**ACT Management Committee minutes**

**12th February 2018**

Call by Skype

#### Present: Sarah Springman (SMS), Les Pereira (LP), David Ferrier (DF), Gergely Markus (GM), Jane Moncrieff (JM), Mark DeCaul (MD), Mhairi Billington (MB, minutes)

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| Agenda  | Notes | Action | Who assigned to |
| 1 | Minutes from the last meeting were reviewed and action points checked. GM confirmed England were now on the long list of athletes registered for the Gold Coast Games. This is still a long list and there is no confirmed start list yet.Members who wanted accreditation have received confirmation that this will be possible, while others are not attending. |  |  |
| 2 | GM could not confirm when the entry list would be finalised for all events. There are likely to be 8-10 teams in the mixed relay, some of whom will be new nations. GM is happy to check previous entry lists and let the group know how country mix has altered. | Produce historical list of countries competing(by 12th March meeting) | GM |
| 3 | GM confirmed that equipment branding would be less strict than at previous Games. |  |  |
| 4 | Congress and elections: the ACT needs to have a draft agenda for the Congress and circulate email with call to action | Send out warning of Congress by end of February | SMS/MB |
| 5 | Presidential job description. JM has produced a draft for the role of President and Secretary General. Comments on this were requested and the following were suggested:Add in the history of CWG triathlonAdd in the aims that triathlon is to remain a core sport of the CWGsAdd in reference to paratriathlonEnsure standardised use of Secretary General/General SecretaryHave 8 years of experience at Board level in job roleMaximum term of office – to be discussed at the AGM and then changed in the constitutionThe group would like to thank JM for her work in compiling this document.  |  |  |
| 6 | Candidates for President: SMS outlined the background of the two candidates who have currently expressed an interest; Mr Rami Ramachandran (India) and Ian Howard (England). The group discussed the process of election. Candidates to be encouraged to declare before the meeting in April and to circulate a short statement and CV. They could also take part in the next meeting. SMS to speak to both candidates and see if they would be able to provide this information and/or be on next call. | Speak to potential candidates | SMS |
| 7 | Circulate to MC the list of countries and people attending the AGM | Circulate list | MB |
| 8 | Birmingham Commonwealth Games 2022 – no new updates since the last meeting. |  |  |
| 9 | Next meeting will be 12th March 9pm CET | Meeting request | MB |