

## Board Meeting - Minutes

Date:	25 May 2020
Time:	6.30pm
Venue:	Virtual meeting

Attendees	Initials
Dougie Cameron - Chair	DC
Louise Wright - CEO (interim)	JM
Duncan Macrae - Finance	DM
Lynne Lauder - Events	LL
Rebecca Trengove - Welfare	RT

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

Apologies	Initials
Gavin Calder - President	GC

Apologies	Initials

Agenda Item	Topic	Action
Item 1	<b>Welcome and Apologies</b> DC welcomed all to the meeting, especially LW in her role of interim CEO. The above apologies were noted.	
Item 2	<b>Minutes from Last Meeting, Action Review and Matters Arising</b> The minutes and actions were previously distributed to the board. The minutes from the last meeting were approved.	
Item 3	<b>Conflicts of Interest</b> LW is now acting as interim CEO until a new CEO is appointed. She continues her role as Performance Director.	
Item 4	<b>Risk Register</b> No changes to the risk register.	

Item 5	<p><b>BTF Alignment Agreement</b></p> <p>LW has been having regular meetings with BTF and the main topic has been working as a triathlon “family” and communication between the three home nations. Changes in devolved government guidance means that one message does not fit all and that while the BTF should be the banner above the communications anything relevant only for Triathlon England should be indicated as so. All communications should be aligned and should be shared with the HN prior to release. If TS feels that they should be aligned more with, for example, Scottish Swimming, this should be discussed with BTF in advance.</p> <p>The review of the TS performance pathway has been done discussed with British Triathlon and they will provide expert resource to ensure that we have a strong performance pathway taking the best learnings from the WCPP programme. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The main conversations at the BTF board are around return to play. There are now no British or HN championships until September, but it is up to the event organisers of these events to make their own decision about whether or not the events go ahead - dependant on Government guidelines.</p>	
Item 6	<p><b>COVID-19</b></p> <p>Draft road map and infographic were previously distributed to the board.</p> <p>TS has been involved in a couple of groups that sportscotland have set up. The staff team have completed the sportscotland framework for their area and LW is collating this information. The staff team now have actions from this to allow TS to be as prepared as possible for any changes to the Government guidelines.</p> <p>The road map for triathlon has also been completed. The facts and contents need to be correct as well as the tone and messaging and this is still a work in progress. TS needs to see what the Government say on Thursday as there may be a phased release to certain activities such as OW swimming. An infographic will also be released to help clarify the next Government phase.</p> <p>There have been a lot of enquiries from members about open water swimming. LW has contacted all OW facilities, but feels that these won't open until phase 2 in the Government road map. The OW facilities have been invited to join a forum.</p> <p>Everything that BTF have released about OW swimming is applicable to Triathlon England only.</p> <p>The Government did not discuss the opening of OW swimming with any providers of water safety, so they are, at the moment, looking to clarify the Government's statements.</p>	
Item 7	<p><b>Welfare Update</b></p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> There will shortly be a page live on the website which lists</p>	

	<p>any sanctions of coaches, officials and members. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The Child Protection policies were previously distributed. The draft policies will be brought to the July board meeting and then will go out to clubs for review to ensure they are relevant for them. The policies are not currently very useable for clubs. TS can share these with BTF, but with the differences in Scots Law it may not be relevant for TS to be aligned with BTF on this.</p> <p>A review meeting to discuss the Disciplinary Policy has been held. LW is following these changes up with BTF as they are also looking to update their policy.</p>	RT
Item 8	<p><b>Events Update</b></p> <p>TS are sitting on a group with BTF, WT and some event organisers. A new manual has been produced and it should have gone out this week, however, BTF have decided that there should now be two manuals - one for Go Tri and smaller events and one for larger scale events.</p> <p>There needs to be 6 weeks between event organisers submitting permitting documents and the race to allow time to ensure that the races meet new safety requirements. It's expected that clubs will be the first to put on events on a smaller scale. TS needs to help and support clubs to ensure that their events are not only successful, but safe.</p> <p>Commercial event organisers have been able to make use of Government support such as furlough. TS have offered their help to commercial organisers. TS will share the results of our engagement surveys to give the commercial organisers an idea of what kind of appetite there is for racing. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>LW has had an initial meeting with Strathclyde Country Park about working in partnership. RM will also be involved in ongoing discussions. As of last year, North Lanarkshire Council had no appetite to invest in a large-scale event and all of the liability would rest on TS which isn't feasible. Unless this changes, it is unsure how this can proceed.</p>	
Item 9	<p><b>Finance Update</b></p> <p>LW and DM are planning to meet to discuss the budget and management reports.</p> <p>DM can now make payments and bank forms are in process.</p> <p>The accounts have been sent to Gordon Mavor so are expected to be returned by the end of the week / beginning of next.</p> <p>sportscotland have no made any concrete decisions on the second payment of funding, however this decision will be made by July in time for payment in September.</p>	
Item 10	<p><b>Membership Update including 'one product membership'</b></p> <p>One product membership template has been previously distributed to the board.</p>	

	<p>The membership HN strategic membership group has been meeting fortnightly. Updates have included on membership numbers and retention. The membership proposition should be around supported, protected and connected.</p> <p>Membership insurance for training should be forefront on communications.</p> <p>Membership plan to reignite membership after lockdown is being developed.</p> <p>One product membership was the main topic of last week's meeting; however, Club Spark and a new CRM does not fit into this one product membership. TS have to complete the template for one product membership to document exactly what we would need from the CRM and one product membership. Once the staff have completed the document, this should be sent to the board for comment. The one product membership is in a consultation only period at the moment to see if this would be feasible.</p>	LW
Item 11	<p><b>Commercial Update</b></p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Discussions have revolved around revised revenue share model - how do the HNs benefit from revenue deals.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>LW will be writing to all our partners to check in with them.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	LW/RM
Item 12	<p><b>Performance Update</b></p> <p>CWG - we have 3 assured places. There will be an opportunity to present a case for further athletes closer to 2022. Only if were allocated a further place, would we be able to field a relay.</p> <p>A team leader needs to be appointed. TS will put recommendations to Team Scotland of who this should be as this is a crucial appointment. Someone from TS has been invited along to the selection of this person. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Coaching Future job advert will go live shortly and interviews will be held in June.</p> <p>There is a requirement for a board member to be responsible for UKAD. The commitment for this role should be circulated to the board.</p> <p>TS is aligning with BTF on the overall strategy from their performance review. If BTF are going down a centre model, one potential option is to propose Scotland as a centre, with HUBS around the country. Consideration with our partnership with Stirling University is paramount in such options.</p>	LW

Item 13	<p><b>Board Days   Titles - Roles and Responsibilities</b></p> <p>Improvement of the board information on the website to make the board more visible. This should include a biography of the director and their key responsibilities.</p> <p>Appointed / elected board appointments should be detailed on the website so that members understand why the board is structured as it is.</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 board felt that there should be more insight into their own areas and there needs to be closer working with the staff on a strategic level.</p> <p>There needs to be a review of what is strategically required over the next few years and how this reflects in the board structure. It was agreed to have strategic sessions in departmental teams. sportscotland will share what other sports have done, examples of planning sessions and expert resource. It was agreed that the incoming CEO should be part of these strategic sessions. To be added to next board meeting agenda.</p>	PS
Item 14	<p><b>AOB</b></p> <p>The details of how to hold CEO interviews and who should sit on the panels needs to be thought about due to the current situation. There should be a good gender balance and sportscotland should sit on both interviews. The board will discuss early next week.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	

Date of next meeting: 27 July 2020