

Board Meeting - Minutes

Date:	30 November 2020
Time:	6.30pm
Venue:	Virtual

Attendees	Initials
Dougie Cameron - Chair	DC
Louise Wright - interim CEO	JM
Jim Lockhart - Finance	JL
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

Apologies	Initials
Sandy Hodge - SS Partnership Manager	SH

Apologies	Initials

Agenda Item	Topic	Action
Item 1	Welcome and apologies DC welcomed all to the meeting and noted the apologies.	
Item 2	Minutes from last meeting, action review and matters arising The minutes from the last meeting were previously circulated to the board. The minutes were approved and there were no matters arising. Action from last meeting: <ul style="list-style-type: none"> - Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature. 	LW/DC
Item 3	Conflicts of interest No additional conflicts of interest.	
Item 4	Risk register No additions or amendments to the risk register.	

Item 5	<p>Equality</p> <p>Equality team have looked at the different equality standards and have rag rated the different actions. Next stage is to devise an action plan.</p>	
Item 6	<p>Finance - budget report & forecast</p> <p>The board were shown the budget and forecast. The finalised document will be sent round to the board once complete.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	
Item 7	<p>Membership update</p> <p>Membership report was previously distributed to the board.</p> <p>PS gave a brief update on the membership. For the past few months, membership numbers have plateaued and although it's just small numbers it is a step in the right direction.</p> <p>Creation of a membership video for clubs to give information on the benefit of membership and also what we do with membership money. The video should be no more than 90 seconds and this should be in a shareable format.</p>	
Item 8	<p>AGM review, AOCB & resolution</p> <p>Resolution</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Paper to be pulled together about what the next steps should be.</p> <p>AOCB</p> <p>The board agreed that no-one should be banned from an event for a financial disagreement. <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p>	<p>GC</p> <p>LL</p>
Item 9	<p>CEO update</p> <p>Recruitment</p> <p>Giles Lomax has started as Coach Developer, Fergus Roberts has started as Apprentice Coach and Jim Lockhart as Finance Director. Victoria Park will return from maternity leave in January. Once she returns, Triathlon Scotland will have a full complement of staff.</p>	

	<p>Events bid <i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>KPMG audit Documents have been provided to KPMG and conversations with LW and PS. Now waiting to see if further information is required.</p> <p>Future direction of the board After the strategy day in January, feedback should go to Calum Reid to allow him to update clubs on the direction of the board.</p> <p>BTF First Principles British Triathlon are looking at the British Triathlon strategy and using this to create first principles for British Triathlon and the Home Nations. Once the paper on this is produced, LW will circulate this to the board and staff.</p> <p>Board member terms - LL, DC & RM LL will have completed her two terms and DC and RM completed their first next year. Need to look at succession planning for the Events Director position.</p> <p>LL to collate the comments from the board matrix and circulate. Date for the strategy day to be put into the diary. PS to circulate Doodle Poll.</p>	PS
Item 10	<p>Policy review</p> <p>CGS Selection Policy - Board to send comments to LW by Wednesday, 2 November 2020</p> <p>Feedback required on the following policies:</p> <ul style="list-style-type: none"> - Complaints Policy - BTF Membership Strategy - Sponsorship & Commercial Partnership Policy - Financial Procedures Manual - Board Director Code of Conduct - Data Protection Policy - Expenses Policy - Health & Safety Policy - IT Policy - TS Staff Handbook 	
Item 11	<p>Board Dates for 2021</p> <p>PS to send the board dates for 2021 to the board.</p>	PS

Item 13	<p>AOB</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 to circulate the documents.</p> <p><i>Confidential minute removed in accordance with the Triathlon Scotland's published policy on minutes of a confidential nature.</i></p> <p>Marc Austin has offered to volunteer with the Commonwealth Games team preparations.</p>	RM
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Date of next meeting: 21 January 2021