**Minutes**

Meeting Management Committee (MC) (by Skype)

Date 15 June 2015 at 21:00 GMT

Attending Sarah Springman (SMS), Jem Lawson (JL), Luc Landriault (LL), David Ferrier (DF), Alan Beckford (AB), Gergely Markus (GM) .

Apologies Sam Wickramasinghe (SW); David Sales (DS) (First Ascent)

Not attending Alain St Louis (ASL), Jane Moncrieff (JM)

Mentioned Chris Walker (CW), Winston Crooke (WC), Terry Sheldrake (TS), [Antonio Arimany (AA), Florian Riepe (FR), Loreen Barnett (LB), Lance Kipper (LK), Barry Siff (BS) and Ian Howard (IPH)].

1. **Opening remarks**

The technology was not conducive to easy communication on this occasion; however SMS introduced the meeting, thanking those attending for being available. There were no declarations of interest.

1. **Previous minutes**

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

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

1. **Needs analysis (For inclusion into Operational Imperatives)**

LL described the background to the survey which had been based on a previous survey used in the CAMTRI region some two or three years ago. The sub group had edited this and it had been formatted for Survey Monkey by JM, to whom many thanks. There was a suggestion that there were too many questions (37), some of which would be seen by federations as being irrelevant.

Attempts to elicit feedback following the March meeting had only had very partial success. Many thanks to CW (GIB) for his comprehensive written response which was considered within the MC discussion. In particular, his response as a competitor in Glasgow and as a prospective GIB CGF vice president was valuable. JL also reported a conversation he had had with WC (SKN) drawing attention to the individual nature of difficulties faced by small NFs and the need for better communication about resources available to them.

In the light of this feedback questions were posed about what federations could expect from their Continental Confederations. It was reported that much work with federations and around athlete development was taking place in Oceania with the driver being TS. Opportunities existed in the Americas and Europe, but less was known about Africa and Asia.

* **It was recommended that a ‘political’ push be made by ACT towards the Confederation Presidents.**

Olympic Solidarity (OS) was mentioned in respect of development resources but small federations and territories without contact with the relevant NOC would be in difficulty in approaching OS.

Further discussion ensued and the conclusion was that it would be worthwhile to send the survey to CW federations and territories.

* **JL to contact JM re practicalities and procedures for circulating a Survey Monkey ‘investigation’.**
* **LL and GM to communicate to obtain relevant email addresses through ITU website database and enlist help of continental development co-ordinators.**
* **JL offered to receive and collate responses.**

GM remarked that, by adopting this action, many of the federations would need to be reminded a number of times to complete the survey!

1. **Operational imperatives**

It is important to consider the contact ACT should have with its constituency. JL suggested that by the beginning of July all the Commonwealth Federations and Territories should be officially contacted.

* **Each would be invited to confirm membership of ACT;**
* **A copy of the amended[[1]](#footnote-1) Strategic Intent would be sent along with a resumé of the work of the MC;**
* **There would be notice of the intent to hold an ACT General Meeting in Chicago;**
* **[In order to facilitate this JL will liaise with LL and GM with respect to relevant email addresses (see item 3)].[[2]](#footnote-2)**

1. **CWG Race Format options**

GM reported that the ITU Technical Committee had found all the formats suggested by ACT to be workable i.e. Sprint Distance as well as semi-finals/final. With respect to the Gold Coast critical considerations would be the duration of any road closure in relation to the proximity of the Aquatics Centre. The technical side of the event and the rules will work. If the Sprint distance is chosen, then the waiving of the bike lapping rule can be examined.

SMS reported that discussions within the ITU Coaches’ Commission had revealed a relaxed approach to the format proposals. “If it’s good for the sport then it will be managed”.

The athlete representatives expressed the view that there should be a rest day between significant demands and efforts from the athletes.

DF reported on the concerns from New Zealand with respect to the quality of the product for TV; there needs to be top end competition.

1. **ACT General Meeting**

The arrangement for the ACT General Meeting to be held during the ITU Congress/WTS Grand Final in Chicago were discussed.

GM confirmed the Congress on Wed 16 September; full Congress would be preceded by the five Continental meetings. The Intention would be to have an ACT presence at each of these, preferably a member of the ACT MC.

The ACT General Meeting has been timetabled for 14:00 on Thursday 17 Sept.

[This programming has been the result of a correspondence including (at various points) LB, SMS, JL, BS, AA, FR, LB, LK and IPH.][[3]](#footnote-3)

* **JL to include GM in meeting arrangements for Chicago.**

1. **CGF/ITU.**

It was noted that there were changes of personnel within some of the confederations’ executive committees. The ITU is working with Gold Coast and Capetown with respect to the WTS for next season. The ITU rules review is ongoing and should be concluded by the end of November 2015.

There was confirmation that the CGF will meet in Auckland at the beginning of September. A key person will be TS. DF confirmed that he, also, would be in attendance.

1. **Other Business**

SMS proposed that TS be brought up-to-date with the proceedings of ACT ahead of the CGF meeting.

* **JL to sound out when SMS, TS, DF and JL could meet through Skype.**

SMS thanked all for their contributions

Call terminated at 22.14 WEST

1. The amendment would be the inclusion of a section on ‘Needs Analysis’ [↑](#footnote-ref-1)
2. Added by JL, not part of Skype discussion [↑](#footnote-ref-2)
3. Added by JL, not part of Skype discussion [↑](#footnote-ref-3)