

Board Meeting - Minutes

Date:	30 March 2020
Time:	18:30
Venue:	Virtual meeting

Attendees	Initials
Dougie Cameron - Chair	DC
Jane Moncrieff - CEO	JM
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Rebecca Trengove - Welfare	RT

Attendees	Initials
Gavin Calder - President	GC
Louise Wright - Performance	LW
Penny Rother - Age Group	PR
Rob Mitchell - Commercial	RM
Pamela Sneddon - Operations Manager	PS

Apologies	Initials
Sandy Hodge - SS Partnership Manager	SH

Apologies	Initials

Agenda Item	Topic	Action
Item 1	<p>Welcome & apologies</p> <p>Dougie welcomed all to the meeting and the above apologies noted. There will be a reduction in what the board talk about at this meeting due to time restrictions of board members.</p>	
Item 5	<p>Finance report & budget</p> <p>The finance report and budget were sent just before the meeting and DM has not had a chance to look over this. This will be reviewed by DM and emailed to the board.</p> <p>Cash over the next 6 months is not going to be an issue as sportscotland will be giving Triathlon Scotland 6 months of our investment up front. Depending on how the coronavirus situation develops, there's nothing to say that Triathlon Scotland won't get the other 6 month's investment. There will be no requirement to use program costs for program, but can use this for running costs and paying staff salaries.</p> <p>DM will sit down with JM and PS to discuss running costs and if there is anything we don't need to pay over the next few months. As it stands at the moment, TS get £320k for staff salaries, but it costs TS £390k for salaries over the year. TS gets £90k programme money over 12 months, so this could also be used for staff salaries. sportscotland are keen to support NGBs to ensure that they don't go under.</p>	

	<p>PS to get confirmation from the University of Stirling to say pool costs will not be applicable whilst the pool is closed.</p> <p>Review of direct debits and subscriptions should be completed, to ensure that TS is not paying for anything not required.</p>	<p>PS</p> <p>PS</p>
Item 6	<p>Media Impact Review - ST Articles - sportscotland - lessons learned</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 performance review, which is to be published, is currently with sportscotland and will be put out as soon as TS has this back. The recommendations for change in this review will be prioritised as we cannot put a timescale on these actions at the moment due to the current situation.</p>	
Item 7	<p>COVID-19 Contingency Planning - the way forward / current challenges</p> <p>British board met today and the update from that is as follows: all triathlon activity postponed to 30 June. ETU board is meeting today and TS is expecting an equal or longer suspension of activity. ITU board is meeting next week and have a more complicated situation, but a similar suspension is also expected. Olympics and Paralympics are postponed to summer 2021.</p> <p>It's expected that there will be another COVID-19 outbreak in September so it may be that TS needs to plan for this. China will need to be watched. After two months of social distancing they are starting to open up, so it will be interesting to see if there will be another outbreak.</p> <p>JM to remodel budget with no race levies in up to the end of the year.</p> <p>The staff all currently seem positive and are working well at home.</p>	JM
Item 9	<p>Membership campaigns / BTF / Membership strategy</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 10	<p>Update on Disciplinary Review</p> <p>JM and RT met with the members of the panel to go through the process that was followed and to look at the recommendations to tighten up policies and procedures.</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 and RT to revise the complaints and disciplinary policy and circulate to the board and also to BTF.</p>	JM/RT
Item 12	<p>AOB</p> <p>No AOB raised.</p>	

Date of next meeting: 20 April 2020 (virtual)