

Board Meeting - Minutes

Date:	21 October 2019
Time:	18:30
Venue:	Airthrey Castle, University of Stirling

Attendees	Initials
Dougie Cameron - Chair	DC
Jane Moncrieff - CEO	JM
Gavin Calder - President	GC
Penny Rother - Age Group	PR
Rob Mitchell - Commercial (phone)	RM

Attendees	Initials
Lynne Lauder - Events	LL
Rebecca Trengove - Welfare (co-opted)	RT
Louise Wright - Performance	LW
Sandy Hodge - SS Partnership Manager	SH
Pamela Sneddon - Operations Manager	PS

Apologies	Initials
Jill McIntyre - Welfare (phone)	JMc

Apologies	Initials
Duncan Macrae - Finance	DM

Agenda Item	Topic	Action
Item 1	Welcome and Apologies DC welcomed all to the meeting and everyone introduced themselves to the new board members. The above apologies were noted.	
Item 2	Minutes from the last meeting, action review and matters arising The minutes and actions from the last meeting were previously distributed to the board. The minutes were approved. <ul style="list-style-type: none"> - JM liaising with Lindsay Booth about dates for child protection training for RM, GC, RT and LW. 	JM
Item 3	Conflicts of Interest No additional conflicts of interest were noted.	
Item 4	Risk Register To be added: <ul style="list-style-type: none"> - Staff leaving and lack of staff resource due to this. - Current disciplinary to be changed to live risk. 	

	<i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i>	
Item 5	<p>Finance and Budget Report</p> <p>The finance report was previously distributed to the board. Apart from the coaching budget, all other budgets are in order.</p> <ul style="list-style-type: none"> - Membership income is up slightly - Race levies are about breakeven despite losing some key events. There are some new events on the calendar this month, and although exciting in themselves, they do not attract the same numbers who participate as those that have been lost. sportscotland are not overly concerned about slightly missed number targets as long as there is a clear explanation as to why and progress is being made - Coaching budget is significantly in a deficit. This has only come to light now as most of the income was due in September and JM was told the missed income was due to a timing issue. Subsidies have been double counted and all the courses at the beginning of the year were under subscribed whereas full courses were budgeted for. CDM now not in post but staff will need to pick up work to ensure course and CPD sessions run. <p>Bottom line is now looking likely to be a deficit of £13/14k. JM/PS to look at this further and recirculate budget.</p>	JM/PS
Item 6	<p>Staffing & Board Update</p> <p>Proposed organisational chart was previously distributed to the board.</p> <p>Performance Co-ordinator has now left post and the position has been re-advertised as a full time Office Administrator. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Coach Development Manager has now left their post and JM is currently looking at the job description. This post will be advertised as Coach Development Officer and will be line managed by the Development Manager and the position will not sit on the SMT. This means the Development Manager can keep an eye on the budget and the development of coaching.</p> <p>Events & Marketing Manager has now left their post and this position will be reviewed. Events & Volunteer Officer will take on more responsibility with events administration <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> It was agreed the new post should take on responsibility of members and marketing, but the actual job title will be decided once the job description is complete. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Gemma Simpson has agreed to work with Triathlon Scotland one day a week until the beginning of December to help with the AGM and the annual report. The board approved these changes.</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	Commercial Update	

	<p>The commercial update 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>From the BTF Commercial Committee - discussions are ongoing with Volvo, Accenture and Oakley.</p> <p>Lemar Helmets is now 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>DC extended his thanks to RM for his work and also for getting good contacts at the CWG awards.</p>	
Item 8	<p>Business Plan Review - 6 months</p> <p>The business plan was previously distributed to the board.</p> <p>The business plan aligns with each of the business areas and there is a separate tab for each of these.</p> <p>Questions/comments on exception report:</p> <ul style="list-style-type: none"> - The membership target was fairly meaty and this was set when Triathlon Scotland were to take the lead on converting all club member to Triathlon Scotland members. The 100% club members was agreed by all Home Nations. Having stalled a little, TS is now back on track with support from all Home Nations to move forward with achieving 100% club members. Welsh Triathlon's membership is growing nicely, but Triathlon Scotland and Triathlon England's are starting to plateau. The board felt that perhaps mandating membership is the only way to continue to grow. 	
Item 9	<p>AGM/Awards - resolutions and business discussion</p> <p>The AGM will be held at the Carnegie Conference Centre in Dunfermline on 24 November. The day will start with the President's Gathering and this needs to be communicated more widely. GC indicated he may be unable to attend and if this is the case DC will attend in his place.</p> <p>The panel will focus on changing lives and adversity <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Mark Turner will host the panel.</p>	JM
Item 10	<p>BTF Update</p> <p>Mary Hardwick has now had her first meeting as BTF Chair.</p> <p>Ian Howard, who is co-opted to the BTF board, will stand for re-election for the ITU Committee. Triathlon Scotland is keen to back Ian.</p> <p>At the last BTF board meeting, Mike Cavendish talked about test event and Olympic hopefuls. There are 5 women with the potential to medal, however, GB only have 3 places. Currently, GB only have 2 men, Jonny Brownlee and Alex Yee. Alistair Brownlee is trying to qualify for the 3rd place on the team and Gordon Benson has been moved to the podium potential squad as a relay specialist. Yokohama is the next selection event. The British team</p>	

	<p>are not travelling abroad to warm weather camps this year but are using warm pool and heat chambers to prepare. The team will not stay in the athlete village.</p> <p>Mark Austin does not have enough points to qualify due to injury and Grant Sheldon has an outside shot of making the team.</p> <p>There are not enough high performance coaches and our elite athletes are using external commercial coaches. BTF need to find a way to make their coaching structure more appealing to bring these athletes back to the high performance programme.</p>	
Item 11	<p>CEO Report including CP & Equality Update</p> <p>The CEO report was previously distributed to the board.</p> <p>It has been agreed with the sportscotland and their equality advisor that Triathlon Scotland need to resubmit their intermediate standard equality before trying to achieve the advanced standard. SH to confirm when this needs to be submitted.</p> <p>RT has now met with Calum Reid and they now just need to keep on top of the Child Protection Standards.</p> <p>RM, GC, RT and LW to complete Child Wellbeing and Protection in Sport course which can be either delivered as a webinar or as face to face training with Lindsay Booth.</p>	
Item 12	<p>AOB</p> <ul style="list-style-type: none"> - A strategy day needs to be organised for Board members and SMT. PS to put out Doodle Poll. - TS wants to hold a super series race next year. Fiona Lothian is to pull together a budget for this. TS may be able to get funding from BTF. - TS would like a participation event to be held at Foxlake Dundee in 2020 after this year's event was cancelled due to low entries. - TS would like to hold a Corporate Cup in 2020. - The board approved the appointment of Louise Wright as Performance Director. - The board thanked Gemma Simpson and Susie Benson for their time at Triathlon Scotland. 	

AGM: 24 November 2019

Date of next meeting: 2 December 2019