



Little Athletics NSW
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MINUTES - BOARD OF MANAGEMENT MEETING
Wednesday, 10 April 2019
Held at the Little Athletics NSW office, Harris Park

Meeting opened at 6.05pm.

1. ATTENDANCE / APOLOGIES

Attendance: Craig Scott (Chair); Kerry O’Keefe (CEO); Heather Mitchell; Russell Briggs; Simon Nicola
Mavis Godber; Glen Taylor; Tim Jessup; Peter Barnes and Simon Nicola

Apologies: Nil

2. REPORT OF THE PREVIOUS MEETING

Moved Glen Taylor, seconded Heather Mitchell, “that the minutes of the Board Meeting held on Wednesday, 13 March 2019 was a true and accurate record”.

CARRIED

3. BUSINESS ARISING

Items of business arising will be raised with the appropriate agenda items throughout the meeting.

4. CONFLICT OF INTEREST

No conflicts of interest were declared relative to business on the agenda.
Peter Barnes advised a change in circumstances and that the relevant “Declaration of Interest” documentation had been updated accordingly.

5. STRATEGIC PLAN

Operational Plan

Updates have been completed by staff and the CEO will give the Board an update on each of the strategic areas, via email, for comment.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

Financial Reports

Our Financial Year concluded on March 31st. Due to the short period between this date and the Board meeting normal financial reports were not available. The Chair of the Finance and Audit Committee (FAC) provided relevant feedback on the financial data currently available.

Profit and Loss

The LANSW balance sheet is currently tracking better than budget for the financial year.

Budget Preparation

Preparation of the budget for the 2020 financial year is continuing. The relevant details should be with the FAC shortly.

Auditors

Our Auditors, KPMG, have confirmed their start date as 13 May 2019. The audit should be completed within two (2) Weeks and is tracking to be well head of last year's audit completion date.

Compliance

The Australian Taxation Office (ATO) has confirmed that our Australian Business Number (ABN) does not need to be changed as a consequence of our transition to a company limited by guarantee. However, all correspondence/documentation will now require both the ABN and ACN to be quoted. Bank account details can now be updated accordingly. This will be the final step in our evolution from incorporation to a company limited by guarantee.

Centre Grants

Centre grants are currently allocated at the end of the season and budgeted for in the following season's budget. It is proposed that such grants should be allocated and expended in the same season and therefore budget. To do so would require two (2) seasons Centre grants to be allocated in one (1) season. A one off adjustment, totalling approximately \$60,000, will be required to achieve this position. Centre grants are to be discussed at this year's Conference and details relative to this decision will be communicated.

ii. **Governance**

Constitution Review

The Corporate Governance and Risk and Constitution Sub-Committees provided further recommendations regarding review of the current Constitution which were discussed at length.

Regulation Reviews

Regulations 5, 7, 11 and 12 were discussed in detail.

Regulations 5, 7, 11 and 12 are to be amended for review and subsequent approval at the May Board meeting.

Corporate Governance And Risk Committee

The next Corporate Governance And Risk Committee meeting will be held at the end of April.

iii. **Risk Management**

LANSW Organisational Health Survey

There have been no further updates of LANSW Organisational Health Survey. However, anticipated changes to Regulations 5, 7, 11 and 12 will result in further improvements being recorded.

iv. **Little Athletics Australia (LAA)**

LAA Conference

Senior Management, Board Of Directors, Joint and General meetings are scheduled for Friday 26th April prior to the Australian Little Athletics Championships (ALAC) in Hobart.

LAA Board Of Directors Election

As a consequence of the recent change in Constitution, Teresa Blackman (LAWA), Brett Johnstone (LATAS), David Lemon (LAACT), Craig Scott (LANSW), Donna Smith (LAQ) and Shane Wylie (ANT) are stepping down from the LAA Board. Three (3) new Directors are to be elected at the General meeting. The LAA Nominations Sub-Committee will assess, review and make

recommendations to the LAA Board, State and Territory members in relation to the nominations, election and appointment of these new Directors as set out in the regulations.

7. REPORT ON RELEVANT OPERATIONAL MATTERS

i. 2018/2019 Registration/Membership

Registrations for the 2018/2019 season currently stand at 34,864.

ii. Zone Coordinators Workshop

The Zone Coordinators Workshop will take place on the 1st and 2nd June 2019 at Panthers Penrith Leagues Club.

iii. Little Athletics NSW Conference

The Little Athletics NSW Conference will be a one day event this year on Saturday 20th July 2019 at Panthers Penrith Leagues Club. The annual awards dinner will be held at the conclusion of the Conference. In addition to the Conference, a multi-sport seminar will be held at Penrith RSL on Sunday 21st July 2019. It will be necessary to pre-register for this seminar.

8. MATTERS FOR DECISION OR APPROVAL

LAA Board Of Directors Nomination

Moved Mavis Godber, seconded Tim Jessup, "that the LAA Director nomination received from John McFadden, previously approved by circular resolution, be endorsed."

CARRIED

Returning Officer

Moved Tim Jessup, seconded Glen Taylor "that, as per Regulation 7.4, KPMG be appointed Returning Officer. Further, if not financially viable or should KPMG be unable or unwilling to fill this role, an alternative Returning Officer be appointed via circular resolution".

CARRIED

Term Of Appointment For Elected Directors

Moved Tim Jessup, seconded Mavis Godber, "that, as per Constitution clause 16.4 (c), the four (4) Directors who retire this year by rotation, as determined by the Board, will be Craig Scott (Chair), Peter Barnes, Glen Taylor and Russell Briggs."

CARRIED

9. GENERAL BUSINESS

Nil

There being no further business the chairperson declared the meeting closed at 9.45pm.



Craig Scott
CHAIR

Next Board Meeting

Little Athletics NSW office
Wednesday, 8 May 2019
5.30pm for 6.00pm start

Future Board Meetings

Board meetings up to the 2019 Annual General Meeting are scheduled as follows: -

Wednesday, 12 June 2019

Wednesday, 10 July 2019