

## Board Meeting - Minutes

<b>Date:</b>	<b>26 March 2018</b>
<b>Time:</b>	<b>18:30</b>
<b>Venue:</b>	<b>Swimming Pool Meeting Room, University of Stirling</b>

<b>Attendees</b>	<b>Initials</b>
Dougie Cameron - Chair	DC
Gavin Calder - President	GC
Jane Moncrieff - CEO	JM
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Justine Allen - Coaching & Development	JA

<b>Attendees</b>	<b>Initials</b>
Jill McIntyre - Welfare	JMc
Tony Stanger - Performance	TS
Penny Rother - Age Group	PR
Pamela Sneddon - Operations Manager	PS
Jennifer Griffin - SS Partnership Manager	JG

<b>Apologies</b>	<b>Initials</b>

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<b>Agenda Item</b>	<b>Minutes</b>
Item 1	<p><b>Welcome and Apologies</b></p> <p>DC welcomed all to the meeting. No apologies were noted.</p>
Item 2	<p><b>Minutes from Last Meeting, Action Review and Matters Arising</b></p> <p>The minutes from the last meeting on 29 January 2018 were previously distributed to the board. The minutes were approved and no matters arose.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>- The draft board handbook were previously distributed to the board and the board were asked to email JM with any comments.</li> <li>- Although DC has looked at the risk register it needs further thought to make it user friendly.</li> <li>- BTF job spec and advert for a Commercial Director needs some changes to make it appropriate for Triathlon Scotland. Once this has been done it will go out to advert.</li> <li>- No questions arose from the draft self-assessment that has been previously distributed to the board, so this will be put into a survey and</li> </ul>
Item 3	<p><b>Conflicts of Interest</b></p> <p>The were no additional conflicts noted.</p>

Item 4	<p><b>Risk Register</b></p> <p>No additional risks have been identified.</p>
Item 5	<p><b>Finance Report and Budget 17/18</b></p> <p>The finance report and budget were previously distributed to the board. Currently, Triathlon Scotland is likely to end the year a bit less than our planned deficit, but this will depend on the performance expenditure as Triathlon Scotland did not know that there would be a para-triathlete at the Commonwealth Games.</p> <p>Triathlon Scotland will be looking to close the 17/18 accounts mid-May.</p>
Item 6	<p><b>Proposed Budget 18/19</b></p> <p>The proposed budget was previously distributed to the board.</p> <p>The board agreed that the budget looks fine. Membership is slightly different but this is due to rolling membership. Coaching is inline with last years figures. Events income is a conservative figure and should be about the same as last year as we have no control over events being cancelled. Performance development income is up as we are receiving more support from BTF. Corporate services expenditure shows a decrease due to a reduction in sportscotland funding. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Budget to be recirculated with inclusion of Participation Officer and approved by email.</p>
Item 7	<p><b>12 Month Review Business Plan</b></p> <p>The business plan was previously distributed to the board.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>
Item 8	<p><b>Proposed Business Plan 18/19</b></p> <p>The draft business plan was previously distributed to the board.</p> <p>The proposed business plan for 18/19 is in draft form as there are still discussion to be had with the senior managers.</p> <p>Sh2out to be added to business plan. This will be new to the business plan and where it sits will need to be confirmed. The Sh2out project is about open water safety, helping people to become confident and working with clubs to achieve this.</p>
Item 9	<p><b>Child Protection Update</b></p> <p>The draft policy and notes were previously distributed to the board.</p> <p>The next steps for the reviews is to look at scenario planning, implementation and club support.</p> <p>The main changes of the policy have been to move to wellbeing and how Triathlon Scotland supports clubs and the strategy going forward. The board suggested that the club Presidents and Chairs should meet to allow Triathlon Scotland to share this information. The committee members can then take this</p>

	<p>information back to the clubs.</p> <p>JG to ask at the sportscotland team meeting if sportscotland can help with training or rolling this out to clubs.</p> <p>This work needs to be shared with coaching to allow the upskilling of coaches.</p> <p>Action plan of what needs done to be drawn up.</p> <p>The board agreed that child protection and wellbeing should be mandatory for club affiliation in 2019.</p> <p>The policy was approved pending some minor changes.</p>
Item 10	<p><b>Strategic Plan Discussion</b></p> <p>The suggested agenda is as follows:</p> <ul style="list-style-type: none"> <li>- Organisational background</li> <li>- Customer groups</li> <li>- Vision and values</li> <li>- Direction by area of what the next four years will look like.</li> </ul> <p>Staff will need to prepare the background information and direction for the next four years.</p> <p>Last SWOT analysis to be circulated.</p> <p>Board to complete SWOT analysis in preparation.</p>
Item 11	<p><b>CEO Report</b></p> <p>The report was previously distributed to the board.</p> <p>Dropbox link from the BTF strategy planning to be sent to the board.</p> <p>JG to ask sportscotland about the GDPR information for clubs. sportscotland are working on a processor contract for payroll.</p> <p>The board agreed that Triathlon Scotland would not pay the SSA membership fee at the moment but will pursue proactive conversation.</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><b>BTF Update</b></p> <p>There has been no BTF meeting since Triathlon Scotland's last meeting. There has been a budget meeting and the 18/19 budget has been approved in principle.</p> <p>The advert for a Commercial Director will go out shortly and recruitment for a Performance Director has started.</p>

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Item 13	<b>Glasgow 2018 European Championships Update</b> Update in CEO report
Item 14	<b>Annual Planner Reminder</b> Board to email PS with list of events they can attend.
Item 15	<b>AOB</b> Letter received from Scottish Government to be saved in Dropbox.  sportscotland update - strategy review will be run with Heads of Departments and CEOs. Date inviting Triathlon Scotland to present at strategic review (Oct/Nov) will be sent out shortly. The investment agreement will be sent to governing bodies in the next few weeks.

Date of next meeting: 28 May 2018