

Board Meeting - Minutes

Date:	21 January 2021
Time:	6.30pm
Venue:	Virtual

Attendees	Initials
Dougie Cameron - Chair	DC
Louise Wright - interim CEO	LW
Jim Lockhart - Finance	JL
Lynne Lauder - Events	LL

Attendees	Initials
Rebecca Trengove - Welfare	RT
Penny Rother - Age Group	PR
Rob Mitchell - Commercial	RM
Pamela Sneddon - Operations Manager	PS

Apologies	Initials
Gavin Calder - President	GC

Apologies	Initials
Sandy Hodge - SS Partnership Manager	SH

Agenda Item	Topic	Action
Item 1	Welcome and apologies DC welcomed all to the meeting and the above apologies were noted.	
Item 2	Minutes from last meeting, action review & matters arising The minutes from the last meeting were previously distributed. The minutes were approved and there were no matters arising. The following actions will be discussed during the meeting: <ul style="list-style-type: none"> - AGM resolution - Epic Events and banning members from event All other actions were complete.	
Item 3	Conflicts of interest No additional conflicts of interest have arisen.	
Item 4	Risk register Financial risk of increase in rent and business rates. The University of Stirling are looking to increase rent and asked Triathlon Scotland to pay business rates.	LW

Item 5	<p>Equality</p> <p>Equality framework is continuing to be looked at. RT, LW, PS and Patsy Craig have caught up and LW, PS and Patsy Craig have all undergone equality impact assessment training. Equality survey has been completed and will be sent to the board when ready.</p> <p>Actions:</p> <ul style="list-style-type: none"> - majority of board and staff to do equality training - individual learning and development tracker for all staff and board - Patsy Craig will be in touch each month to request this information 	LW
Item 6	<p>CEO report, including membership insights project</p> <p>sportscotland investment application to be completed in the next month. sportscotland have indicated that there will be qualitative targets around health and wellbeing and communities, but there is nothing more concrete.</p> <p>BTF want to do membership insights piece for members and non-members which Triathlon Scotland would be part of. The cost to Triathlon Scotland will be <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature</i>. The board felt this was an important piece of work and there would be real value to be part of this. The board agreed to be part of the insights project.</p> <p>Senior staff have been working on strategies and there will be further additions/changes to these. The board will be sent these on Monday for discussion on their strategy day on 30 January 2021.</p> <p>Health and wellbeing survey will be sent to staff. All actions we are taking to promote good health and wellbeing are being documented.</p> <p>BTF first principles were previously distributed to the board. The paper has helped clarify what should be British Triathlon and what should be the home nations.</p>	LL
Item 7	<p>Finance report & budget</p> <p>Triathlon Scotland is working on the financials quite closely getting the position at the end of December. JL shared his screen to show the board the financial figures. Figures to be circulated by email.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	JL
Item 8	<p>Project Apollo / CRM system - vote & sign off</p> <p>The BTF board made the decision not to proceed with the proposed CRM. Financial impact was too great in the current climate and the board also want staff to spend their time on how to talk to customers and grow membership rather than on a new system. The marketing team will revisit a solution for the issues.</p>	

	Three step changes have been identified by the membership committee are club membership, race levies and GO TRI.	
Item 9	<p>Board governance review</p> <p>Training matrix has been complete and will be recirculated before the strategy day. Board are to revisit the document and check their own scoring. UK Sport video to be sent.</p> <p>Annual appraisals are required and can be peer led. Senior director or vice chair to be identified.</p> <p>Governance paper was previously distributed to the board.</p> <p>Board induction to be improved and include an induction by a member of the board and a staff member.</p> <p>Succession planning is key and board member roles and skill sets will be looked at the strategy day.</p>	LL / ALL
Item 10	<p>Triathlon Scotland / sportscotland relationship review - next steps</p> <p>To be rolled over to the next meeting in GC absence.</p>	
Item 11	<p>Events ban & members (AGM AOCB)</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	PS
Item 12	<p>Technical Committee - member required</p> <p>The BTF board have approved the new Rule and Tech Committee going forward. It will be March before people are invited to sit on the committee and Triathlon Scotland will put forward names.</p> <p>World Triathlon mentoring committee has been set up and this includes the international Technical Official pathway. LL will bring a paper to the May board meeting.</p> <p>BTF are creating an events committee and would like a member from the Triathlon Scotland board and also a backup. The board agreed that the member should be the Events Director and the backup Penny Rother.</p>	PS
Item 13	<p>Membership Insights - sign off required</p> <p>Discussed under item 6 and signed off.</p>	
Item 14	<p>Performance</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	

Item 15	<p>AOB</p> <p>BTF board meeting update:</p> <ul style="list-style-type: none">- the first principles, strategy and Project Apollo were the main topics of discussion- Chair of the Triathlon Trust has been advertised and applications have now closed- It was felt that BTF should communicate out to the members that they care about the environment. Triathlon Scotland staff have a sustainability committee. <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Commercial</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 BTF complaints policy is back from the BTF board with some very minor changes to the wording. PS to send policies that still need signed off and will include the complaints policy.</p> <p>LL to send out the board critical review and this should be completed and returned to LL by Tuesday 26 January 2021 in advance of the strategy day.</p>	PS
---------	---	----

Date of next meeting: 25 March 2021