Board of Directors' Meeting Five
Minutes
30th August 2022
Venue: Zoom
Time: 19.00-22.00

Ref	Action	Actions Arising	Due Date
1	**Opening Remarks** Present: BOARD: Alan Ryan (AR), Bernard Hanratty (BH), Conor MacGuinness (CMG), Darragh Rea (DR), Emma Killian (EK), Mark Farquhar (MF), Maxine Strain (MS), David McNally (DMN). STAFF: Darren Coombes (DC), Linda O'Connor (LC).		
2	**Apologies** BOARD: Anna Deegan (AD).		
3	**Declarations of Interest** There were no declarations of interest noted. New Declarations of Interest forms will be issued to the Board to complete in Q4.	Action: New Declarations of Interest forms to complete in Q4	Dec 2022
4	**Approval of Minutes** Minutes of Meeting Four (both internal and public) were approved unanimously.		

5	**Matters Arising** A small extension was requested by the Executive to work on terms of reference for the Disciplinary Panel appointees. They will be available for the last Board meeting in November. All other matters arising are either closed or on track. The Board agreed to facilitate.	Action: TOR to be drawn up for Disciplinary Panel appointees.	Nov 2022
6	**Standing Updates**		
6.1 **6.2**	**Executive Report** The contents of the Executive report were discussed. There were further discussions on several items as follows: • 2023 Race Bids: DC provided an update. • Office: DC updated the Board of ongoing discussions with Sport Ireland Campus. • Sponsorship: An update was provided. The directors discussed other items such as the Performance update, HER Outdoors Funding, draft legal National Champs, Ironman event and Dormant Accounts Funding application. **Finance Report** LC provided the Board with an update on the July management accounts. It was		

	noted that the internal target deficit had deteriorated slightly to €158k from €150k. However, Membership & ODM income was still tracking ahead of budget and management identified savings to keep the deficit on track. There were queries from some of the directors on variances which were answered by LC.		
6.3	**Safeguarding Report** The Directors were given an update on the safeguarding report.		
7	**Items for Discussion/Decision**		
7.1	**AGM - Governance & Approach** The Board had a discussion regarding the above and agreed to engage the Governance Sub Committee to review best practice in preparing Resolutions to AGM - from both an internal and external communication and process perspective. Request includes recommending best practice for Board procedures on any items that require a Board vote.	Action: Request Governance Sub Committee review best practice in preparing Resolutions to AGM and recommending best practice for Board procedures on any items that require a Board vote.	Dec 2022
7.2	**Board PMR** It was agreed that the next meeting should be in person to facilitate a proper discussion on the Board effectiveness review. An updated report would be circulated to the Board very shortly with additional responses.	Action: DC to issue doodle poll to schedule Board meeting.	Sept 2022

7.3	**Risk Register** An updated risk register was included in the Board Pack which is realigned to the current strategic plan. It will be presented to the Audit & Risk Committee in the next meeting for discussion.	Action: Directors to discuss risk register and revert to DC.	Sept 2022
7.4	**Office Move** It was noted that this was discussed already under 6.1 Executive Report.		
7.5	**Europe Triathlon Delegates Report, World Triathlon Congress Delegation** There was an update on the recent Annual General Assembly event which was held in Munich. The World Triathlon transgender policy was also discussed. It was noted that Board discussion would be required on the upcoming Europe Triathlon Presidency elections in 2024 and it would be added to the action items tracker for discussion in Q1 2023. The Board were briefed on the World Triathlon Congress which is being held in Abu Dhabi in November. It was noted that there will be some proposals that will need to be discussed with the Board in advance.	Action: Board discussion required on upcoming Europe Triathlon Presidency (2024)	Q1 2023
7.6	**Next Meeting** This was already discussed under 7.2.		

8	**AOCB** There was no AOCB to discuss. It was noted that there would be a Hall of Fame award this year. A nomination had been received and a panel formed to evaluate. The meeting concluded at 21:10.		

Total Time 2hr 10 mins

Board	**Board cont'd**	**Staff**
AR = Alan Ryan BH = Bernard Hanratty CMG = Conor MacGuinness EK = Emma Killian	MS = Maxine Strain DR = Darragh Rea MF = Mark Farquhar AD = Anna Deegan DMN = David McNally	DC = Darren Coombes LC = Linda O'Connor