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

Meeting opened at 6.00pm.

1. ATTENDANCE / APOLOGIES

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

Apologies: Russell Briggs and Simon Nicola

2. REPORT OF THE PREVIOUS MEETING

Moved Heather Mitchell, seconded Mavis Godber, “that the minutes of the Board Meeting held on Wednesday, 13 February 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.
There were no changes to Director’s Interest Declarations.

5. STRATEGIC PLAN

Once updates have been completed by staff 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

The Board financial pack was distributed to Directors in advance of the meeting. The February financials were reviewed and discussed.

Profit and Loss

The LANSW balance sheet is tracking close to budget for the financial year.

Budget Preparation

The 2019/2020 budget preparation is progressing well, with staff now reviewing their departmental costs, for reporting to the Finance and Audit Committee (FAC).

ii. **Governance**

Corporate Governance and Risk Committee

The Corporate Governance and Risk committee provided recommendations regarding the review of the current constitution.

iii. **Risk Management**

LANSW Organisational Health Survey

The updated LANSW Organisational Health Survey was distributed to the Board, prior to the meeting, for review and discussion. Directors were asked to provide the CEO with comments relative to any timeframe concerns.

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

Non-Executive Director –Coles Little Athletics Australia

The LAA association is seeking to elect three (3) Non-Executive Directors to its National Board. The new 'skills-based' governance structure comprises eight (8) Directors; five (5) elected and three (3) appointed Directors. Director terms are two (2) years, with the possibility of re-election for a maximum of three (3) terms. Little Athletics Australia is seeking applications for the positions of 3 Non-Executive Elected Directors to its National Board. Applications close 5:00pm 29 March 2019. Nominees must be ratified by their respective Board prior to being forwarded to LAA.

Little Athletics Tasmania

Little Athletics Tasmania President, Rhonda O'Sign, has recently stepped down and Brett Johnstone has been appointed interim President.

7. REPORT ON RELEVANT OPERATIONAL MATTERS

i. **2018/2019 Registration/Membership**

Registrations for the 2018/2019 season currently stand at 34,841.

ii. **JWP (Joint Working Party)**

A JWP meeting was held on 6 March 2019 at the LANSW offices.

iii. **Operational Plan**

The updated operational plan will be distributed to Directors prior to the next meeting. Directors are asked to provide relevant feedback to the CEO.

iv. **National Digital Platform**

Athletics Australia have recently conducted a digital platform review and selected revolutioniseSPORT as their preferred partner. LANSW is committed to the existing Sports TG "Classic" system for the 2019/2020 season. Recently we prepared, and subsequently reviewed, documentation relating to several prominent Digital Platforms being used within similar sized sporting organisations, with the view that we will move to a new platform in the 2020/2021 season. ANSW is likely to partner with revolutioniseSPORT as well. There are obvious synergies in having LANSW, ANSW and AA on the same platform.

v. **Centre Affiliation**

Condobolin LAC has applied to affiliate with Little Athletics NSW. A report, prepared by the Centre Support Manager, was distributed with the Board papers.

Moved Peter Barnes, seconded Heather Mitchell "that Condobolin LAC, who have provided all relevant documentation and meet all necessary requirements, be permitted to affiliate with Little Athletics NSW."

CARRIED

vi. **CEO Report**

Employment Update

Nicholas (Nic) Savage has been appointed as the new joint Marketing and Communications Coordinator. Nic commenced work on 21 February 2019.

Sarah Skidmore has been appointed as the Joint Participation Coordinator. Sarah commenced work on 11 March 2019.

Participation and Development Adviser, Alex Guest, will be on maternity leave until September 2019.

State Track & Field Events

An exhibition RaceRunners event is scheduled for 1:50pm on Saturday 16 March 2019 at the State Track & Field Championships.

Staff Update

Ronald McDonald House "Meals from the Heart" is a program enabling volunteers to support Ronald McDonald House Charities by preparing meals for families residing in the House. Staff from LANSW and ANSW will be giving their time as part of our charity partnership on Monday 15 April 2019.

8. MATTERS FOR DECISION OR APPROVAL

LANSW Harris Park Office

A detailed business case was prepared to examine the suitability of the Harris Park office for current and future operations. The document, distributed to Directors prior to the meeting, was reviewed and discussed at length.

Moved Glen Taylor, seconded Peter Barnes "to support the business case that the Harris Park office is no longer fit for purpose and appropriate premises be identified."

CARRIED

Further discussion ensued and it was agreed that this decision must be communicated to the membership in a timely manner.

Winter Centre Season Affiliation

Correspondence from the Western Plains Zone relating to Winter Centre Affiliation was evaluated and considered.

Action Item: Kerry O'Keefe to thank Matt Andrews for this correspondence and acknowledge that there is a level of support for the rationale behind the request. A decision on this matter has been deferred until the recommendations from the Membership Model Report have been reviewed.

Inclusion, Diversity And Regional Activities

The redeployment of funds under "Board Initiatives" was discussed. Several projects were raised for consideration.

Moved Tim Jessup, seconded Mavis Godber "that the budgeted Board Initiative funds be reallocated to suitable initiatives, relating to inclusion, diversity and regional activities."

CARRIED

In view of this decision it was agreed to purchase two (2) RaceRunners. One of these will remain within the Sydney metropolitan area, while the other will be made available to regional areas.

9. GENERAL BUSINESS

Nil

There being no further business the chairperson declared the meeting closed at 9.05pm.


Craig Scott
CHAIR

Next Board Meeting

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

Future Board Meetings

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

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