

Welsh Athletics Board Meeting Minutes

25th September 2023

Meeting held online via Teams

Present: Steve Perks [SP], Lynne Brier [LB], Jonathan Roberts [JR], James Williams [JW], Tom Overton [TO], Jonathan Ford [JF], Lorna Kerr [LK], Nick Everitt [NE], Dan Clements [DC], Daniel Beynon (observer),

Papers circulated in advance:

1. Board Joint with GC minutes July23 DRAFT.docx
 2. Full Accounts (for the Year Ended 31st March 2023).pdf
 3. WA Notice of Motion – Membership Registration and Club Affiliation Fee Increases Sept 2023 .docx
 4. Welsh Athletics Board Discussion Paper – eligibility 2023.docx
 5. Article proposal – summary.docx
 6. Articles of Association (PROPOSED 2023).docx
 7. Report to Board September 2023.docx
 8. UKA Board Safeguarding Report Period 2023.docx
 9. Annual Review Report Form 2023.docx
 10. Staff Engagement Survey Results.pdf
 11. CEO Update Sep 23.docx
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1. Apologies:

Chris Gough

2. Declaration of Interest:

N/A

3. Actions from meeting:

ID	Action	Owner
3	<p>Portfolio plans for 2023.</p> <p><i>28/01 Completed by HA, TO, LK and JF</i></p> <p><i>Next meeting to be done by LB, DC, JC</i></p> <p><i>27/03 Completed by DC, Next meeting to be done by LB and JC</i></p> <p><i>05/06 LB to review objectives and JW to present slide and objectives for next meeting.</i></p> <p><i>25/09 Closed.</i> LB presented Objectives. General Council to be reviewed post appointment.</p>	Closed
7	<p>LK to propose arrangements for 2023 (Ref Confidential Paper)</p> <p><i>28/01 Verbal update provided, work remains ongoing</i></p> <p><i>28/03 Ongoing</i></p> <p><i>05/06 No update provided, action moved to NE</i></p> <p><i>25/09 Closed.</i> Proposals agreed by board and have been implemented.</p>	Closed
8	<p>Actions 8 and 9 combined. Board briefing on the structure of R4W Ltd and future funding opportunities.</p> <p><i>27/03 JW to share</i></p> <p><i>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.</i></p>	JW / SP / JF
11 (i)	<p>Solution needed for ED&I data capture</p> <p><i>27/03 Covered at ED&I, further update to be held next meeting.</i></p> <p><i>05/06 Ongoing</i></p> <p><i>25/09 Closed.</i> New member joined and is working on ED&I Survey, actions will continue to be tracked at subgroup.</p>	Closed
11 (ii)	Solution needed for information sharing and collaboration at Board Level	Closed

	<p>27/03 <i>Carried forward</i></p> <p>05/06 Closed with operational Teams site</p>	
14	<p>Commonwealth Games Report – Action Plan to be produced</p> <p>05/06 <i>Ongoing</i></p> <p>25/09 Action Plan has been produced, will be shared with the Board. Action Closed.</p>	Closed
15	<p>Safeguarding Training</p> <p>05/06 <i>Session for Safeguarding Training to be set up</i></p> <p>25/09 Closed – Session held on 26th June</p>	Closed
16	<p>Safeguarding Objectives</p> <p>05/06 – <i>LB to review proposed Objectives for Safeguarding</i></p> <p>25/09 Closed covered as Agenda item with portfolio objectives presented Safeguarding</p>	Closed
17	<p>Increase Membership Numbers</p> <p>05/06 – <i>TO to lead a review and present an action pan of how we can increase membership numbers</i></p> <p>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.</p>	TO
18	<p>Dashboard KPIs - DASHBOARD KPI with commentary.xlsx</p> <p>All to ensure KPIs for Nov are updated by 10th November</p>	All
19	<p>Member Price Increase</p> <p>James to arrange a follow up call, specific actions:-</p> <p>equality impact assessment to be done for junior members</p> <p>Work to be done with members ahead of the AGM to gather support for proposal.</p> <p>Information to be produced showing where membership fees are pent</p>	JW

20	Four Year Financial Forecast CG to present financial projections for next four years	CG
21	Staff Engagement Survey To be reviewed by People and Culture Sub Group	LK

4. Updates / Reports / Information for circulation:

4.1 Portfolio Plan 2023- Safeguarding

LB spoke through Safeguarding objectives in line with annual review including work carried out alongside the Safeguarding Officer.

4.2 AGM Notices of Motion

JW presents notices of motion to be presented at the upcoming AGM including:

4.2.1 Eligibility Paper

JW presented the recommendation to alter eligibility to include grandparents. There were no objections.

4.2.2 Athlete Fees

JW presented the proposal to increase athlete fees. The Board agreed on actions to develop the proposal following some Board concerns and agreed to take it forward with the proposed actions.

4.2.3 Club Fees

JW presented the proposal to increase athlete fees with a safeguarding levy. There were no objections.

4.2.4 Article Changes

There were no objections.

4.2.5 Merge of Awards Panels

SP spoke through this notice of motion, the Board cannot agree/object due to a lack of a formal proposal.

4.3 Finance Update

JW presented the update to the accounts and audit report to be presented at the AGM.

4.3 Age Group Proposals

JW presented some opinions that have been brought forward from age group proposal webinars so far.

4.4 CEO and Chair Updates

4.4.1 Chair update- UKA

SP provided an update on UKA, commenting on the success of the PR side of athletics following recent competitions. JW gave updates to UKA safeguarding, teams and events.

4.4.2 CEO update- Commercial

JW updated on plans to expand commercial partnerships within Welsh Athletics as well as for events such as the Cross Challenge.

4.4.3 Safeguarding

JW presented the WA safeguarding update as well as the UKA safeguarding report. The need for a formal Board training plan was suggested.

4.5 Board Appraisal

NE presented brief results of high and low-scoring sections of the Board Appraisal. There were no questions or comments from the Board.

5. AOB

HA - EDI subgroup with new member Libby Steele with a focus on data capture with more of an insight into the diversity within social running

HA - National Inclusion Week Comms

6. Date of Next Meeting

27th November 2023 – in person

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