

Board Meeting - Minutes

Date:	Monday 24 September 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
Justine Allen - Coaching & Development	JA
Tony Stanger - Performance	TS

Attendees	Initials
Jill McIntyre - Welfare	JMc
Rob Mitchell - Commercial (phone)	RM
Pamela Sneddon - Operations Manager	PS
Jennifer Griffin - SS Partnership Manager	JG

Apologies	Initials
Gavin Calder - President	GC
Lynne Lauder - Events	LL

Apologies	Initials
Penny Rother - Age Group	PR

Agenda Item	Topic	Action
Item 1	<p>Welcome and Apologies</p> <p>All were welcomed to the meeting and the above apologies were noted. The board welcomed Rob Mitchell, Commercial Director, to the board.</p> <p>The board thanked the Triathlon Scotland staff for their time and commitment over the last few busy months where we have seen the European Championships, performance athletes racing every weekend and the formation of the strategic plan to mention but a few things. At the European Championships in August, the women's race really showcased our sport brilliantly, the lunch on the Friday with the Public Health Minister and Councillors in attendance gave a good opportunity to discuss the sport in Scotland and the Tri in the Park event on the Sunday was a great event, despite the rain, where the participants, volunteers and spectators all enjoyed the day.</p> <p>This will be our last meeting with our current Partnership Manager, Jennifer Griffin, before she moves to a new organisation. Sandy Hodge will have taken over Jennifer's role by the time of the AGM and next board meeting.</p>	
Item 2	<p>Minutes from Last Meeting, Action Review and Matters Arising</p> <p>The minutes of the last meeting were approved.</p> <p>Actions outstanding:</p>	

	<ul style="list-style-type: none"> – DC will circulate the board review results and questionnaire. DC is happy to help any of the board with personal development. 	DC
Item 3	<p>Conflicts of Interest</p> <p>There were no additional conflicts of interest to note.</p>	
Item 4	<p>Risk Register</p> <p>No additional risks were identified or current risks to be amended.</p>	
Item 5	<p>Finance Report</p> <p>A new format for the finance report was tabled and the board agreed they liked the new format as it was easier to read.</p> <p>Everything is broadly on track and there are no concerns. It's too early to see if there will be any surplus by year end.</p> <p>There will be no saving on the Lead Performance Coach position as additional coaching cover has been sought.</p>	
Item 6	<p>Welfare Report</p> <p>The welfare report was previously distributed to the board.</p> <p>It's been great to have the additional resource to allow the welfare review to take place and there is a now lot of action taking place. The report shows the good progress being made in this area. The consultant is very pleased with what Triathlon Scotland is doing and the SMT are now accountable for the actions within their own business area.</p> <p>It was suggested that on the next phase of the project that there should be more about the wellbeing of coaches and volunteers.</p> <p>The board would like to see an ambassador for wellbeing.</p> <p>Jaqueline Conway, who undertook the first part of this review, is to be contacted and thanked for her contribution and given an update on progress made.</p>	JM
Item 7	<p>CEO Report</p> <p>The CEO report and BTF membership paper were previously distributed to the board.</p> <p>North Lanarkshire Leisure is our key partner for the Changing Lives fund Triathlon Scotland has applied for. The funding will be based around North Lanarkshire Leisure health referral products and they are delighted that GO Tri might become one of their products. There were 96 applications for this fund and JG will be able to give us an update on the decision progress after her team meeting.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	JG

	<p>The board recognises that the membership would appreciate a joint membership between Triathlon Scotland, British Cycling and Scottish Athletics, but a clear way of how this would work has not yet been found.</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>BTF Update Report & AGM Resolutions Discussion</p> <p>The BTF AGM resolutions were previously distributed to the board.</p> <p>DC to phone BTF to explain the reasons to the change of the Articles and to clarify this change. The board felt that 'time to time' was not specific enough to note in the Articles. The word 'his' in item 50.3 should also be changed to 'their'.</p> <p>BTF board update:</p> <ul style="list-style-type: none"> – The BTF AGM will be held on 6 October 2018 in Loughborough and DC will dial in as the Triathlon Scotland representative. – For better governance, the BTF President will now become the Chair. – Ian Howard will leave his role as President at the end of the year, but will be co-opted onto the board as International envoy as he also sits on the ITU board and also the English Olympic Committee. – The nominations committee has convened to elect a new chair this includes one home nation rep. – <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> 	DC
Item 9	<p>Staff Reports - Questions/Discussion</p> <ul style="list-style-type: none"> – Tri Safe is a great new initiative for coaches that links in with the wellbeing review. – Triathlon Scotland will be looking for a new Skills School Lead Coach for the west as Crawford Whyte is stepping back from this role. 	
Item 10	<p>AGM Prep and Discussion</p> <p>The preparation timeline and timings for the day were previously distributed to the board.</p> <p>The AGM will be held on Sunday 25 November 2018 at Caledonian University.</p> <p>There will be a young athlete panel and it was suggested that they talk about their pathway through the sport.</p> <p>JMc indicated that she would like to step down next year after her 3 years in the post of Welfare Director is up. A timeline for advert and election at the 2019 AGM is to be drawn up.</p> <p>Confirmation of whether or not we need to have auditors approved at the AGM to be sought.</p>	JM PS
Item 11	<p>Strategic Plan Update Discussion</p> <p>The strategic plan was previously distributed to the board.</p> <p>The plan was pulled together from information provided from a member consultation, board and senior manager planning days. The board were taken through the plan and were happy with the content. Items to change:</p>	

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Item 12	AOB The board handbook is now complete and in the Dropbox folder 'Board Information Shared' for all the board to access.	

AGM: 25 November 2018

Date of next meeting: 3 December 2018