

Board Meeting - Minutes

Date:	4 December 2017
Time:	18:30
Venue:	Tennis Centre Meeting Room, University of Stirling

Attendees	Initials
Dougie Cameron - Chair	DC
Jane Moncrieff - CEO	JM
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Justine Allen - Coaching & Development	JA

Attendees	Initials
Tony Stanger - Performance	TS
Penny Rother - Age Group	PR
Pamela Sneddon - Operations Manager	PS
Jennifer Griffin - SS Partnership Manager	JG

Apologies	Initials
Jill McIntyre - Welfare	JMc

Apologies	Initials
Gavin Calder - President	GC

Agenda Item	Topic	Action
Item 1	Welcome and Apologies DC welcomed all to the meeting and the apologies were noted	
Item 2	Minutes from the Last Meeting, Action Review and Matters Arising The minutes from the last meeting were previously distributed and were approved with no matters arising. Actions outstanding: <ul style="list-style-type: none"> <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Board handbook is now in progress. 	JM JM/JMc/ PS
Item 3	Conflicts of Interest No additional conflicts of interest were noted.	
Item 4	Risk Register GDPR to be added to the risk register.	JM

Item 5	<p>Finance Report</p> <p>The budget reports and associated notes were previously distributed.</p> <p>The finances are in a good place and there is nothing to be concerned about. The large surplus currently showing is mainly to do with timing. Membership income is looking positive and event income is on track due to a good invoicing system and race organisers paying on time. The coaching budget is harder to predict due to timing of courses.</p> <p>The budget that the board approves before the start of the financial year is never altered on the spreadsheet or in Sage, but an operational budget is instead used to track changes throughout the year.</p> <p>It was agreed that JM and PS would meet with DMC to go through the figures in more detail in order that DMC gets up to speed with the accounts.</p>	JM/PS/ DMC
Item 6	<p>AGM Debrief</p> <p>There is currently a membership feedback survey out and the results have not yet been analysed. A report will be circulated in the New Year.</p> <p>The board felt that the AGM day went very well, albeit the catering should be improved for next year. DC thanked the staff for their hard work to ensure the smooth running of the day.</p>	
Item 7	<p>GDPR Update</p> <p>A brief overview of the GDPR was given to the board.</p> <p>JM to speak with British Triathlon to enquire as to where they are with planning for the GDPR.</p>	JM
Item 8	<p>Child Protection Review</p> <p>A brief review of the Child Protection Review by Conway Consultants was previously distributed to the board.</p> <p>JM, JMc and Calum Reid will attend the launch of the new Standards for Child Wellbeing and Protection in Sport. sportscotland will be changing from the Minimum Operating Requirements to the new Standards and have been running a pilot group for the last year. They expect mapping to be complete by 2018 and Governing Bodies to comply by April 2019.</p> <p>Triathlon Scotland needs to work towards the Standards and will be looking at the wellbeing of the whole athlete and how this applies to all athletes.</p> <p>Next step:</p> <ul style="list-style-type: none"> • CR to work with Conway Consultants to revamp the website to reflect the new standards and make it as accessible as possible. • <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> 	

Item 9	<p>Policy Review Update</p> <p>The policies and summaries were previously distributed to the board.</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> • Data Protection • Expenses • Health & Safety <p>The Anti-Bribery and Corruption policy is provisionally approved so long as there have been no changes to the legislation. JG to check and feedback to JM.</p> <p>The Staff Handbook to be checked to ensure it includes Paternity leave and information about adoption and same sex couples before the Maternity policy is to be signed off.</p>	<p>JG</p> <p>PS</p>
Item 10	<p>CEO Report including Business Plan Update</p> <p>The CEO report was previously distributed to the board.</p> <p>Although our NPS score has decreased from last year, we didn't have many detractors, we have a growing membership and churn is low, so the board were unconcerned by this.</p>	
Item 11	<p>Strategic Planning Timeline / Plan Discussion</p> <p>JM and DC will attend the British Triathlon strategy planning day and a list of key areas for discussion have been drawn up and distributed.</p> <p>Triathlon Scotland timeline:</p> <ul style="list-style-type: none"> • Investment agreement to be submitted to sportscotland in February 2018 and will include the targets agreed as part of the 4 year investment. • Current strategic plan expires in March 2018 and a draft of the new plan needs to be submitted to sportscotland by August 2018. <p>The board felt that Triathlon Scotland needs to explore the idea of other triathlon multisport options, such as, run/swim/bike, swim/run, etc.. Complacency could cost us members and Triathlon Scotland should be looking to the future and what opportunities or risks could arise.</p> <p>JM to forward the age group email to PR as the opportunity of having more Scottish Age Group qualifiers would be covered under the Event Strategy.</p>	<p>JM</p>
Item 12	<p>Meeting Planner 2017/2018</p> <p>It was agreed to hold a board/staff planning day and a Doodle Poll to find a suitable date should be circulated.</p> <p>There will be opportunities to hold smaller focus groups at events we are already running such as Conference 2018 and club roadshows.</p> <p>It was agreed that the board meeting would continue to be held on a Monday evening at the</p>	<p>PS</p>

	end of every second month.	
Item 13	<p>European Championships 2018 Update</p> <p>Everything is looking positive and most things are on track. British Triathlon are currently finalising u the back-to-back agreement with Glasgow 2018.</p> <p>The participation event to be held on the Sunday is scheduled to be signed off at the Glasgow 2018 board meeting in January 2018. This event will be aimed at novices and true beginners and will include a novice and sprint distance event as well as Go Tri.</p>	
Item 14	<p>AOB</p> <p>Update from sportscotland:</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 have been asked to complete and return the 'Return Pack for Board Members' handed out at the meeting and also to complete a Basic Disclosure.</p>	

Date of next meeting: 29 January 2018