

## Board Meeting - Minutes

<b>Date:</b>	<b>29 July 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
Justine Allen - Coaching & Development	JA

<b>Attendees</b>	<b>Initials</b>
Penny Rother - Age Group	PR
Rob Mitchell - Commercial (phone)	RM
Jill McIntyre - Welfare (phone)	JMc
Pamela Sneddon - Operations Manager	PS

<b>Apologies</b>	<b>Initials</b>
Lynne Lauder - Events	LL
Sandy Hodge - SS Partnership Manager	SH

<b>Apologies</b>	<b>Initials</b>
Gavin Calder - President	GC

<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>- A full induction will be completed for any new board members and those who have joined recently are able to access training as they require. Completion of inductions should be recorded.</li> <li>- Lindsay Booth was to circulate dates of child protection courses - JM to chase. RM, GC and the new board members are required to do this training.</li> </ul>	<b>JM</b>
Item 3	<b>Conflicts of Interest</b> There were no additional conflicts of interest to note.	
Item 4	<b>Risk Register</b> No addition items or changes to go on risk register.	

Item 5 Item 6	<b>Finance and Budget Report &amp; Accounts Sign Off</b>  <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i>	JM/PS/ DM
Item 7	<b>Committee Papers - BTF/HN</b>  A proposal on the BTF committees to be set up with the Home Nations included have previously been distributed to the board.  These proposed committees will be made up of both staff and board members and some are already up and running. The board felt that Triathlon Scotland needs to be part of these to ensure our voice is heard as long as the staff and board think it's important and a good use of their time. Key to their success will be having the right people on the committees and they should be reviewed regularly to ensure they are functioning properly and useful to Triathlon Scotland.	
Item 8	<b>Shared Purpose Paper Triathlon Trust</b>  The shared purpose paper was previously distributed to the board. The Triathlon Trust is the charitable arm of British Triathlon. At the last BTF meeting it was agreed that the CEOs of the Home Nations would sit on the board of the Triathlon Trust as trustees, plus a member from the English Board.  Triathlon Scotland has mechanisms to deliver children's participation events, but Triathlon England use the Triathlon Trust for this. Going forward the Triathlon Trust will focus on moving children into Triathlon and a strategy for this will be written.  The first meeting with the new Trustees will be in October where JM will be taken through the responsibilities of a Trustee. JM Has already been to London to meet Joe Garner the philanthropic Chair of the trust.	
Item 9	<b>Update on Wellbeing Director Interviews</b>  The interviews for the Wellbeing Director have now concluded and the preferred candidate has been chosen. They don't have a welfare background but have been in triathlon for a long time and are also a parent of a triathlete. With the good expertise that Calum Reid and Lindsay Booth have the board felt that this was not an issue. The preferred candidate had great ideas for improvements, experience in a club and has a wide variety of skills, particularly governance from the University Sector. This position is an elected position so they will need to be voted in at the AGM. In the meantime, they will be co-opted to the board to allow JM to show them the ropes and do a handover before the AGM in November.	
Item 10	<b>Finance Procedures Manual - approval</b>  The Finance Procedures manual, reviewed due to the introduction of Xero, was previously distributed to the Board.  The Board approved the manual.	
Item 11	<b>CWG Table Discussion</b>	

	<p>To take a table at the CWG dinner on 3 October would cost £900. The Board agreed that Triathlon Scotland should only be inviting people who would like to invest in Triathlon Scotland. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>It was suggested that Triathlon Scotland could run their own event, but Triathlon Scotland would still like to support CWG Scotland. RM and JM to continue the discussion about what to do after the board meeting.</p>	JM/RM
Item 12	<p><b>Update on Complaints</b></p> <p>Following a complaint, a preliminary investigation is in progress against a BTF qualified coach who is coaching in a Triathlon Scotland affiliated club. A preliminary investigation was being conducted, Lindsay Booth to do this, with an interim report to be provided and a decision as to how to take things forward made once more information about the complaint is available. In the meantime, if it is deemed necessary, the Board were happy that the Coach is suspended pending investigation. This is for the safety of the complainant and the complaine. JM to seek some legal advice about this and action thereafter.</p>	JM
Item 13	<p><b>CEO Report</b></p> <p>The CEO report was previously distributed to the board.</p> <p>The CEO now reports to the board on a monthly basis and the board agreed this was a good format.</p> <p>Triathlon Scotland will need to invest a bit of money to establish the Strathclyde Park Festival. The risk of this event needs to be considered further especially if the financial risk to TS is likely to be significant.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>A report on the 2019 Sprint and Relay Championships was previously distributed to the Board. Triathlon Scotland has reported to the BTF Rules and Tech committee that certain rules need clarification. Further education for members on a number of rules for upcoming Championships are planned.</p>	JM/DC
Item 14	<p><b>AOB</b></p> <p>It should be noted that Beth Potter is now European Champion and was also 11<sup>th</sup> at WTS Edmonton. Congratulation to Beth Potter!</p>	

Date of next meeting: 21 October 2019