

MEETING MINUTES

Meeting of the Interim Committee of the International Adventure Racing Association.

Wednesday, 11 December 2024 @ 19h00 GMT held on Zoom

Attendance

1. Cormac MacDonnell, Chair (Ireland)
2. Marijn Edelenbosch, Organisation (Netherlands)
3. Ross Philips, Organisation (UK)
4. Lisa de Speville, Admin (South Africa)
5. Alen Pujol, Comms (Uruguay)
6. Warley Costa, Membership (Brazil)

Apologies

- **Welcome / Conflict of Interest Declarations**

The focus of this meeting is to finalise the documents that need to go out to countries regarding our AGM in January 2025.

Minutes last meeting / review and adopt

These minutes will be uploaded to the IARA website.

Working group Updates

1. Organisation Development & Admin

- Documents to be sent out to countries
 - i. An agenda has been prepared.
 - ii. The Constitution is almost ready. Final edits to be done.
 - iii. We have a document that describes Committee Roles.
 - iv. We have a form to collect nominations for committee positions.
 - v. We have a form for countries to list their priorities for projects that IARA should focus on in 2025.
- The timeline document for the AGM has been updated.
- Who does what part of the AGM is still to be decided and assigned.
- Working groups will need to submit their reports to Cormac for inclusion in the annual report.
- Focus of nomination is for committee positions. Volunteers for specific projects and tasks will be requested from countries only when the project has been planned and scheduled.
- Voting rules and procedures (including proxy votes) will be sent out in January 2025 with the list of nominations received.
- At this time we will also ask members which representative will be submitting their votes.

2. Comms & Media WG

- AGM invitation with document attachments and links to be sent out to countries this week.
 - i. Include links to nomination and priorities form
 - ii. Attach Agenda, Constitution, Roles documents
 - iii. Include dates (timeline) in email for things like when nominations must be submitted.
 - iv. Include that AGM is open to all countries to attend; voting only by Full Members.

3. Membership WG

- Marijn and Lisa met with Leo Clements and Raoul Bourkel from Luxembourg on 10 Dec 2024, following their membership application, to learn about the adventure racing community in their country.
- Their application and content will go to the membership working group for the validation process.

Meeting Summary/ Actions

Action	Who	When
Upload minutes from October to website	Lisa	After meeting
Committee meeting reminders	Cormac	Before next meeting
Send AGM invitation and documents to countries	Lisa	By the weekend
Who does what in the AGM to be decided	Cormac & Ross	By early January 2025
Whatsapp group for IARA members	Lisa	
Move website to another hosting provider	Lisa & John	By late-December
Prepare for AGM	Cormac & Ross	
Revamp of one-minute friendly IARA video	Samuel	

- **NEXT MEETINGS:** Usually, **3rd Wednesday of the month**
Organisation Working Group to meet before Xmas
AGM: Wednesday, 22 January 2025 @ 19h30