

Board Meeting - Minutes

Date:	20 April 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
Gavin Calder - President	GC

Attendees	Initials
Louise Wright - Performance	LW
Penny Rother - Age Group	PR
Rob Mitchell - Commercial	RM
Pamela Sneddon - Operations Manager	PS
Sandy Hodge - SS Partnership Manager	SH

Apologies	Initials

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Agenda Item	Topic	Action
Item 1	Welcome & apologies DC welcomed all to the meeting. There were no apologies noted.	
Item 2	Minutes from last meeting, action review & matters arising Minutes of the last meeting approved	
Item 3	Risk Register Nothing new to add to the risk register	
Item 4	Budget & Year End DM previously distributed the budget for 20/21 to the board. There is some comfort knowing that sportscotland will be paying the investment as discussed at the last meeting as sportscotland are really keen to ensure that Governing Bodies survive this crisis. Normal rules of what the money should be used for are being flexed (along with targets) and this should sustain operational overheads and staffing structure. Going forward, JM suggested that the board maintain the open, honest discussions with sportscotland around plans during the crisis.	

	<p>The surplus for the financial year 2020/2021 will be ~£15k once the apprentice coach money is moved to 2020/2021 from 2021/2022. The interim CEO position will reduce this, but by how much is still to be confirmed. DM to confirm the interim CEO salary and will add this to the budget.</p> <p>The 2019/2020 accounts are due to go to the accountant on 18 May 2020, so the time spent between now and then will be tidying up the accounts. It is expected that the deficit will be about £15k for last year.</p>	DM
Item 5	<p>Covid-19</p> <p>The ITU are still keen to do a professional autumn season, but seems no-one else is. BTF do not want this and if the autumn season does go ahead, they do not want it to be a qualifier for the Olympics.</p> <p>With regards to Age Group, the simplest scenario would be for racing to be cancelled for the full year - everyone qualified for this year could just roll forward to next year. It gets complicated if it starts up mid-season - it's not yet known how people would qualify for next year.</p> <p>It's looking likely that there will be club activity by the end of the year but perhaps not racing. Everything will need to remain flexible as we don't know what the next few months will hold. If there is racing at the end of the year, there is the concern that it may encourage people to train too much or to train in open water before the restrictions are lifted. There is evidenced risk that too much training can impact people's health and reduce their immune system. There is a duty of care to people to ensure that they don't train too hard and put themselves at risk. TS will give the best duty of care advice as they return to training/racing.</p> <p>It should be noted that there may be negativity from locals if there are events going through towns and villages, if the Government hasn't lifted all restrictions.</p>	
Item 6	<p>CEO Update</p> <p>LW will take up the role of interim CEO once JM leaves and until a new CEO is recruited. JM had a good handover meeting with LW at the weekend. JM has handover notes but these will be more useful to the new CEO. After she leaves, JM is happy to be contacted to answer any questions.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 7	<p>BTF Update</p> <p>12 BTF staff, all Tri Trust and Welsh Triathlon development team have been furloughed.</p> <p>The BTF key worker campaign has been very well received. Their next campaign will be the 2.6 challenge with a carer's charity as their chosen charity.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	

Item 8	<p>Disciplinary Review & Performance Review</p> <p><i>Disciplinary Review</i></p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>TS agreed to work with BTF around the disciplinary and policy review.</p> <p><i>Performance Review</i></p> <p>DC has been speaking with BTF to see how their performance team can help with the TS review and Mike Cavendish has agreed to help with this. DC will meet with Andy Salmon again this week, but should be able to use this expertise resource going forward.</p> <p>The review has been split into three aspects: performance, coaching and athlete. It is imperative that the strategic component of the performance review is correct. LW will carry this forward.</p>	
Item 9	<p>AOB</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>PS to send DC suggested board meetings for the next year.</p> <p>The board thanked JM for her work over the last 10 years.</p>	PS / DC

Date of next meeting: TBC