Board of Directors' Meeting 4 2021
Minutes
22nd July 2021
Venue: Zoom
Time: 19.00-21.00

Ref	Action	Person Responsible	Due Date
1	**Opening Remarks** Present: BOARD: Alan Ryan (AR), Bernard Hanratty (BH), Conor MacGuinness (CMG), Emma Killian (EK), Maxine Strain (MS) STAFF: Darren Coombes (DC), Orla Nugent (ON) Linda O'Connor (LC)		
2	**Apologies** Anna Deegan (AD), Mark Farquhar (MF), Darragh Rea (DR)		
3	**Declarations of Interest** No conflicts were declared.		

4	**Approval of Minutes** ● Board approved the minutes of Meeting 3 2021. ● Public Minutes discussed and unanimously approved. Action - Publish public Board minutes on the TI website and ensure actions are aligned to updates. ● Board unanimously approved AGM minutes Action - Ensure all attendance on AGM voting platform and meeting is differentiated in AGM minutes	ON ON	September August
	Matters Arising Action - Add resolutions to matters arising	DC	September
5	**Standing Updates**		
5.1	**Executive Report** The report was taken as read and sent in advance. DC had a brief update as follows; ● Operations Manager maternity cover will be retained in-house. Board discussed the following within the Executive Report:		

	2021 Budget & Possible Resilience Grant (Club & NGB) - Europe Triathlon partnership with kit provider - Emerging Talent Programme - DC explained that we are partnering with clubs to develop regional hubs for all abilities as well as offering coaching opportunities. - Creating partnerships with LSPs - DC highlighted that the Strategic Plan launched, and received good feedback from former staff, former board, and Sport Ireland. One of the directors requested a thumbnail update for the strategic plan on social media. Action: DC to follow up with Chris Kitchen, Europe Triathlon Vice President on kit. Jane O'Brien, Chair of Technical Committee joined the call. Jane provided an update on the work of the Technical Committee with a focus on the current work of the Technical COVID-19 subgroup in ensuring events can go ahead and in compliance with COVID-19 guidelines as set out by Sport NI, Sport Ireland, Government, and World Triathlon. The Board formally thanked Jane and the committee for their work and time commitments to ensuring events can be delivered safely.	DC	August
5.2	**Tokyo Olympics** DC briefed the Board and highlighted the following:		

	● Athletes in athlete village are wary of catching covid or being a close contact ● Tokyo review has commenced - all stakeholders will be consulted and the report will drive how the high performance programme with be delivered over the next three years ● No athletes on the start list for Paralympic games. DC briefed the Board on the Paralympic programme.		
5.3	**Safeguarding Report** All board members need to be garda vetted. DC thanked the Board for their cooperation with Code of Ethics training. Action: DC to touch base with Niamh O'Gorman, TI Head of Development and Education in relation garda vetting all Board members.	DC	August
5.4	**Finance report** LC provided an update and highlighted the following: ● Maternity leave ● Membership & ODL income 22k behind budget ● Sponsorship & tracking event income ● Audit committee update ● Cash flow Action: Audit committee update required.	CMG	September

5.5	**President report** The following was discussed: ● Update on the President handover ● Link with Bill James, President, British Federation ● Level 9 Governance course ● International postholders committee Action: DC to organise International Post Holder committee meeting post Olympics (late Aug/early Sept).	DC	September
5.6	**Board Meeting Format** The Board discussed the format of meetings. Action: Highlight areas for Board discussion in Executive Report. Action: Implement a balanced scorecard approach in measuring against Strategic Objectives.	DC DC	September September
5.7	**Budget 2022** DC explained both he and LC are looking at the budget 2022 and will convene an Audit Committee meeting in August to discuss the budget framework and Reserves Policy.		
5.8	**International/Domestic Committees** One of the directors provided an update on the Independent director vacancy: ● New governance committee looking after the appointment process ● Profile of candidates and skills analysis identified - youth engagement & participation ● 11 applications, 3 candidates shortlisted		

	High-Performance Subcommittee Appointed HP committee candidates unanimously approved by the Board between meetings, there is still a vacancy for a female candidate. **Europe Triathlon (ET)** Triathlon Ireland members that were put forward for ET commission all accepted. Appointments demonstrate the standing of TI at an international level. **Postholders Committee** Action: Organise reformation of the Covid-19 Sub Committee Group to review Budget 2022 (Table Officers, DC and support from LC)	DC	August
6	**AOCB** **None**		

Total Time 2 hours 40 mins

<u>Board</u>	**<u>Board cont'd</u>**	**<u>Staff</u>**
AR = Alan Ryan	MS = Maxine Strain	ON = Orla Nugent
BH = Bernard Hanratty	DR = Darragh Rea	DC = Darren Coombes
CMG = Conor MacGuinness	MF = Mark Farquhar	LC = Linda O'Connor
EK = Emma Killian	AD = Anna Deegan	