

Board Meeting - Minutes

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| Date: | 2 October 2017 |
| Time: | 18:30 |
| Venue: | Tennis Centre Meeting Room, University of Stirling |

| Attendees | Initials |
|--------------------------|-----------------|
| Gavin Calder - President | GC |
| Andy Salmon - Chair | AS |
| Jane Moncrieff - CEO | JM |
| Stephen Morrow - Finance | SM |
| Lynne Lauder - Events | LL |

| Attendees | Initials |
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| Justine Allen - Coaching & Development | JA |
| Tony Stanger - Performance | TS |
| Pamela Sneddon - Operations Manager | PS |
| Dougie Cameron - incoming Chair | DC |
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| Apologies | Initials |
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| Jill McIntyre - Welfare | JMc |
| Jennifer Griffin - SS Partnership Manager | JG |

| Apologies | Initials |
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| Chris Black - Communications & Marketing | CB |
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| Agenda Item | Topic | Action |
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| Item 1 | <p>Welcome and Apologies</p> <p>The board were welcomed to the meeting and the apologies noted.</p> <p>It was agreed to move to item 5 and 6.</p> | |
| Item 5/6 | <p>Chair & Finance Director Update and Appointment</p> <p>Following an open recruitment process the two preferred candidates for both the Chair and the Finance Director positions were recommended to the Board by the nominations panel. Their CV's were provided and it was agreed that both are highly qualified & competent for the roles. The board endorsed both. The new Chair, Dougie Cameron, was welcomed into the meeting and AS will phone the candidate for the Finance Director to offer him the position. It was agreed that AS would continue to Chair the meeting until the end.</p> <p>Chris Black has tendered his resignation as Communications & Marketing Director, but has agreed to attend the AGM. The board will look to fill the position once this position has been reviewed to ascertain whether the role description is still what is required</p> <p>The Age Group Director position is currently out at advert and the applications will close on 20 October 2017.</p> | |

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| Item 2 | <p>Minutes from the Last Meeting, Action Review and Matters Arising</p> <p>The minutes from the last meeting were previously distributed and were approved.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> – The funding scenario planning will be completed with the new FD – It was agreed that rather than set up a social enterprise within Scotland, Triathlon Scotland would look at working with the Tri Trust to see if more can be done in Scotland. – The BTF events strategy needs reviewed and updated. Triathlon Scotland is also keen to update their events strategy, but needs to see BTF's before this can begin. It was discussed that, due to a current staffing shortfall, they would bring in a consultant to do this. It was unsure whether this had been done as yet – BTF have been asked to provide a person spec and terms of reference for members of the International Influence Committee. AS to pick up with BTF to see if this has been done. – AS and DC will discuss how to take the Board Review forward. | |
| Item 3 | <p>Conflicts of Interest</p> <p>No additional conflicts of interest were raised.</p> | |
| Item 4 | <p>Risk Register</p> <p>No new risks have been identified.</p> | |
| Item 7 | <p>Finance Report</p> <p>The budget reports were previously distributed and SM spoke to the notes.</p> <p>The financial performance against period to date looks positive. The SMT will be asked to provide a more detailed forecast to get a better understanding of over and underspend and to allow any monies that will not be spent to be allocated elsewhere.</p> <p>Reserves are currently -£135k which is in line with sportscotland guidance. Triathlon Scotland's reserves policy was written with this guidance in mind.</p> | |
| Item 8 | <p>AGM Timeline, Agenda and Outline Plan for the Day</p> <p>The timeline plan leading up the AGM and Exchange and the timings on the day were tabled at the meeting.</p> <p>Fiona Lothian will give a presentation at the AGM around performance criteria and selection for CWG 2018. Other appropriate presentations will also be provided.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> | JM |

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| Item 9 | <p>BTF AGM and Resolutions</p> <p>The proposed new BTF articles and associated notes were previously distributed to the board. The briefing note on the proposed changes to the BTF articles does not match the change within the articles.</p> <p>Action:</p> <ul style="list-style-type: none"> - Clarification on the proposed change for the Nomination Committee as currently the notes and articles are contradictory. - Clarification on why this change has been proposed. - If only one HN representative is required for the Committee, then the process on how this HN representative is chosen should be sought. <p>Next Steps:</p> <ul style="list-style-type: none"> - Depending on the outcome of the actions, Triathlon Scotland may look to Harper McLeod for advice. <p>Note:</p> <ul style="list-style-type: none"> - All changes to the BTF articles will go through as one resolution. <p>The board will make a decision prior to the BTF AGM on the 11 November via email.</p> <p>JM, LL and DC will attend the BTF AGM.</p> | AS |
| Item 10 | <p>CEO Report and Business Plan Update</p> <p>The CEO report and business plan summary were previously distributed to the board.</p> <p>Addition updates:</p> <ul style="list-style-type: none"> - A meeting with sportscotland to discuss the Coaching Strategy is set up for 3 October 2017, but progress on this has already been made and Triathlon Scotland no longer have an amber score on the Coaching Score card - JMc will help pull together the Board Handbook. JM/JMc will put together a list of what they think needs to be included and will distribute to the board. DC will send JM a list of questions he has and these can possibly be used to help pull together the list of contents. - The public announcement of about the Child Protection Review has gone out and the Survey will follow shortly. - GC and DC will attend the BTF Board meeting on 21 October 2017. - JM to confirm with BTF numbers for the Strategic Planning day in January 2018. | <p>JMc / JM / DC</p> <p>JM</p> |
| Item 11 | <p>European Championships 2018 Update</p> <p>Applications for the Participation Officer post closed on Friday 29 September 2017 with a good number of applications received.</p> | |

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| | <p>Morven Fountain is now full time, but seconded two days a week to Glasgow 2018.</p> <p>JM has extended her thanks to North Lanarkshire Council and the European Champs for the work they have done in securing the new tarmac overlay in SCP</p> | |
| Item 13 | <p>AOB</p> <ul style="list-style-type: none"> - sportscotland has given their approximate timeline for the strategic review to Triathlon Scotland. <ul style="list-style-type: none"> • May 2018 - sportscotland will contact Triathlon Scotland with date and time for the strategic review meeting to cover 2019-2023 • August/September 2018 - Triathlon Scotland to submit draft strategy along with staffing structure and funding request • October 2018 - strategic review meeting and presentation to be held. <p>The board approved the cycle to work scheme for the employee that has requested it. LL and GC to send contract they use at their work.</p> <p>The ITU are in the final stages of confirming any rule changes.</p> <p>TO review is underway and there will be an LTO course running mid October 2018.</p> <p>AS tendered his resignation from the board of Triathlon Scotland. The board wished him well in his position at BTF CEO. AS will attend the Triathlon Scotland AGM where there will be a more formal vote of thanks.</p> | LL / GC |

Date of next meeting: 4 December 2017