objectives and targets to be brought to the May meeting. - No significant update on the European Sport Games. 	JM
Item 11	<p>BTF Report</p> <p>There is no BTF report due to the fact that there has been no BTF board meeting.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 12	<p>AOB</p> <p>JG had the following updates from sportscotland:</p> <ul style="list-style-type: none"> - Applications for the Award for All grants for 2017/2018 will be more of a lighter touch and the requirements won't be as strict. An email about this will be sent to CR and JM. - The Triathlon Scotland paper went to the sportscotland panel on 2nd March and the panel acknowledged that Triathlon Scotland are doing really well and they have no concerns. 	JG

Date of next meeting: 29 May 2017