**Minutes**

Meeting Management Committee (MC) (by Skype)

Date 23 March 2015 at 21:00 GMT

Attending Sarah Springman (SMS), Jem Lawson (JL), Luc Landriault (LL), David Ferrier (DF), Alan Beckford (AB), David Sales (DS) (First Ascent).

Apologies Sam Wickramasinghe (SW); Jane Moncrieff (JM)

Not attending Alain St Louis (ASL), Gergely Markus (GM)

Mentioned Brian Mahoney (BM), Loreen Barnett (LB), Terry Sheldrake (TS), Thanos Nikopoulos (TN), David Markham (DM), Howard Vine (HV), Ben Bright (BB), Gareth Davies (GD),

Marisol Casado (MC)

1. **Opening remarks**

SMS introduced the meeting, thanking all for being available. There were no declarations of interest.

SMS welcomed DS and thanked him for his help and support.

1. **Previous minutes**

The minutes of the Skype call from February 2015 were accepted and approved *nem con*.

JL thanked for the provision of minutes in a timely fashion.

1. **Needs Analysis**

LL summarised the activity of the Needs Analysis group following the last MC call. The group had met on Skype on 23 February and drawn up a plan to elicit information:

* JM to survey what other sports have done in similar situations.
* LL to contact GM and the ITU to see what already exists;
* The team to investigate the production of a SurveyMonkey questionnaire based on one used recently by CAMTRI.

Unfortunately, a follow-up Skype could not be arranged in the time available before the MC though JM had surmised that not much satisfactory input could be gleaned from looking at other sports. GM has much responsibility and is particularly busy and **it was suggested that LL should contact BM who would be aware of any information held by the ITU. It was further suggested that approaches from LL might be made to LB, whose deep knowledge could benefit our soundings. LL was keen to look at the work effected by CAMTRI concerning Needs Analysis and National Federation (NF) priorities in that region.**

The group felt that SW and ASL (in the event that the latter could be contacted) would be able to make useful contributions. JL suggested that direct approaches be made to a sample of NFs in the other regions. DF thought that there was information held by Oceania that could be fed in to the discussion.

**If a number of NFs could be identified from the ITU regions then the list could be split amongst members of the MC according to their own regional affiliations. E.g. JL might ask the European Commonwealth NFs to help (IoM, Guernsey, Jersey, Gibraltar, Malta, Cyprus and the GB Home Nations); SW might identify contacts in Asia, LL and AB in CAMTRI and DF in Oceania. TS could be asked to contribute.**

SMS drew attention to the **first priority of formulating the questions to be put to NFs concerning needs. LL undertook to arrange a call before Easter**. Some categories to be highlighted are:

* NF governance, organisation and administration,
* Number and level of staff,
* Funding of teams,
* Level of local competition and standard of races,
* Number and level of athletes (potential [for Commonwealth] and actual Junior, U23, Elite),
* Number and standard of coaches,
* Number and level of TOs.

The object is for ACT to be able to determine which categories the NFs fall into and whether they are candidates for receiving or offering help (to NF, coaches, athletes and their ‘entourages’).

**Time line: Draft questions before Easter; contacts made by end April, responses logged by end May, draft Needs Analysis by early June, MC Skype 15 June.**

1. **CWG Race Format options**

GM has been unable to feed in any views from the technical committee. SMS already mentioned some of the information needs to TN. Perhaps DM and HV (Sec Gen of ITU Technical Committee) should be contacted and invited to join the next meeting?  **JL to make contact with DM/HV with a view to getting the Technical Committee ‘onside’.**

SMS has spoken to BB (Member of the ITU Coaches’ Committee); he was enthusiastic and generally positive about proposal to shorten race distances. He understood the rationale and made the percipient suggestion to have Super Sprint Heats with a Sprint Final. BB will communicate with other coaches in Auckland and Gold Coast and will interact with the ITU Athletes’ Committee, though this largely comprises athletes from the better developed NFs. Putative plans for CWG Triathlon race programme were posited; DF counselled caution.

1. **Operational imperatives**

The final version of the Strategic Intent would be published to the membership following the MC in June. At the same time, all potential ACT members would be invited to confirm their membership. It will be useful to be able to key into the ITU communications network**. JL will investigate with GD the potential for ACT to have a presence within Triathlon.org**

Parenthetically, SMS mentioned the possibility of a Twitter account; JL enthusiastically (!) agreed to make enquiries.

In terms of ACT finances … simply, there are none, though LL indicated his preparedness to produce a putative budget based on the objects of the Strategic Intent on the finalisation of that document.

1. **CGF/ITU.**

SMS was pleased to report the view of the CGF was that Triathlon made a distinct contribution to the games, not least by showcasing the host city. There was optimism that Triathlon would be adopted as a core sport given that it has been proposed as such following the investigations by the sport group. Inevitably there will be ‘politics’ at play between now and the voting at the Assembly in Auckland (September 2015) .

1. **Other Business**

* SMS reported that she had met dignitaries, including Thomas Bach, from the IOC at the invitation of MC.
* LL reported on a Canadian development aimed at setting up a foundation under the auspices of ITU.
* JL mentioned that he was making enquiries for the design of an ACT logo.

SMS thanked all for their contributions, particularly DS, and confirmed that the **next meeting via Skype would be Monday 15 June at a time to be confirmed.**

Call terminated at 21:56 GMT