

Board Meeting - Minutes

Date:	29 July 2021
Time:	6.30pm
Venue:	Virtual

Attendees	Initials
Dougie Cameron - Chair	DC
Louise Wright - CEO	LW
Jim Lockhart - Finance	JL
Lynne Lauder - Events	LL

Attendees	Initials
Rebecca Trengove - Welfare	RT
Rob Mitchell - Commercial	RM
Penny Rother - Age Group	PR
Gavin Calder - President	GC

Apologies	Initials
Pamela Sneddon - Operations Manager	PS

Apologies	Initials
Sandy Hodge - SS Partnership Manager	SH

Agenda Item	Topic	Action
Item 1	Welcome and apologies DC welcomed all to the board meeting and the above apologies were noted.	
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 There are no changes to the risk register.	
Item 5	CEO report Airthrey Castle <ul style="list-style-type: none"> - Triathlon Scotland 'moved out' of Airthrey with belongings in storage - LW awaiting final costings for the lease for the space in the new building - The new space is available for use as soon as the lease is finalised AGM Awards will be online in 2021 Apollo 2 meetings continue Triathlon Scotland have opted out of 'Project 21' due to previous work with the Scottish Coaching Qualifications and the cost implications.	

	<p>Big Bobble Hats: new hats due to arrive in August 2021 for ultimate member gift.</p> <p>Yonda: LW is meeting with Angus from Yonda next week to discuss the future partnership.</p> <p>Decathlon: LW working with BTF to ensure that Decathlon partnership does not clash with other partnerships.</p> <p>Marketing & Communications: LW continues to oversee. Work continues with agency.</p> <p>Resolution Meeting arranged for Monday 16th August 2021.</p> <p>LW arranged meetings with Castle Series & Paul McGreal in the coming weeks.</p>	
Item 6	<p>Policy tracker</p> <p>PS to contact XACT to establish what work they can do for Triathlon Scotland. LW to update on policy tracker at the next meeting</p>	
Item 7	<p>Equality & report</p> <ul style="list-style-type: none"> - Equality, diversity and inclusion report circulated. Nil amendments. - LW thanked PC for her work on the report. - Next steps: Equality Policy Statement Equality Action Plan - LW meeting with Marc Scott from BTF to discuss joint approach to equality, diversity and inclusion policy 	
Item 8	<p>Finance report and budget</p> <p>The finances were discussed.</p>	
Item 9	<p>Strategy & structure update</p> <ul style="list-style-type: none"> - LW outlined the work on strategy to date. - Board Director roles were discussed and potential timelines. LW to amend and feedback. RM to confirm if he will continue. - Board Director recruitment to start as soon as possible. - Strategy work ongoing on: participation education membership performance. - LW spoke through the work on the performance strategy to date. More work to be done for completion. - Calum Reid finishes his role with Triathlon Scotland on 06/08/2021. - Giles Lomax confirmed as interim Development Manager for 6/12 months. - LW to take slightly longer to work out key priorities for next 6/12 months prior to deciding Giles Lomax's cover - Discussion on future work on communications with coaching. 	
Item 10	<p>Membership:</p> <ul style="list-style-type: none"> - Day Licence: LW to speak with Andy Salmon Beverley Lewis for clarity on discussion points. - LW thanked PS for work on Club Survey Membership. LW keen to share at BTF Membership group. - BTF - Ben Cummings now overseeing Membership. - Approval given for direction of travel for Membership Committee and membership personas 	
Item 11	<p>AOB</p> <p>DC: Weekly Working Wage > DC to send across information.</p>	

Date of next meeting: 30 September 2021