

## Board Meeting - Minutes

<b>Date:</b>	<b>18 March 2019</b>
<b>Time:</b>	<b>18:30</b>
<b>Venue:</b>	<b>Airthrey Castle, University of Stirling</b>

<b>Attendees</b>	<b>Initials</b>
Dougie Cameron - Chair	DC
Jane Moncrieff - CEO	JM
Duncan Macrae - Finance	DM
Gavin Calder - President	GC
Jill McIntyre - Welfare	JMc
Justine Allen - Coaching & Development	JA

<b>Attendees</b>	<b>Initials</b>
Tony Stanger - Performance	TS
Penny Rother - Age Group	PR
Rob Mitchell - Commercial	RM
Pamela Sneddon - Operations Manager	PS
Sandy Hodge - SS Partnership Manager	SH
Calum Reid - Development Manager	CR

<b>Apologies</b>	<b>Initials</b>
Lynne Lauder - Events	LL

<b>Apologies</b>	<b>Initials</b>

<b>Agenda Item</b>	<b>Topic</b>	<b>Action</b>
Item 1	<b>Welcome and Apologies</b> DC welcomed all to the board meeting and noted the above apologies.	
Item 2	<b>Minutes from the last meeting, action review and matters arising</b> The minutes and actions from the last meeting were previously distributed. The minutes were approved. Actions: <ul style="list-style-type: none"> <li>- The business plan review is on the agenda, but the business plan going forward is not quite ready and is to be approved by email.</li> <li>- The budget is almost complete and will also be approved by email.</li> <li>- PS to set up Doodle Poll to get a training date between Easter and summer.</li> <li>- The elevator pitch is in Dropbox for the board to read.</li> <li>- All athletes that attended the sponsorship day last weekend got £500 sponsorship from a sponsor on the day.</li> <li>- Matrix to be circulated and PS to add into minutes</li> </ul>	PS  PS
Item 3	<b>Conflicts of Interest</b>	

	JM noted that she is personally coached by You Can Sport who are now sponsoring the ranking series. JM to complete new conflicts of interest form.	JM
Item 4	<p><b>Child Protection and Wellbeing</b></p> <p>Calum Reid gave the board a summary sheet of the work being done on wellbeing and child protection and provided a through overview on progress to date.</p> <p>Out of the eight safeguarding in sport standards, Triathlon Scotland is 100% compliant with four of these standards and working towards 100% with the other four. All eight standards need to be at 100% compliant by March 2020, but the internal target of December 2019 has been set. The 100% compliance needs to be maintained as once achieved it can be lost. All safeguarding works needs to be submitted to Children 1<sup>st</sup> every six months to record compliance.</p> <p>The safeguarding in sports standards for clubs that Children 1<sup>st</sup> produced is currently being revaluated in response to feedback from the clubs. Triathlon Scotland will put themselves forward to pilot these standards to clubs to help get ahead with understanding the requirements.</p> <p>Lindsay Booth has been contracted to work with Triathlon Scotland two days a month and will remain at one day a month going forward until all work can be completed internally.</p> <p><b>TriSafe Endorsement</b></p> <p>At the last meeting a concern was raised about Triathlon Scotland endorsing someone for the TriSafe award just because they had completed their coaching and first aid qualifications and the child protection training. Triathlon Scotland have taken some legal advice on this and in conjunction with Triathlon Scotland (JM &amp; SB) the legal advisor will draft a will set of conditions that will sit alongside the other requirements prior to them being endorsed. This will include conditions for being approved as a Tri Safe coach, conditions for removing them from the scheme as an appeals process to go along side them. The board will approve these conditions once they are drafted.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	<p>DC/JM</p> <p>DC/JM</p>
Item 5	<p><b>Risk Register</b></p> <p>Succession planning for wellbeing and child protection to be added to the risk register.</p>	JM
Item 6	<p><b>Finance Report</b></p> <p>The plan was to have an £8k deficit this year, the projected year end is a c£2k deficit.</p> <p>The new budget will be completed and emailed for approval after a virtual meeting with DC and DM.</p>	
Item 7	<p><b>Business Plan Review 2018/2019</b></p> <p>The business plan review for 2018/2019 was previously distributed to the board.</p>	

	<p>The report is in a simple format with only the actions with a red or amber colour code have been commented on in the exception report.</p> <p>PR and Gemma Simpson to talk about promoting the 2020 Malmo ETU Sprint Distance Triathlon Age Group Championship's qualification event at Monikie in July.</p> <p>SH felt that, from a sportscotland point of view, everything is on track and looking positive.</p>	
Item 8	<p><b>Proposed Budget and Business Plan 2019/2020</b></p> <p>Both the proposed budget and business plan to be circulated and a virtual meeting to be set up for the last week in April.</p>	<p>JM PS</p>
Item 9	<p><b>Board Governance and Training</b></p> <p>Doodle Poll to be sent out to find suitable date for weekend training. Date to be between Easter and end of June.</p> <p>The responsibilities of a board director are to be added to the board induction and the newer members of the board should go through this.</p> <p>TS resigned from the board, but said he was still available for consultation if ever the need arose. DC thanked him for his time and hard work.</p> <p>The board are looking to make themselves more effective and there was a proposal to reduce the frequency of formal board meetings, but increase the contact between board and staff between times and perhaps increase the number of virtual meetings. Proposal to be pulled together and emailed to board.</p> <p>WhatsApp group to be set up to alert board to important emails.</p>	<p>PS</p> <p>JM</p> <p>DC</p> <p>JM</p>
Item 10	<p><b>Board Directors Reports</b></p> <p><b>Commercial</b></p> <p>The commercial report was previously distributed to the board.</p> <ul style="list-style-type: none"> <li>• 1 page elevator pitch available in Dropbox</li> <li>• The generic wording for emails that can be topped and tailed will be ready in the next couple of weeks and circulated to the board.</li> <li>• JM has a meeting with a potential sponsor this week.</li> <li>• BTF have two potential sponsors in the pipeline, one of which may be concluded by the end of the month</li> </ul>	
Item 11	<p><b>CEO Update Report</b></p> <p>The CEO report was previously distributed to the board.</p> <ul style="list-style-type: none"> <li>• Triathlon Scotland is delighted with the investment from sportscotland - 6% increase.</li> <li>• Triathlon Scotland has been successful in gaining £12k from the Women and Girl's Fund from sportscotland.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Communications Officer is now full time and Sean Martin has been successful in gaining this position.</li> <li>The interviews for the Performance Coordinator are on Thursday 21<sup>st</sup> March.</li> <li>Triathlon Scotland has applied for a 1 year tier 5 sponsorship from the Home Office for the Lead Performance Coach. There's no reason to think Triathlon Scotland will not be granted this or that the Lead Performance Coach will not be granted their visa. There is the potential for the Lead Coach to do some coaching over the phone with one athlete that needs some additional support before they arrive in the country.</li> <li>JM is reducing her working hours to four days per week.</li> </ul>	
Item 12	<b>BTF Update</b>  <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i>	
Item 13	<b>AOB</b>  The board were asked to look at the event timeline and let PS know which events they could attend.	<b>ALL</b>

Date of next meeting: TBC