

Minutes of the meeting held 6th of October 2021 at 3.00pm (Local UK)

Members Present	Jamie Gordon (JG), Boubacar Gaye (BG) Victoria Brumfield (VB)	
World Triathlon Liaison	Antonio Arimany (AA) Adrienne Proseilo (AP) Narayanaswamy Ramachandran (NR)	
Board Liaison	Ian Howard	
	Minutes	Action Points
1) Declaration of Interests		
2) Absent & Apologies Accepted	Beth Friberg (BF)	
3) Minutes of the Previous Meeting	The minutes of the previous meeting held on the 20 th of September 2021 having been circulated prior to the meeting we proposed by JG as a true record of the meeting and were passed by those present at the meeting.	
4) Matters Arising	None	
5) Financial Update	<p>AA confirmed that as expected that WT has now received IOC funding of \$6.8m with a further \$6.8m due December. A balancing payment will be due in March 2022; the amount is unknown at this time however it is expected to be c\$400k.</p> <p>The Covid loan will be repaid shortly now that the IOC money has been received.</p> <p>Preparation for the final quarter accounts is underway and we will be advised when these are to hand.</p>	
6) Preparation for Congress 24th of October 2021	A discussion ensued with regards to the timetable for congress and the reports required by the AR&I committee. JG confirmed that he would prepare the statements and presentation for congress and would circulate these for all to see before finalising these.	JG

7) Discuss the following draft policy documents.	<p>a) Procurement Policy (VB) – VB to distribute further draft in advance of the next meeting.</p> <p>b) Risk Register and Risk Policy Statement (JG) – discussion around this was had with broad support for the format and need for the introduction of these important documents. It was agreed this would be held over to the face-to-face meeting planned for December in Madrid when time can be allocated for further discussion.</p>	<p>VB</p> <p>ALL</p>
8) Any Other Business	It was agreed that the meeting in December will be face-to-face in the Madrid office December 3rd, 2021 VB to join via video link. AA to book hotel accommodation.	AA / ALL
	The meeting closed at 16.00 pm	
9) Date of Next Meeting	27th of October 2021 at 3pm UK	JG to issue Zoom Invite