

## Board Meeting - Minutes

<b>Date:</b>	28 January 2019
<b>Time:</b>	18:30
<b>Venue:</b>	Airthrey Castle, 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
Jill McIntyre - Welfare (phone)	JMc
Rob Mitchell - Commercial	RM
Penny Rother - Age Group	PR
Pamela Sneddon - Operations Manager	PS

Apologies	Initials
Tony Stanger - Performance	TS
Sandy Hodge - SS Partnership Manager	SH

Apologies	Initials
Gavin Calder - President	GC

Agenda Item	Topic	Action
Item 1	<b>Welcome and Apologies</b> DC welcomed all to the meeting and the above apologies were noted.	
Item 2	<b>Minutes from Last Meeting, Action Review and Matters Arising</b> The minutes from the last meeting and actions were previously distributed to the board. The attendees and apologies need to be amended and once done the minutes of the last board meeting are approved. All actions from the last meeting that are either on hold or in progress do not need to be taken onto the next meeting's action list. Board planning and training days will be discussed on this meeting's agenda.	
Item 3	<b>Conflicts of Interest</b> No additional conflicts of interest were noted.	
Item 4	<b>Risk Register</b> Brexit may need to be added to the risk register depending on the outcome from government decisions.	

Item 5	<p><b>Finance Report</b></p> <p>The budget and associated notes were previously distributed to the board.</p> <p>The finances all look good and there is a small projected surplus. This is positive as the original budget forecasted a small deficit.</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><b>CEO Report</b></p> <p>The CEO report was previously distributed to the board.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> The board approved and Triathlon Scotland will now go out to advert for a full-time Communications Officer. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The Lead Performance Coach interviews went well and a verbal offer has been made to one of the candidates. The next step is to complete the paperwork to bring them into the country to work. Until this is complete, information about the new Lead Coach will be kept confidential. Once all costs of bringing the new Lead Coach into the country are known, then Triathlon Scotland can look at potentially offering the new Lead Coach a relocation fee. This relocation fee will be subject to the Lead Coach staying in the role for 6 months.</p> <p>JM and DM are meeting Gordon Mavor about taking over our accounts.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>JM met with RLSS and Sh2out to talk about their anti-drowning strategy and their pitch to the government for funding. The strategy is more aligned with Scottish Swimming's objectives, <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>In February, the staff will start to look at the new budget and business plan. The budget will be brought to the March board meeting for approval subject to confirmation of sportscotland funding.</p>	JM/DM
Item 7	<p><b>BTF Update Report</b></p> <p>Super League Triathlon is growing and now has age group and participation races. Although it was started on the premise that it would be out of season racing, it is now starting to move into the season. It makes great TV viewing and brings with it competition for the ITU. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>As Scotland struggles for venues for longer distances events, perhaps the Super League format would make an attractive alternative for Scotland.</p>	

	<p>At the last BTF board meeting, Ben Cummings, BTF Commercial Director, updated the directors. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Helen Jenkins formally joined the BTF board as the athlete representative.</p> <p>If any of the board are interested in joining an international board or committee, then they are to speak with DC.</p>	
Item 8	<p><b>Membership Update and Presentation</b></p> <p>The membership update was previously distributed to the board. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 9	<p><b>Timeline for Budget and Business Plan</b></p> <p>The business plan and budget will be brought to the March board meeting.</p>	PS
Item 10	<p><b>Board Planning/Away Days</b></p> <p>The board have agreed to meet on a weekend to discuss planning and receive any necessary training. A Doodle Poll is to be sent to board members to pick a suitable date.</p> <p>Weekend meeting will only happen on an ad hoc basis, but these will be scheduled into diaries to ensure that a weekend date can be found if necessary.</p>	PS
Item 11	<p><b>Commercial Update</b></p> <p>The commercial update was previously distributed to the board.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>RM has reached out to some newspaper groups in the hope of providing an extra media platform to support the work in the office and to get the benefits of triathlon more widely circulated.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>RM also met with some agencies who have contacts that would be open to having conversations about partnering with Triathlon Scotland.</p> <p>RM has drafted a one-page elevator pitch on what Triathlon Scotland does and will send it to JM and Gemma Simpson for feedback.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>There is a sponsorship convention in Glasgow in March which JM will look at attending.</p>	<p>RM</p> <p>JM</p>
Item 12	<p><b>Event &amp; Officiating Update</b></p>	

	<p>The events committee will meet tomorrow to discuss the events plan, long term aspirations and goals and what can be delivered in Scotland. LL will update board by email.</p> <p>The Rules and Tech committee have been finishing off the new rules which are now available.</p> <p>Scotland piloted the new Technical Official course a couple of weeks ago and good feedback from it and subsequent TO courses have provided some positive changes. There were 13 TOs that took part in the Scottish course. Along with the new TOs from last year, the new TOs will need to gain some experience by shadowing existing TOs. This will put short term pressure on</p> <p>The TO gathering on 10 February 2019 will include event organisers and the upcoming season's calendar will be arranged.</p> <p>1500 TOs have stepped up a level worldwide and as a consequence of this neither Maisie Mancewicz or Bob Newton (Scotland's most qualified TOs) have secured a role at a European event. Maisie will, however, be TD at Leeds for the age group race.</p> <p>LL to talk with Gemma Simpson and Morven Fountain about succession planning for LL's role so that there is someone ready when LL steps down.</p>	LL
Item 13	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>No update on wellbeing, but JMc and Calum Reid are meeting next week.</li> <li>The Pay and Grading Policy that was previously distributed to the board has been approved.</li> </ul> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <ul style="list-style-type: none"> <li>The board skills matrix will be discussed at the next board meeting.</li> </ul>	PS

Date of next meeting: 18 March 2019