

Board Meeting - Minutes

Date:	Monday 3 December 2018
Time:	18:30
Venue:	Airthrey Castle, University of Stirling

Attendees	Initials
Dougie Cameron - Chair	DC
Jane Moncrieff - CEO	JM
Duncan Macrae - Finance	DM
Justine Allen - Coaching	JA
Tony Stanger - Performance	TS

Attendees	Initials
Jill McIntyre - Welfare	JMc
Rob Mitchell - Commercial (phone)	RM
Pamela Sneddon - Operations Manager	PS
Sandy Hodge - 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	Welcome and Apologies The board 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. Actions outstanding: – Board review questionnaire to be discussed later in the meeting.	
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	Finance Report The budget and report were previously distributed to the board. The finances are looking in reasonable shape currently apart from the unexpected insurance costs, effective from 29	

	September 2018, which is likely to have an impact on the budget. Triathlon Scotland will be involved in the tender for insurance for 2019 and the board agreed that Triathlon Scotland should also look at the option of insuring themselves.	
Item 6	<p>AGM Debrief</p> <p>The board would like to continue the format of the AGM and awards as they ran well. The award stories were a highlight and these should be told after the awards to take the celebration beyond the day so that the wider triathlon community can also enjoy them. RM to discuss how to do this with JM.</p> <p>The Triathlon Scotland AGM will be held in a different location next year as it has been held at Caledonia University for two years and the venue next year needs to be cheaper.</p>	RM/JM
Item 7	<p>Policy Review & Endorsement</p> <p>The policies were previously distributed to the board. All policies were approved by the board.</p>	
Item 8	<p>TOIL & Flexi Policy & Holiday Proposal</p> <p>The TOIL and Flexi Time policy was previously distributed to the board. This policy was approved by the board.</p>	
Item 9	<p>Fit for Purpose Report - Sign-Off</p> <p>The Fit for Purpose Report was previously distributed to the board. It gained a 'satisfactory' rating which is the highest rating that can be achieved. JM will now sign this off with KPMG.</p>	
Item 10	<p>Strategic Review Update</p> <p>Triathlon Scotland talked through the strategic review with sportscotland at the beginning of November. It was generally very positive and there was open discussion between the organisations. Triathlon Scotland asked for additional funding but need to look at how to respond if funding is either kept the same or decreased.</p> <p>It was queried whether clubs could take on more members and this will need to be investigated. Key focus going forward is to look at supporting clubs' governance structures and business development opportunities to support the strategic aim of making clubs better and stronger.</p> <p>The sportscotland board will meet on 12 December 2018 and funding will be ratified in February 2019.</p> <p>In case sportscotland are not able to increase funding, revised figures have been sent to sportscotland. As requested by sportscotland, revenue and projection targets have now been completed by Triathlon Scotland. The biggest challenge is the downturn in Lottery funding, but Scottish Government have under written this in the past and may do again.</p>	
Item 11	<p>Board Review</p> <p>Within the board review there was a bit of disagreement with the objectives and development management. The objectives were created from feedback from a survey that went out at the same time Triathlon Scotland were starting the strategic review. There were also two board</p>	DC

	<p>members that 'strongly disagreed' with the current risk management process and this needs to be reviewed.</p> <p>It was felt that it was worthwhile to have a session to work through the Board Handbook and to explain the structure of Dropbox. The induction process should include a half day in the office to meet and greet and go through these. An action plan needs to be created going forward and how to use the board members time effectively should be looked at.</p> <p>A board weekend should be planned to work through planning or educational needs.</p> <p>Financial education has been requested by the board.</p> <p>DC should be contacted if any board member would like to discuss development needs.</p> <p>The British Board should be at the British Championships at Loch Tay on 18 August and it was suggested that the Scottish Board do something socially with them that weekend.</p>	<p>JM</p> <p>JM</p> <p>DM/JM</p>
Item 12	<p>Commercial Update</p> <p>The Commercial group will meet next on 12 December 2018.</p> <p>At the last meeting there was long session on what the right thing to do for commercial partners is and there will be a restructure of the commercial programme for 2020-2024. Triathlon Scotland would like to see more rewards from commercial partnerships as deals with British Triathlon should include all home nations. RM not inputting into the BTF Commercial working group should help this situation move forward more positively.</p> <p>There is new VIK deal with OTE products aimed at members and elite athletes</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>RM will be able to have a more detailed discussion with JM after the meeting on 12 December and there will be more to report on in January.</p>	
Item 13	<p>Philanthropic Giving</p> <p>sportscotland has secured funding to allow Governing Bodies to have training on philanthropic giving. Triathlon Scotland needs to be good at telling the story of why people might give to sport. The best way to raise money is around an event or a bursary. Once dates of the training have been received, they will be sent round the board to see who can attend.</p>	
Item 14	<p>Christmas Arrangements</p> <p>The Triathlon Scotland staff board will be attending a coached curling session and then dinner for their Christmas night out.</p> <p>The office will be officially be closed from 21 December 2018 and will reopen 3 January 2019.</p>	

Item 15	<p>CEO Report</p> <p>The Shout bid from RLSS wasn't what was expected and is much more aligned to Scottish Swimming, so a conversation needs to be had with them.</p> <p>Legends have withdrawn as a ranking series sponsor for 2019. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> RM and JM to talk about any potential sponsor.</p> <p>JM is still to get references for Cycle Law Scotland but will get 6 references by Christmas.</p>	JM
Item 16	<p>Staff Reports</p> <p>Two young people from each home nation will attend a British meeting where they will discuss standards and education/training. Ideally there should be a young person's panel in Scotland where they can decide who represents Scotland at these meetings.</p> <p>The Communications Officer and Lead Performance Coach job adverts will go out now the Toil and Flexitime policy has been approved and will remain open over the Christmas period, closing date 5th January 2019</p> <p>The Event Working Group will be reinstated. GS to send LL the events survey before it goes out.</p> <p>Performance is in a good place - there is good admin and a clear understanding of what works and what doesn't. Feedback from the review has been considered at some length and actions agreed and implemented. DC has spent time with FL and the performance coaches identifying areas for improvement and the overall consensus is things are moving in the right direction. The ETU and ITU are introducing draft legal racing as the normal format, so Triathlon Scotland needs to find a way to have more draft legal races in Scotland.</p>	GS
Item 17	<p>AOB</p> <p>At the Rules and Tech meeting, it was raised than Duncan Hough and Howard's terms will be coming to an end on the Triathlon England Board. There was discussion about splitting the roles of Events and Rules and Tech so the board members could move to the Rules and Tech Committee so that expertise is not lost. LL to speak with JM about governance practices of doing this.</p>	LL/JM

Date of next meeting: 28 January 2019