

Board Meeting - Minutes

Date:	Monday 30 July 2018
Time:	18:30
Venue:	Tennis Centre Meeting Room, University of Stirling

Attendees	Initials
Dougie Cameron - Chair	DC
Jane Moncrieff - CEO	JM
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Justine Allen - Coaching & Development	JA

Attendees	Initials
Tony Stanger - Performance	TS
Jill McIntyre - Welfare (by phone)	JMc
Penny Rother - Age Group	PR
Pamela Sneddon - Operations Manager	PS
Jennifer Griffin - SS Partnership Manager	JG

Apologies	Initials
Gavin Calder - President	GC

Apologies	Initials

Agenda Item	Topic	Action
Item 1	Welcome and Apologies All were welcomed to the meeting and the above apologies were noted.	
Item 2	Minutes from Last Meeting, Action Review and Matters Arising The minutes of the last meeting were approved and there were no outstanding actions.	
Item 3	Conflicts of Interest There were no additional conflicts of interest to note.	
Item 4	Risk Register No additional risks were identified or current risks to be amended.	
Item 5	Adoption of 2017/18 Accounts The draft accounts were previously distributed to the board. The 2017/2018 financial year finished with a surplus of £5k and the board were happy with this. The board approved the accounts.	

Item 6	<p>Finance Report</p> <p>The budget reports were previously distributed to the board and an updated set were also tabled at the meeting.</p> <p>There are a few positive variances in the budget, but everything is in order.</p> <p>There was no written report due to the timings of the staff holidays, but this is to be produced and distributed to the board after the meeting.</p>	JM
Item 7	<p>Child Protection & Wellbeing Update</p> <p>The child protection and wellbeing action report was previously distributed to the board.</p> <p>Triathlon Scotland is grateful for the dedicated help and support they have with implementing positive changes in this area. The senior management team will be using the action report to help implement the changes and this will be a standing item on their agenda at their bi-monthly meetings. The staff will report their progress to the board on their board reports.</p> <p>Lynsey Booth has been contracted for two days a month and the board agreed that if necessary Triathlon Scotland could fund additional days if they felt it was necessary. Lynsey will be creating templates and will conduct most of the training whilst upskilling Calum Reid, Development Manager and Lead Welfare contact for Triathlon Scotland. She offers great experience which she can pass to Calum.</p>	
Item 8	<p>Board Review</p> <p>The board agreed that self-assessment was the best way to review rather than peer review. A survey was sent to the board and the results of the survey have been pulled together. The findings, where there were disagreements to the statements on the survey, were read out.</p> <p>The results of the survey are to be circulated to the board.</p> <p>LL agreed to canvas opinions from the other board members to collate the actions from this report.</p>	DC LL
Item 9	<p>Commercial Director Endorsement</p> <p>Four candidates were interviewed for this position and the preferred candidate, <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature</i>, was asked to sit on the board, pending approval of the board which was granted.</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>Draft Strategy Discussion</p> <p>The draft strategy was previously distributed to the board and the board, and staff, have been asked to comment on this by 18 August 2018.</p>	ALL

	<p>This version of the strategy is still in draft form, but Triathlon Scotland feels they are on track with this and not far away from the final version.</p> <p>sportscotland confirmed that they are happy to receive the document before its final form and Triathlon Scotland does not need to spend money on graphic designers before the meeting. Often the document needs changed after the AGM, the sportscotland presentation and also once funding has been announced.</p> <p>The results from the future of the sport survey have been previously distributed to the board. The staff will collate these results for their business area and these will guide the strategy.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	JM
Item 11	<p>CEO Update including BTF/HN Membership Steering Group Update</p> <p>The CEO report was previously 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>The membership steering group met mid-July to discuss membership to allow the home nations to get this right for all athletes - from Go Tri to Age Group. The membership system and a CRM tool were also discussed. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 12	<p>European Championships</p> <p>The European Championships start next week. Triathlon Scotland will be hosting a small lunch on Friday 10 August 2018. The board are to let JM know if they wish to attend the lunch and also if they would like a ticket for the grandstand for any of the event.</p> <p>The Minister for Sport and Public Health, Joe Fitzpatrick, will attend the men's triathlon event at 4pm on Friday 10 August 2018. JG is to confirm with Malcolm if he will also attend.</p>	<p>ALL</p> <p>JG</p>

Item 13	<p>AOB</p> <p>BTF Update</p> <ul style="list-style-type: none">- Ian Howard is on his last term of being BTF President and recruitment for his replacement will begin shortly.- <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i>- The board have been asked to think about the UK Sport survey that is out at the moment. Triathlon Scotland will not put in a response as an organisation, but individuals can comment if they wish.- The athlete representative on the BTF Board, Claire Cunningham, will be stepping down. She will officially remain on the board until her replacement is found, but Helen Jenkins will cover her role in the meantime.- Only the home nation representatives will be invited to the BTF AGM. There will be no annual awards this year. <p>Future of Scottish Sport Survey</p> <ul style="list-style-type: none">- This is a Government commissioned survey. The Scottish Governing Bodies have been asked to comment on this survey and then they will be invited along to a follow up review.- This is not to be confused with the sportscotland corporate plan survey which is also out at the moment. <p>Changing Lives through Physical Activity Fund</p> <ul style="list-style-type: none">- Triathlon Scotland are aware of this funding and with the participation work that has been happening over the last 10 months are in a good place to apply.	
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Date of next meeting: 24 September 2018