

## Welsh Athletics Board Meeting Minutes

**21<sup>st</sup> February 2024**

Meeting held remotely via video link

**Present:** Lynne Brier, James Williams, Chris Moss, Steve Perks, Helen Adams, Lorna Kerr, Chris Gough, Dan Clements, Jonathan Ford, Eleanor Cartlidge

**Apologies:** Tom Overton – work and masters group responsibility

**Papers circulated in advance:**

- Draft Minutes Jan 24.docx
- FY25 BUDGET (proposal for BOARD).pdf
- CEO Update Feb 24.docx

### Actions from meeting

ID	Action	Owner
3	<b>Portfolio plans for 2023.</b> 28/01 Completed by HA, TO, LK and JF Next meeting to be done by LB, DC, JC 27/03 Completed by DC, Next meeting to be done by LB and JC 05/06 LB to review objectives and JW to present slide and objectives for next meeting. 25/09 <b>Closed.</b> LB presented Objectives. General Council to be reviewed post appointment.	Closed
7	<b>LK to propose arrangements for 2023 (Ref Confidential Paper)</b> 28/01 Verbal update provided, work remains ongoing 28/03 Ongoing 05/06 No update provided, action moved to NE 25/09 <b>Closed.</b> Proposals agreed by board and have been implemented.	Closed
8	<b>Actions 8 and 9 combined. Board briefing on the structure of R4W Ltd and future funding opportunities.</b> 27/03 JW to share 25/09 To prioritise post Cardiff Half Marathon, concerns about meetings scheduled which have not been formalised. Requests for funding have been made without a response being received. Formal Letter to be issued around our expectations for future governance and funding requests.	JW / SP / JF
11 (i)	<b>Solution needed for ED&amp;I data capture</b> 27/03 Covered at ED&I, further update to be held next meeting. 05/06 Ongoing 25/09 <b>Closed.</b> New member joined and is working on ED&I Survey, actions will continue to be tracked at subgroup.	Closed
11 (ii)	Solution needed for information sharing and collaboration at Board Level 27/03 Carried forward 05/06 <b>Closed</b> with operational Teams site	Closed
14	<b>Commonwealth Games Report – Action Plan to be produced</b> 05/06 Ongoing 25/09 Action Plan has been produced, will be shared with the Board. Action Closed.	Closed
15	<b>Safeguarding Training</b>	Closed

	05/06 Session for Safeguarding Training to be set up 25/09 <b>Closed</b> – Session held on 26 <sup>th</sup> June	
16	<b>Safeguarding Objectives</b> 05/06 – LB to review proposed Objectives for Safeguarding 25/09 <b>Closed</b> covered as Agenda item with portfolio objectives presented Safeguarding	Closed
17	<b>Increase Membership Numbers</b> 05/06 – TO to lead a review and present an action plan of how we can increase membership numbers 25/09 Initial discussions with Hannah P & sub group. Confident membership work is progressing as already linked into high level business outcomes. Mystery shopper approaches to clubs have started.	TO
18	<b>Dashboard KPIs - <a href="#">DASHBOARD KPI with commentary.xlsx</a></b> All to ensure KPIs for Nov are updated by 10 <sup>th</sup> November	All
19	<b>Member Price Increase</b> James to arrange a follow up call, specific actions:- equality impact assessment to be done for junior members Work to be done with members ahead of the AGM to gather support for proposal. Information to be produced showing where membership fees are spent 21/02/24 – understood and agreed at AGM	JW
20	<b>Four Year Financial Forecast</b> CG to present financial projections for next four years 21/02/24 – on hold for circumstantially	CG
21	<b>Staff Engagement Survey</b> To be reviewed by People and Culture Sub Group 21/02/24 – reviewed by PCSG	LK

## 1. Declaration of Interest

None declared

## 2. Discussion items

### a. Welsh Athletics 2024/25 Draft Budget – CG/JW

CG presents the draft budget for 24/25 to the Board including the contextual reasons for the proposed budget and spoke through risks and opportunities. There were questions regarding a sensitivity analysis and confidence levels. CG spoke about the credibility and sensibility of the budget. The Board were reassured that Welsh Athletics' provisions are still the priority. The Board unanimously accepted the draft budget.

### b. Facilities Update – CM

CM presented an update on facilities. An overview of Trackmark and a description of the current track & field provision were explained as context to the Board. CM also presented recent successes with access to Sport Wales Capital Grant Funding. CM answered questions from the Board including gaps in provisions, sustainability compliance.

### c. CEO and Chair updates – SP/JW

JW presented on success of UK Athletics Indoor Championships with Jeremiah Azu & Hannah Brier's selection to represent GB at World Athletics Indoor

Championships as well as partnership opportunities. SP presents further opinions on the age group proposals and the UKA financial situation.

### **3. Sub-group Matters**

**a. Finance – CG**

As above

**b. EDI – HA**

Meeting due 4<sup>th</sup> March- EDISG focus on Moving To Inclusion Framework.

**c. Performance – DC**

N/A

**d. Development & Participation – TO**

JW spoke through the last sub-group discussions including RW manifesto

**e. General Council – LB**

LB presented concerns from the GC including official progression, regional boundaries, the costs of hiring equipment and funding for regions.

JW will attend the next GC meeting to address these concerns.

Plans in place for WA staff to attend and present topically at GC meetings.

**f. People & Culture – LK**

As above.

### **4. AOB**

The minutes of the last meeting were approved by the Board.

Nick Everitt officially stepped down as a Board member of Welsh Athletics as of this meeting.

### **5. Date of next meeting**

*Note – minutes from previous meetings should be circulated and agreed electronically.*