

Board Meeting - Minutes

Date:	29 May 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
Lynne Lauder - Events	LL
Tony Stanger - Performance	TS
Pamela Sneddon - Operations Manager	PS
Gemma Simpson - Events Manager	GS

Apologies	Initials
Justine Allen - Coaching & Development	JA
Jennifer Griffin - SS Partnership Manager	JG

Apologies	Initials
Chris Black - Communications & Marketing	CB

Agenda Item	Topic	Action
Item 1	Welcome & Apologies The board were welcomed to the meeting and the apologies noted.	
Item 2	Minutes from the last meeting, Action review and Matters arising The minutes from the meeting on 27 March 2017 were approved. The actions from this meeting were tabled and none were to be carried forward to the next meeting. The minutes from the confidential meeting on 17 May 2017 were tabled and approved and the actions were all complete. It was agreed that the minutes from this meeting would not be saved in the main Board Dropbox folder and the tabled copies that were handed back to PS would be brought to the next meeting. The confidential minutes will be stored in Dropbox Exec accessible only by JM and PS.	PS
Item 3	Conflicts of Interest There were no new conflicts to note.	
Item 4	Risk Register The risk register item on Child Protection has been updated to show that a full review would be undertaken. It was agreed that the risk register should also be updated to reflect the reputational risk from the recent press articles.	JM

Item 5	<p>Events & Volunteer Update</p> <p>Gemma Simpson, Triathlon Scotland Events & Marketing Manager, joined the meeting to update the board on her events and volunteering work.</p> <p>Guided by the strategic and business plans :</p> <ul style="list-style-type: none"> – support our existing event organisers to produce great events – develop and support new events & event formats to ensure the sport continues to innovate – identify partners to help us realise our ambitions – ensure great race experiences in Scotland that meet the needs of the participant (from beginner to age group to elite) <p>Statistics from the TIA survey and from Triathlon Scotland’s numbers were handed to the board and GS spoke about these.</p> <p>Points to note:</p> <ul style="list-style-type: none"> - New Events & Volunteer Officer, Morven Fountain, manages the day to day relationship with race organisers and Technical Officials. There is now increased transparency on race sanctioning and reduced the workload of our volunteer, Bob Newton. - Members are now surveyed to gain feedback on sanctioned events and this information has proved very useful. - GS has more capacity to help race organisers with organisation and marketing of their event and this help has been successful in increasing participant numbers. - Go Tri is a British Triathlon initiative which has now been implemented in Scotland with the first event being held on 3 June 2017 at Knockburn. This consists of open water swim coaching with a participation aquathlon afterwards. - Ironman 70.3 in Edinburgh in July will have a positive influence on our total participation numbers for the year. - Triathlon Scotland is working closely with Glasgow 2018 and good relationships have been built with the delivery and sports development teams. Triathlon Scotland hope to realise a mass participation Go Tri event for the public after the European Age Group event. <p>Next steps:</p> <ul style="list-style-type: none"> - Triathlon Scotland to record the total number of competitors each affiliated event can hold as well as the numbers that actually competed. 	
Item 6	<p>Revised Accounts for Approval</p> <p>The budget reports were previously distributed to the board, but it is too early in the financial year to provide associated notes.</p> <p>The revised budget with notes was previously distributed to the board. The board approved the revised budget.</p> <p>Triathlon Scotland has applied for additional funding from sportscotland and, if successful, this will be added to the operational budget.</p>	

Item 7	<p>Welfare & Media Update</p> <p>The board discussed the confidential minute from the meeting on 17 May 2017.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The tender for the review of Child Protection Policies and Practice for Triathlon Scotland has been completed and was previously distributed to the board. The board approved the tender. This will be published on our website and distributed for notes of interest</p> <p>JM, Calum Reid and Patsy Craig are attending the Disclosure Scotland's 'Review of PVG in Sport' conference in June 2017.</p>	GC
Item 8	<p>Strategic Plan Update, Approval of KPIs and Summary Business Plan Update</p> <p>The Strategic Plan one page document was previously distributed to the board. This is the first draft and can be improved. The board are to email comments to JM by Monday 12 June 2017 and JM will bring the revised document to the next meeting. By Oct 2018, Triathlon Scotland will begin work on the new plan.</p> <p>The Business Plan summary and notes was previously distributed to the board and the amber items were discussed. The board approved the KPIs.</p>	ALL JM
Item 9	<p>Funding - Scenario Planning</p> <p>It is likely that there will be funding cuts in future years and the board wish to plan for this. It was agreed that the senior management staff would look at a number of potential scenarios and consider the budget accordingly and where cuts could be made. SM to create scenarios for the SMT to discuss.</p>	SM
Item 10	<p>Performance - Update</p> <p>An updated Commonwealth Games Selection policy was received on the day of the board meeting and tabled at the meeting.</p> <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 approved the policy.</p> <p>Next steps:</p> <ul style="list-style-type: none"> - Board agreed to write to CGCS. - Fiona Lothian to speak individually to athletes about the change. 	AS FL
Item 11	<p>BTF Report - questions only</p> <p>There was no BTF report.</p> <p>The next conference call is scheduled for Thursday 1 June 2017 where the main topic will be Leeds.</p> <p>Jack Buckner has tendered his resignation and AS will sit on the interview panel to select the next BTF CEO.</p>	
Item 12	<p>CEO Report - questions only</p> <p>The CEO report was previously distributed to the board.</p>	

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	The SLA is referenced within the report and the board approved the agreement and appendix.	
Item 13	<p>AOB</p> <p>Maisie Bancewicz has been selected as a Technical Official for the 2018 Commonwealth Games. The board are delighted and will write to send their congratulations.</p> <p>The CGS AGM is scheduled for Tuesday 30 May 2017 and Fiona Lothian will be in attendance. The board were happy with JMs choice of directors for election.</p> <p>AS will design a survey for the board review which will form the annual review and give the directors their chance to review their role on the board.</p>	AS

Date of next meeting: 31 July 2017