

Board Meeting - Minutes

Date:	31 July 2017
Time:	18:30
Venue:	Tennis Centre 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
Jennifer Griffin - SS Partnership Manager	JG

Apologies	Initials
Justine Allen - Coaching & Development	JA

Apologies	Initials
Chris Black - Communications & Marketing	CB

Agenda Item	Topic	Action
Item 1	Welcome and Apologies The board were welcomed to the meeting and the above apologies were noted.	
Item 2	Minutes from the Last Meeting, Action Review and Matters Arising The minutes from the last meeting and actions were previously distributed to the board. No matters arose and the minutes were approved.	
Item 3	Conflicts of Interest There are no new conflicts of interest to note.	
Item 4	Risk Register The risk register is available on Dropbox for all board members to view. Actions: - risk register to be updated to updated to reflect that the funding scenarios are to be completed.	JM

Item 5	<p>2016/2017 Accounts for Approval</p> <p>The draft accounts were previously distributed to the board.</p> <p>The income and expenditure section is most relevant as it reports on the financial performance of Triathlon Scotland. For 2016/2017 Triathlon Scotland will report a deficit of ~£7k. In 2015/2016, Triathlon Scotland reported a ~£2k surplus. There are two reasons that explain this: the first being that Triathlon Scotland carried forward more income than normal due to the £10k decrease in funding from the performance programme by sportscotland, the second is <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The board were happy with the ~£7k deficit and this leaves Triathlon Scotland reserves well within the reserve policy.</p> <p><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</p> <p>The finance budget reports and associated notes were previously distributed to the board. The reports are in a new format which make the finances clearer and easier to read.</p> <p>No questions arose.</p>	
Item 7	<p>Strategic Plan One Page & Summary Business Plan Update</p> <p>The Strategic Plan One Page was previously distributed to the board.</p> <p>The board comments from the last draft have been used to create the new draft. The board were happy with the language used and the content and felt it would be a good addition to the website and office.</p> <p>Actions:</p> <ul style="list-style-type: none"> - values to be changed to the existing values - document to be formatted and graphics added to make it more presentable. 	JM
Item 8	<p>Membership & Race Levy Price Proposal</p> <p>The Membership and Race Levy pricing proposals were previously distributed to the board.</p> <p>The board approved Option 2 and this will be conveyed to the membership at the AGM with the price rise starting January 2018. The board agreed that membership prices would be renewed annually.</p> <p>It was agreed by the board that race organisers would be consulted about potential rises to the race levy fees and the fee increase would be taken forward following discussions.</p>	

Item 9	<p>Social Enterprise Proposal Paper</p> <p>Triathlon Scotland are in the early stages of thinking about setting up a social enterprise which would be a separate entity to Triathlon Scotland and would have its own board of trustees. The social enterprise would be used to run GoTri participation and similar activity to engage with hard to reach groups. Triathlon Scotland has met with Sencot and got some very helpful advice. An Example of a social enterprise that work in a similar way to how Triathlon Scotland may run is Aberdeen Football community club section. JM will contact them to find out how they are set up and the pros and the cons. Triathlon Scotland is hugely dependant on funding from sportscotland and this would allow Triathlon Scotland to access alternative funding sources.</p> <p>Actions:</p> <ul style="list-style-type: none"> - meeting to be set up in September to discuss finance scenario planning as there are a few items, including the social enterprise idea, which need to be factored in. In addition the new Finance Director would be invited to attend. 	<p>JM</p> <p>JM/PS</p>
Item 10	<p>BTF Report</p> <p>The BTF Report was previously distributed to the board.</p> <p>Points to note:</p> <ul style="list-style-type: none"> - Jack Buckner will leave the British Triathlon CEO roll at the end of September 2017. - Leeds WTS, Age Group and participation events went well this year. - Nottingham Team Relays is the next big event on British Triathlon's calendar. - The new 4 year BTF event strategy will go to the British board in November and, <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> <p>Actions:</p> <ul style="list-style-type: none"> - Triathlon Scotland need to consider appropriate nomination for the International Influence funding from UK Sport. - Job Spec to be drawn up for an Age Group representative for the British committee and it might be that this person would be co-opted to the Triathlon Scotland Board. The structure of the committee needs to be looked at and, hopefully, Nicky Dick, the BTF Director of Age Group Teams, will take this to the British Board. 	<p>JM</p> <p>ALL</p> <p>JM</p>

Item 11	<p>CEO Report</p> <p>The CEO and Staff reports were previously distributed to the board.</p> <p>Points to note:</p> <ul style="list-style-type: none"> - If we can evidence performance at the Nottingham Team Relays, Triathlon Scotland may have a chance of another athlete at CWG 2018. Sarah Springman is happy to support Triathlon Scotland as required. - JM will take over the lead of the Glasgow 2018 working group as Jack Buckner is leaving BTF. - John Whittaker will be the race director for the participation event on the Sunday of the Glasgow 2018 event and a proposal will be drawn up. - Two applicants for the Child Protection Review have been interviewed. The preferred candidate has experience of putting policies in place in organisations similar to Triathlon Scotland, is innovative and wants to focus on wellbeing instead of welfare to ensure that club sessions are a good experience for all. The Board approved the choice of applicant. 	
Item 12	<p>AOB</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Comments on the board review document to be submitted to AS by Monday 7 August 2017.</p> <p>sportscotland Update:</p> <ul style="list-style-type: none"> - Nominations for the sportscotland awards are now open. - sportscotland will send to each NGB, the projects and outcomes from those NGBs that were successful in receiving additional funding from sportscotland. - sportscotland will ask each NGB to let them know of work they are doing, with quantifiable targets, towards one of the Protected Characteristics from the Equality Act. This information will go into a report to raise the profile of the work that is being done. - The 2016/2017 Audit and Good Practice report have been sent out to NGBs. JG often uses the Triathlon Scotland board structure as a good practice example to other NGBs. 	ALL

Date of next meeting: 2 October 2017