

Board Meeting - Minutes

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| Date: | 27 May 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 |
| Gavin Calder - President | GC |

| Attendees | Initials |
|---|-----------------|
| Rebecca Trengove - Welfare | RT |
| Rob Mitchell - Commercial | RM |
| Pamela Sneddon - Operations Manager | PS |
| Morven Bruce - Event Engagement Manager | MB |
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| Apologies | Initials |
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| Penny Rother - Age Group | PR |

| Apologies | Initials |
|--------------------------------------|-----------------|
| Sandy Hodge - SS Partnership Manager | SH |

| Agenda Item | Topic | Action |
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| Item 1 | Welcome and apologies DC welcomed all to the board meeting and the above apologies were noted. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> | |
| Item 2 | Minutes from last meeting, action review and matters arising Minutes from the last meeting and actions were previously distributed to the board. There were no matters arising and the minutes were approved. The actions from last meeting were discussed and the action document updated. | |
| Item 3 | Conflicts of interest No additional conflicts of interest. | |
| Item 4 | Risk register SMT to revisit the risk register and ensure it is up to date. No additional items to be added. | |

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| Item 5 | <p>CEO report</p> <p>Stirling Centre will now be a BTF pathway centre. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Pathway, daily training environment and to be the three main priorities. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Maximum numbers for events now in level 3 is 200 participants a day in bubbles of 30, level 2 is 200 participants a day in bubbles of 50, level 1 is 1000.</p> <p>Membership is at 2301 members, at our best we had 3014. There has been an increase in members off the back of open water week and the participation series.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Triathlon Scotland would like to link the Couch to Tri to the GO TRI community and work should be done to make this happen.</p> | LW |
| Item 6 | <p>Policy tracker</p> <p>Work around the policies still needs to be completed.</p> | |
| Item 7 | <p>Equality & report</p> <p>The language on the equality form needs to be looked at to ensure disability is captured correctly.</p> <p>The equality report will be shared with the team at the next team engagement meeting and it's hoped some external experts will also talk to the staff. There are opportunities to work towards increasing diversity in the staff and board.</p> | |
| Item 8 | <p>Finance report and budget</p> <p>Work with the Bank of Scotland is almost complete and then internet banking should be up and running. Deadline for this by 30 June 2021.</p> <p>Some adjustments to be done before the end of year accounts are complete and sent to Gordon Mavor.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Clydesdale Bank mandate to be completed by end of June.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Review of credit card and expenses and this will be complete by end September.</p> <p>Review of reserve policy and strategy to be completed. At BTF the reserves have been split into three levels.</p> | |

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| Item 9 | <p>Day Memberships</p> <p>The review of day membership and event permitting was previously distributed to the board.</p> <p>Morven Bruce joined the meeting to speak about the review of permitting and day membership models which is happening across all home nations. The home nations want to ensure that permitting remains valued by event organisers, grow membership and deliver the participation strategy.</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 more discussion required. The board are to collate their questions in a shared document. MB to set up.</p> | MB |
| Item 10 | <p>International Technical Official pathway</p> <p>Major events paper 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>Triathlon Scotland needs to start looking at facilities and facility development.</p> | |
| Item 11 | <p>Commercial update</p> <p>Commercial papers were distributed to the board.</p> <p>Revenue share model was shared with the board, one for retail and also for partnership.</p> <p>Busby is a new partner with BTF.</p> <p>Plant X bikes is a new BTF partner and will be partnering with Leeds but there will also be a member benefit.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Apollo 2 - BTF has employed a sports data agency who have completed an audit of Apollo 1 and come back with recommendations for Apollo 2. RM will bring this back to the board once this has moved on a stage.</p> | RM |
| Item 12 | <p>AOB</p> <p>Strategic document to be passed to LW to take forward with the team.</p> <p>Director appraisals was raised in the KPMG audit and this need to be revisited. LW and LL to discuss.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> DC will join the staff call at 3pm on Monday. DC to</p> | <p>RM</p> <p>LL/LW</p> <p>PS</p> <p>DC</p> |

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| | finish writing press statement. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> | |
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Date of next meeting: 29 July 2021