

Board Meeting - Minutes

Date:	3 February 2022
Time:	6.30pm
Venue:	Virtual

Attendees	Initials
Gavin Calder - President	GC
Dougie Cameron - Chair	DC
Penny Rother - Age Group	PR
Jim Lockhart - Finance	JL
Rebecca Trengove - Welfare	RT

Attendees	Initials
Anji Udeshi - Marketing & Communications	AU
Terrence Teixeira - Events	TT
Louise Wright - CEO	LW
Pamela Sneddon - Head of Business Ops	PS
Sandy Hodge - SS Partnership Manager	SH

Apologies	Initials
Rob Mitchell - Commercial	RM

Apologies	Initials

Agenda Item	Topic	Action
Item 1	Welcome and apologies DC welcomed all to the meeting and AU and TT to the board. Introductions were made.	
Item 2	Minutes from last meeting, action review and matters arising - The minutes from the last meeting were approved.	
Item 3	Conflicts of interest No additional conflicts to note	
Item 4	Risk register Senior staff team to review and feedback to the Audit & Risk Committee Senior leadership team to review Roles and Responsibilities for the staff team	LW LW
Item 5	Policy Tracker The policies due for approval were previously distributed to the board. Policies for approval - Conflicts of Interest - approved - Register of Business Pecuniary - approved - British Triathlon Safeguarding Disciplinary Policy - approved - British Triathlon Safeguarding Case Management ToRV4 - approved	

	<p>RT to check who will sit on the safeguarding panel.</p> <p>Policies for approval at March 2022 board meeting</p> <ul style="list-style-type: none"> - Business continuity - Fraud - Standards - Data protection 	RT
Item 6	<p>British Triathlon Strategic Update</p> <p>The following from British Triathlon joined the meeting:</p> <p>Andy Salmon - British Triathlon CEO Bill James - British Triathlon Chair Sameer Pabari - Commercial Director Julian Skan - Strategy Director</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 7	<p>Finance report and budget</p> <p>The finance report was previously distributed to the board.</p> <p>Month end process to be looked at with the potential to moving this quarterly</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Month end process refinement and linking Xero to bank to be carried forward.</p> <p>Key plan to recover after Covid is to invest in people and technology.</p>	JL
Item 8	<p>Chair update</p> <ul style="list-style-type: none"> - British Triathlon board meeting is tomorrow morning - Inductions for AU and TT to be completed - Clear objectives for all the papers that come to the board 	DC
Item 9	<p>CEO update</p> <p>Recruitment</p> <ul style="list-style-type: none"> - Giles Lomax has been appointed at Head of Participation - Vacancy of Coach Developer and this is currently being reviewed - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Events Manager maternity cover will go out imminently - Elise Methven will be leaving Triathlon Scotland on 25 Feb 2022. Thank you to Elise for her contribution and passion for triathlon during her time with the organisation. <p>Team away days</p> <ul style="list-style-type: none"> - Team went to Glenmore Lodge - Focus on who we are, where we belong and looking forward. Thank you to sportscotland for funding this as part of the recovery process. <p>Safeguarding review (British Triathlon)</p> <ul style="list-style-type: none"> - We were asked to be part of a safeguarding review, but initially declined due to the differences in legislation between the different countries. However, this is important and British Triathlon have agreed to fund our own review. 	

	<p>Equality, diversity and inclusion</p> <ul style="list-style-type: none"> - Unclear when the new standards will be released, but Triathlon Scotland will continue to work with Chris Gibbons to ensure they are in a good place when these are published. <p>Membership</p> <ul style="list-style-type: none"> - Current membership is 2575 and PS working on membership campaigns with marketing agency for the next few months. <p>Finance</p> <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> <p>Working from home</p> <ul style="list-style-type: none"> - Reviewing the lease now that there can be a return to the office. - Team engagement days will be in person and monthly <p>Performance</p> <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> 	LW
Item 10	<p>Board</p> <p>Recruitment</p> <ul style="list-style-type: none"> - Equality, Diversity and Inclusivity and Performance Directors will be recruited in the summer. <p>Board away days</p> <ul style="list-style-type: none"> - Dates for these will be sent to the board. <p>Appraisals</p> <ul style="list-style-type: none"> - DC and RM previously discussed and appraisals are in good shape. <p>Committees</p> <ul style="list-style-type: none"> - Remuneration committee, chaired by GC, and Audit & Risk committee, chaired by JL. Any comments on the previously distributed terms of reference to DC. Anyone who wants to sit on these committees should let DC know. 	
Item 11	<p>Safeguarding update</p> <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> 	
Item 12	<p>Complaint update</p> <ul style="list-style-type: none"> - Meeting a few weeks ago with DD and NM. SH and Andy Salmon also attended this meeting. - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> 	GC LW
Item 13	<p>AOB</p> <ul style="list-style-type: none"> - Meeting notes from British Triathlon meetings to PS. - Some work required for UKAD anti-doping accreditation. PR and Fiona Lothian have undertaken the required training. The paper has been approved. - Scoring matrix for interviews to be passed to PS. 	ALL

Date of next meeting: 31 March 2022