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MINUTES - BOARD OF MANAGEMENT MEETING
Wednesday, 12 June 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,
Mavis Godber, Glen Taylor, Tim Jessup, Peter Barnes
Apologies: Simon Nicola

2. REPORT OF THE PREVIOUS MEETING

The following amendment was made to the previous Board minutes dated of 8 May 2019.

6 ITEMS FOR UPDATE OR DISCUSSION

ii Governance

Constitution Review

The Board intends to propose a number of Constitution updates at this year’s AGM (July) following the review by the Board and the Constitution Review Committee.

Moved Tim Jessup, seconded Russell Briggs, “that the Constitution updates be approved for submission to the AGM.”

CARRIED

Moved Tim Jessup, seconded Glen Taylor, “that, with the aforementioned amendment, the minutes of the Board Meeting held on Wednesday, 8 May 2019 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

No conflicts of interest were declared relative to business on the agenda.
There were no changes to Director’s Interest Declarations.

5. STRATEGIC PLAN

Operational Plan

Further updates to the operational plan have been completed by the CEO. The operational plan has been directly linked to the 2019/2020 budget and will accompany the budget when it is presented.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

Financial Reports

The May financials were reviewed and discussed. The Chair of the FAC (Finance and Audit Committee), Glen Taylor, provided relevant feedback on current financial data.

Profit and Loss

There was further discussion relative to 2018/19 financial year budget performance. The LANSW balance sheet remains in a very healthy position and has tracked better than budget.

Budget Preparation

The Board has elected to formulate a balanced budget for the 2019/2020 financial year. Budget preparation is nearing completion. The budget, and associated documentation will be reviewed via teleconference scheduled for late next week. The FAC will review the budget prior to presentation to the Board.

Auditors

KPMG have indicated that the audit is almost completed. There have been no major issues and it is anticipated that the audit will be finalised a month ahead of last year's audit.

ii. Governance

Constitution Review

The document containing the proposed Constitution changes for this year's AGM (July) was reviewed and approved by the Board.

Regulation Reviews

a) Regulation 4 – Requirements for Affiliation of Little Athletics Centres

Moved Tim Jessup, seconded Mavis Godber "that the recommended changes be made to Regulation 4 and it be endorsed by the Board for immediate implementation."

CARRIED

b) Regulation 12 – Administrative Requirements for Rules of Athletic Competition for Conduct of Association Carnivals

In light of recent discussions pertaining to the content of Regulation 12 and its subsequent application it was agreed to review this regulation. The Competition & Championships Advisory Committee Charter is to be distributed to all Directors for comment and subsequent update.

Board Committee Charters

Amendments to the Finance And Audit Committee Charter and Corporate Governance And Risk Committee Charter were tabled for discussion. These amendments were designed to eliminate the possibility that all Board members on a Committee retire at the same time thus leaving the Committee void of any members.

Moved Tim Jessup, seconded Glen Taylor "that the Board Committee Charters, with the above amendments, be approved."

CARRIED

Grievance, Discipline, Dispute Procedures

Our current Regulations tend to cater for what many believe is the worst-case scenario. Should we have procedures in place to deal with the more frequent “smaller issues” on the day? It was agreed that further consideration should be given to providing guidelines to deal with matters of this nature appropriately.

Joint Working Party

The last Joint Working Party meeting took place on Wednesday 29 May 2019 at the RAS Offices, 1 Showground Road Sydney Olympic Park. Discussions relating to the OneSport Membership Model and Competition Strategy were high on the agenda. An interim meeting will take place on 2 July 2019 where there will be a presentation by Simon Haire, from Xypher Pty Ltd, on the SportsEye software package, a platform that provides an evidence based strategic planning format. Sarah Skidmore and Juanita Weissensteiner will also present on the FTEM (Foundation/Talent/Elite/Mastery) pathway project.

Directors Nominations and Election

Given the large geographical spread of Little Athletics Centres across NSW, and the fact that many Centres are unable to send delegates to the Annual General Meeting to vote, it may be prudent that the 2019 election of Directors be conducted as an electronic ballot. This would mean that all votes for the election of Directors would be lodged via an electronic voting process, prior to the Annual General Meeting. Constitution Clause 31 (d) permits the Board to employ such a process. Nominations on the electronic ballot paper must be in alphabetical order, as per Regulation 7.3 (f).

Moved Mavis Godber, seconded Heather Mitchell “that the LANSW Returning Officer, Darren Simpson (Sport NSW) be instructed to use voting by electronic means for the 2019 election of Directors”. Directors Tim Jessup, Craig Scott and Glen Taylor abstained from voting due to a declared conflict of interest.

CARRIED

Risk Management

LANSW Organisational Health Survey

It was agreed that the Corporate Governance and Risk Committee should determine the appropriate time for the Board to complete their self-assessment tasks after the AGM. This will result in further improvements to the Organisational Health survey.

7. REPORT ON RELEVANT OPERATIONAL MATTERS

i. 2018/2019 Registration/Membership

Registrations for the 2018/2019 season currently stand at 35,053.

ii. CEO Update

Items arising were raised with the appropriate agenda items throughout the meeting.

iii. Appointment Of West Met Zone Coordinator

Further to the resignation of West Met Zone Coordinator, Hale Osman, discussed at the last Board meeting. Under Clause 22.(f) of the Constitution "Any casual vacancy occurring in the position of Zone Coordinator may be filled by the Board from among appropriately qualified persons. Any casual vacancy may only be filled until the next Zone Coordinator election is held."

As agreed nominations for the position of West Met Zone Coordinator were called for. This resulted in a single nomination, Ronald Pollett, from the Mount Druitt Centre.

Moved Tim Jessup, seconded Mavis Godber “that the endorsed circular resolution, that Ronald Pollett be appointed to fill the casual vacancy of West Met Zone Coordinator”, be ratified.

CARRIED

iv. **Digital Systems Review**

This will be our last season with SportsTG. Centres using the SportsTG website functionality will need to find alternate website hosting services at the end of the season.

Moved Tim Jessup, seconded Russell Briggs, “that the CEO be authorised to investigate and scope the potential use of revolutioniseSPORT to replace the current Sports TG platform.”

CARRIED

A timeline was discussed, and it was agreed that a business case study would be produced by the August Board meeting for a decision at the September Board meeting (if not before).

8. MATTERS FOR DECISION OR APPROVAL

i. **Centre/Zone/Region Matters**

A longstanding Centre failed to conduct their AGM in May and is unlikely to be able to conduct an AGM within June. Despite the best efforts of LANSW staff, and the CEO, all of which has been supported by the Board, this Centre’s Committee has been unable to agree to the requirements needed to conduct an AGM, elections and the special resolution to vote on a compliant Constitution.

Moved Tim Jessup, seconded Glen Taylor “that the endorsed circular resolution, that the Board forward correspondence to the relevant Centre Committee requesting they conduct the required administrative functions, within a specified time frame, to enable the Centre to operate”, be ratified.

CARRIED

9. GENERAL BUSINESS

i. **Zone Coordinators Workshop**

i. Feedback from the Zone Coordinators Workshop held on the weekend of the 1st and 2nd June at Panthers Penrith has been overwhelmingly positive. Several in attendance remarked that it was the best Workshop they had attended.

There being no further business the chairperson declared the meeting closed at 9.41pm.



Craig Scott
CHAIR

Next Board Meeting

Little Athletics NSW office
Wednesday, 10 July 2019
5.30pm for 6.00pm start