

## Minutes of the meeting held on the 3<sup>rd</sup> of December 2021 at 1.00pm (Local UK)

<b>Members Present</b>	Jamie Gordon (JG), Beth Friberg (BF) Boubacar Gaye (BG)	
<b>World Triathlon Liaison</b>	Antonio Arimany (AA) Adrienne Proseilo (AP)	
<b>Board Liaison</b>	Ian Howard	
	<b>Minutes</b>	<b>Action Points</b>
1) Declaration of Interests	None	
2) Absent & Apologies Accepted	Narayanaswamy Ramachandran (NR) Victoria Brumfield (VB)	
3) Minutes of the Previous Meeting	The minutes of the previous meeting held on the 27 <sup>th</sup> of October 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 he had spoken with our bankers regarding the Covid loan, who confirmed that the loan was interest free until May 2022, this will be repaid shortly now that the IOC money has been received.</p> <p>AP distributed the latest set of management accounts to members of the committee and a discussion was held on the figures supplied.</p>	
6) Discuss the following draft policy documents: a) Procurement Policy (VB) b) Risk Register (JG)	<p><b>a) Procurement Policy</b>          Procurement Policy (VB) – VB to distributed a further draft in advance of the meeting and a discussion ensued with regards to the finer points contained. AA and AP are to now proof the document for consistency of titles etc. and that the next draft would be discussed and agreed at the next meeting</p> <p>The final text will now be proofed for consistency of titles etc. and will be presented to the Executive Board at the next meeting for their consideration and approval.</p>	AA

	<p><b>b) Risk Register</b></p> <p>JG had prior to the meeting distributed the Risk Register and associated supporting documentation. A detailed discussion ensued with regards to the finer points contained.</p> <p>The final draft was approved by all members.</p> <p>The final text will now be presented to the Executive Board at the next meeting for their consideration and approval.</p>	AA
7) General Discussion and next steps for:	<p><b>2022 Schedule for AR&amp;I</b></p> <p>JG led a general discussion regarding the workflow for 2022 and it was agreed that the focus for 2022 would be:</p> <p><b>i. World Triathlon Tribunal</b></p> <p>AA explained that in order to maintain the necessary degree of separation between WT and the World Triathlon Tribunal, AA proposed that the AR&amp;I would be the committee responsible for oversight of the budget of the tribunal.</p> <p>A discussion was held with regards to the ToR of the tribunal and it was agreed by the committee that the AR&amp;I in principal take on this role. JG to contact the chair of the tribunal to establish a ToR and contacts within the AR&amp;I for a successful and practical working procedures.</p> <p><b>ii. Continental Confederation Grant Structure and Impact Review</b></p> <p>It is the aim of the AR&amp;I complete a review of the grant structure and to report on the impact of the monies granted to the Continental Confederations.</p> <p>This review is to be completed by July 2022 and a report is to be prepared and presented to the EB.</p> <p>The AR&amp;I will prepare a ToR for the report and the areas of focus required.</p>	<p>JG / IH</p> <p>ALL</p>

	<p><b>AA</b> to supply copies of all relevant documentation relating to the bids for funding and any associated documentation for initial review. This is to cover the period 2017 – 2022.</p> <p><b>iii. Policy tree</b> It was agreed that a ‘policy tree’ be established listing all policies of WT and that these would be reviewed over the course of the ensuing year, to ensure consistency and compliance with the Constitution of WT.</p> <p>The AR&amp;I will work along side the Constitutional Committee as well as the other committees / commissions in this work.</p> <p><b>iv. To Establish a standalone code of conduct, conflict of interest, gift policies</b> The AR&amp;I will work along side the Constitutional Committee to establish a new range of policies which will encompass a Code of Conduct, Conflict of Interest and Gift and Inducement Policies to apply across all volunteers and staff.</p> <p><b>v. Investment Working Group</b> A new Investment Working Group is to be established by AA and will involve 2 members of the AR&amp;I committee to be members. The aim of the working group is to ensure the selection of an investment management group to manage the reserves of WT for the next period in line with the Financial Policy of WT.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>JG / BF /AA</b></p>
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8) Any Other Business	<p>Due to the ongoing Covid pandemic and a new set of travel restrictions unfortunately led to the cancellation of the face-to-face meeting of the committee, which was to be held at Madrid office on the 3<sup>rd</sup> of December 2021. It was agreed that a new date would be set for the <u>first quarter of 2022</u>.</p> <p><b>AA</b> gave a brief update on the recent Strategy Planning meetings, and a synopsis will be present to the Executive Board at their next meeting. Following this meeting, AA will distribute this to our committee for reference.</p> <p><b>AA</b> gave a detailed presentation regarding the background and final resolution of the WT financial liability regarding the previous Stockholm WTS race series. <b>BF</b> and the committee thanked <b>AA</b> for the level of detail presented and the hard work which has led to a resolution.</p>	<b>AA / ALL</b>
	The meeting closed at 16.10 pm	
9) Date of Next Meeting	Wednesday the 2 <sup>nd</sup> of February 2022 at 3pm UK time.	<b>JG</b> to issue Zoom Invite