

Board Meeting - Minutes

Date:	19 October 2020
Time:	6.30pm
Venue:	Virtual

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

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

Apologies	Initials

Apologies	Initials

Agenda Item	Topic	Action
Item 1	Welcome and Apologies DC welcomed all to the meeting. No apologies were noted.	
Item 2	Minutes from Last Meeting, Action Review and Matters Arising The minutes from the last meeting were previously distributed. The actions were reviewed and all had been completed. No matters arising.	
Item 3	Conflicts of Interest No additional conflicts of interest.	
Item 4	Risk Register The risk register sits in a Dropbox folder for all Board members to access at any time. No additional points to be added/amended to the risk register. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i>	
Item 5	BTF Report The key discussion at the meeting last week was the rules and tech update which will be discussed at agenda item 9.	

	<p>Other key items:</p> <ul style="list-style-type: none"> - Olympics - <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> - CRM system - BTF has been asked for a business case for this, so that financial contributions can agreed. - Home Nation alignment - clarity is required for the difference between BTF and TE. BTF will write out their first principles to detail which instances they will talk in the voice of BTF and where they will talk in the voice of TE. 	
Item 6	<p>CEO report, including recruitment update</p> <p>Jack Peasgood has been appointed into the Pathway Coach role and Giles Lomax has started today as Coach Developer.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Jack Peasgood is already working with Andrew Woodroffe to get the culture of the Performance Centre right. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Cat Morrison has been appointed Team Manager for Commonwealth Games. The voluntary role has been delayed until the new performance roles have settled.</p> <p>Events calendar is now finished for the season. Aviemore Triathlon needed to be cancelled at the last minute due to change in regulations. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>The Winter Grand Tour Zwift series is running for members only. There are 300 spaces available per home nation.</p> <p>LW had a meeting with sportscotland about Strathclyde Country Park. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i> Positive conversations with Big Bobble Hats.</p> <p>Foundation and Preliminary Equality Standards need to be reviewed before we renew our Intermediate Standard. LW, PS, Patsy Craig and Rebecca Trengrove will form a working group to drive this forward.</p> <p>Sustainability group has been set up with BTF and Ben Bright is leading on this and LW will attend. LW, Morven Bruce and Patsy Craig will set up a Triathlon Scotland working group.</p> <p>Equality and inclusion focus for the next team engagement day. Board members are welcome to join this day.</p> <p>Women and Girls in sport week next week. TS is planning on doing a series of articles and social media posts.</p> <p>Budget has been reviewed and costs have been cut and three years budgeted out with different scenarios. SMT have now given a best case, worst case and middle ground scenario criteria for their business area. This was shared on screen with the Board. The board were</p>	

	happy with the definitions. The next step is for the SMT to put these definitions into financial figures and into the budget.	
Item 7	<p>Finance report & 2019-2020 Accounts</p> <p>The management accounts will be emailed to the board.</p> <p>Paperwork for the changes to the bank account is now on its way to the bank, so there will hopefully be a resolution soon.</p> <p>The statutory accounts have been previously distributed to the board. The board are happy with the accounts and these will now be signed off and returned to the accountant.</p>	
Item 8	<p>Membership & CRM update</p> <p>Membership reports have been previously distributed to the board.</p> <p>The Supporter membership product was released at the start of September. After slow sales, the promotion of this has been put on hold until events are back on the calendar.</p> <p>TS has been looking at how to convert club members and event participants to TS members.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 9	<p>Rules & Tech update</p> <p>The Future Technical Committee proposal was previously distributed to the board. The main points of the proposal are: 1. that the committee should be separate from the Home Nation Boards and 2. the roles on the committee. There should be better succession planning and diversity on the committee. The board were happy with the proposal. The next step is for LL to take this back to the current Rules and Tech committee.</p>	
Item 10	<p>Board matrix, role descriptions & governance</p> <p>The board matrix and role descriptions were previously distributed to the board. The board are to complete the matrix and return to PS by 2 November 2020.</p> <p>LL will set up a call with each board member to review and update their role descriptions.</p>	<p>ALL</p> <p>LL</p>
Item 11	<p>Board meeting frequency</p> <p>The board agreed that they should meet every two months and they should be held virtually. PS to put a poll out for best night of the week.</p>	PS
Item 12	<p>Child Protection policy</p> <p>The Complaints Policy is not ready after some last minute changes. This may be ready for the next board meeting.</p> <p>The Disciplinary Policy was previously distributed to the board for comment. Feedback to RT. This may be ready for the next board meeting.</p>	ALL

	<p>The policies have all been checked by the BTF lawyers. It was agreed to have Harper McLeod look at the policies with regards to Scots Law.</p> <p>The children's protection policy is in the final stage. The adult policy is a little trickier and Calum Reid is pulling together a draft of this with help from RT. These need to be approved by March 2021.</p>	
Item 13	<p>AGM (23 November 2020)</p> <p>The AGM will be held virtually on Monday 23 November 2020. Harper McLeod have confirmed that we can hold the AGM virtually. Details of how the meeting will run will be confirmed.</p>	
Item 14	<p>AOB</p> <p>Finance Director interviews will be held on 30 October 2020.</p>	

Date of next meeting: 2nd November 2020 to discuss any resolutions, otherwise 30 November 2020