



**Venue:** British Triathlon Office, Michael Pearson East, 1 Oakwood Drive, Loughborough

**Time:** 10:00 – 13:30

**Present:** Debbie Clarke (DEC) – Chair, Craig Pollard (CP), Halima Khan (HK), Jamie Gordon (JG) via TEAMS, Karen Rothery (KR), Kevin Currell (KC), Lee Mathison (LM), Lesley Hobley (LH), Ruth Daniels (RD), Steve Watmough (SW) via TEAMS.

**Apologies:** Neil Cooper (NC).

**In attendance:** Anne Vinestock (AV), Dione Hartley (DH), Eve Joseph (EJ) via TEAMS, Helen Marney (HM), Nikki Phillips (NP) via TEAMS, Richard Mostyn-Jones (RMJ) via TEAMS.

Agenda Items	Responsible	Date action by
<p><b>INTRODUCTION</b></p> <p>DEC welcomed everyone to the meeting, confirmed the meeting was quorate and gave an overview of the agenda and topics for discussion.</p> <p>It was confirmed that this would be Halima Khan’s last meeting as she steps down from her role on the board. She was thanked for all her hard work, support, and contribution during her time on the Board.</p> <p><b>1.1 Apologies for absence</b></p> <p>Neil Cooper (NC).</p> <p><b>1.2 Conflicts of Interests &amp; Register of Gifts &amp; Hospitality</b></p> <p>None.</p> <p><b>1.3 To approve minutes of meeting held on 01 December 2023.</b></p> <p>The minutes were approved as an accurate record.</p> <p><b>1.4 Action List</b></p> <p>It was decided that the action list is to be reviewed after the meeting with DEC and RD.</p> <p><b>1.5 Other matters arising</b></p> <p>None.</p>		



<p><b>ORGANISATIONAL HEALTH</b></p> <p><b>3.1 CEO Update</b></p> <p>An overview and initial thoughts following RD’s first month in the role as CEO were shared with the Board.</p> <p>DEC was thanked for all her support given during this time and it was noted that everyone both inside and outside the organisation had been both welcoming and supportive.</p> <p>It was noted that RD will bring her developed thoughts back to the next Board meeting in June for discussion.</p> <p>RD noted that she was happy to follow up with any Board member who had any questions regarding her initial thoughts in the meantime.</p> <p>It was noted that the Club Roadshows had been a great success with good engagement and coverage from both clubs and event organisers and this was seen a positive step in re-engaging with the Clubs. It was identified that collaborating and working effectively with the Clubs would be key to stemming and accelerating membership growth but ensuring that they have the correct framework and tools to support the organisation with membership development was noted</p>		
<p><b>TOPICS FOR DISCUSSION AND/OR DECISIONS</b></p> <p><b>2.1 Diversity and Inclusion Action Plan (DIAP)</b></p> <p>A copy of the draft proposed DIAP was circulated to the Board prior to the meeting for review and discussion.</p> <p>It was confirmed that ED&amp;I has now been included within the Sport England Code of Sports Governance and that all NGBs are now required to submit a yearly Action Plan depicting their plans which will be published.</p> <p>A background of how the plan had been formulated was given.</p> <p>The key focus areas were as follows:</p> <ul style="list-style-type: none"><li>• Children and Young People</li><li>• Increasing Ethnic Diversity across the workforce and leadership</li><li>• Improving Accessibility Provision at events</li></ul> <p>It was identified that obtaining more accurate and reliable data from across the sport was important in order to be more specific in the coming years on where the gaps are and where improvements need to be made.</p>		



Following discussion, it was confirmed that it was important that the actions are clear, and focus should remain on the key actions that are necessary to meet the requirements set out in the Code of Sports Governance, being achievable whilst also improving ED&I.

It was confirmed that the Action Plan is currently being reviewed by EJ and KF to ensure that all actions are relevant and realistic and the differences between what we need to do, and the aspirations are identified.

Ensuring that people were accountable for their actions was also discussed and it was felt these should be documented in the form of KPI's

The importance of ensuring that the DIAP is aligned to the organisations strategy and keeping each of the Home Nations informed was discussed as was ensuring that this is a "living" document.

The benefits of having a young people's council and a young person on the Board to challenge decisions from a different viewpoint was discussed.

The final version of the DIAP will be presented to the Board for review prior to submission on 24 March.

EJ was thanked for all her hard work on producing a clear and well thought out plan.

### 2.3 FY25 Budget Planning

An overview of the paper circulated prior to the Board prior to the meeting was provided.

It was noted that the papers had been presented to the Board for discussion and they will not be asked to approve anything until the Budget meeting which is being held in March.

A discussion took place around the reserves position. It was confirmed that the main driver for the reduction in the reserves position forecast for FY2026 was due to increase costs with no additional income and the reduction in budgeted membership growth.

A conversation took place around 2024 being an Olympic year and whether or not this would have a positive effect impact on membership and how this could be amplified. Research has shown that in previous Olympic periods there have been limited positive impact on membership growth but that we should be looking to how to harness the positive effect non the less.



It was agreed that communication with our members and how we collaborate and engage with clubs, regions and event organisers would be key to realising membership growth.

It was noted that focus needs to be on the organisation's key deliverables and that it was important to consider what needs to be done versus what is nice to do given the current landscape and financial position. The Board agreed that change is important to ensure that the organisation is sustainable.

A number of cost saving proposals were suggested and which the Board noted.

It was noted that the Board will meet on the 26 March formal approval of the budget and recommendation of the budget to BTF.

### **2.2 Digital Transformation**

A report was circulated prior to the meeting.

It was noted the paper was to provide the Board with an update on the current status of the project with the opportunity to ask questions. It was confirmed that no decisions were required at the meeting.

Discussions took place regarding the vendor evaluation and the pros and cons of the solutions. It was noted that speaking to the existing clients of the preferred partner would be useful.

The importance of ensuring that the new technology is accessible and inclusive to all audiences was discussed.

The Board added that they would like the risks and benefits of the project to be clearly defined

## **ORGANISATIONAL HEALTH**

### **3.2 Finance**

The report was circulated prior to the meeting. This was also discussed during item 2.2 earlier in the agenda.

### **3.3 People**

The report was circulated prior to the meeting.

### **3.4 Governance**

The report was circulated prior to the meeting.



<p>The Board were asked to approve the following:</p> <p>Ratify the appointment of Ruth Daniels as a director with effect from 29 January 2024 – Approved by the Board.</p> <p>Ratify the appointment of Lee Mathison as a Regional Portfolio Director with effect from 5 January 2024 – Approved by the Board.</p> <p>Ratify the appointment of Steve Watmough for a second term with effect from 1 May 2024 – Approved by the Board.</p> <p>Ratify the appointment of Debbie Clarke as Chair for a second term of four years with effect from 20 March 2024 – Approved by the Board.</p> <p>Ratify the appointment of Kevin Currell as Senior Independent Director with effect from 22 January 2024 – Approved by the Board.</p> <p>Ratify the appointment of Nelson Derry as Independent Non-Executive Director ED&amp;I subject to references – Approved by the Board.</p>		
<p><b>PORTFOLIO REPORTS</b></p> <p><b>4.1 BTF Board</b></p> <p>A verbal update was provided to the Board, and it was confirmed that the BTF Board had met on 29 February 2024.</p> <p><b>4.2 Talent</b></p> <p>The report was noted.</p> <p><b>4.3 Marketing &amp; Comm’s</b></p> <p>The report was noted.</p> <p><b>4.4 Membership</b></p> <p>The report was noted.</p> <p><b>4.5 Welfare and Safeguarding</b></p> <p>The report was noted.</p> <p>A query was raised with regards to the table of figures provided on page 3 of the Safeguarding and Welfare Committee meeting minutes as the numbers didn’t add up. Clarification to be sought and fed back to the Board</p>	<p>DH</p>	

