



Little Athletics NSW
ABN 69 731 039 358
ACN 629 701 962
90-92 Harris Street
Harris Park NSW 2150
All correspondence to: Locked Bag 85
Parramatta NSW 2124
Tel: 9633 4511
Email: admin@lansw.com.au
Web: lansw.com.au

MINUTES - BOARD OF MANAGEMENT MEETING
Wednesday, 13 February 2019
Held at the Little Athletics NSW office, Harris Park

Meeting opened at 6.06pm.

1. ATTENDANCE / APOLOGIES

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

2. REPORT OF THE PREVIOUS MEETING

Moved Mavis Godber, seconded Peter Barnes, "that the minutes of the Board Meeting held on Wednesday, 12 December 2018 were 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

Tim Jessup advised a change in circumstances and that the relevant "Declaration Of Interest" documentation had been updated accordingly. No conflicts of interest were declared relative to business on the agenda.

5. STRATEGIC PLAN

To be raised with the appropriate items throughout the meeting.

6. ITEMS FOR UPDATE OR DISCUSSION

Financial Matters

Financial Reports

The relevant financial reports were distributed to Directors prior to the meeting. The February financials, reported in the Board pack, were reviewed and discussed.

Budget Preparation

The 2019/2020 budget will be linked to the current Strategic Plan pillars and objectives. It will provide greater visibility and will be submitted for approval at the April Board meeting. The FAC (Finance and Audit Committee) will also recommend to the Board that a "3 year rolling budget" be adopted at this time.

i. **Governance**

Migration to Company

Relevant documentation is still with NSW Fair Trading awaiting final approval.

Trading accounts have been amended to reflect the updated company details.

We have been advised to retain our existing ABN. Bank account particulars will be altered once the ABN displays our new company name.

Corporate Governance and Risk Committee

The Corporate Governance and Risk committee met on 5 February 2019, via teleconference. The next meeting will be in April 2019. Tim Jessup was elected Chairperson of the committee. The minutes of the meeting, distributed to the Board prior to the meeting, were reviewed and discussed.

ii. **Risk Management**

Risk Appetite Statement

Moved Tim Jessup, seconded Glen Taylor “that the Risk Appetite Statement, previously approved by circular resolution, be endorsed.”

CARRIED

NSW Organisational Health Survey

The 2018/2019 NSW Organisational Health Survey was distributed to the Board, prior to the meeting. The recommended actions and responsibilities were reviewed and discussed. It was noted that there was a marked improvement in the results compared to last year.

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

LAA BOD (Board Of Directors) Meeting

A LAA BOD meeting meeting was held in Melbourne on 8 February 2019.

A summary of key items and decisions from the meetings was provided for Directors.

- A presentation was given by Coles (Patrick Hassett and Kiemi Lai). Coles are very happy with the Little Athletics partnership to date.
- Replacement marquees (3 x 3) will be provided by the end of February.
- Andrew Duncan was appointed as the Competition and Standards Manager until the conclusion of 2020 ALAC.
- National Member Protection policy is progressing.
- Recommended Australian Athletics Officials Advisory Committee members endorsed by LAA Board.

7. REPORT ON RELEVANT OPERATIONAL MATTERS

2018/2019 Registration/Membership

Registrations for the 2018/2019 season currently stand at 34,812.

i. **Trans Tasman Challenge**

As a consequence of correspondence received from Athletics Auckland the last tour to Sydney, by athletes from New Zealand, with the Trans Tasman Challenge was held in January. The 2020 tour to New Zealand, by athletes from Australia, will be the final Trans Tasman Challenge. After what will then be forty-four (44) years the Trans Tasman Challenge will conclude.

The Board would like to thank the wonderful volunteers, from both sides of the Tasman, who have made Trans Tasman possible. Some have supported Trans Tasman for many, many years and, on behalf of athletes past and present, we express my heartfelt gratitude to each and every one of you.

- ii. **JWP (Joint Working Party)**
A JWP meeting was held on 9 January 2019 at the LANSW offices.
- iii. **Operational Plan**
Deferred to March 2019 Board meeting.
- iv. **CEO Report**
Deferred to March 2019 Board meeting.

8. MATTERS FOR DECISION OR APPROVAL

Advisory Committee Charters

Directors were asked to provide feedback to the CEO on the structure and content of the Advisory Committee Charters.

Moved Tim Jessup, seconded Simon Nicola, "that pursuant to Director feedback, the Corporate Governance and Risk Committee review and approve the Advisory Committee Charters prior to seeking endorsement from the Board by circular resolution."

CARRIED

9. GENERAL BUSINESS

Nil

There being no further business the Chair declared the meeting closed at 10.30pm.


Craig Scott
CHAIR

Next Board Meeting

Little Athletics NSW office
Wednesday, 13 March 2019
5.30pm for 6.00pm start

Future Board Meetings

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

Wednesday, 10 April 2019
Wednesday, 8 May 2019
Wednesday, 12 June 2019
Wednesday, 10 July 2019