



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, 8 May 2019
Held at the Little Athletics NSW office, Harris Park**

Meeting opened at 6.03pm.

1. ATTENDANCE / APOLOGIES

Attendance: Craig Scott (Chair); Kerry O’Keefe (CEO); Heather Mitchell; Russell Briggs; 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, 10 April 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

Operational Plan

Updates have been completed by staff and the CEO will give the Board an update on each of the strategic areas, at the next Board meeting in June.

6. ITEMS FOR UPDATE OR DISCUSSION

i. **Financial Matters**

Financial Reports

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

Profit and Loss

Performance to 2018/19 financial year budget was discussed at length. The LANSW balance sheet is in a very healthy position and is tracking better than budget. Registrations are down 6% on last season.

Budget Preparation

Preparation of the budget for the 2019/2020 financial year is continuing. Affiliation fees will remain the same and registration fees will not increase this season. Several business cases are currently being compiled as a prelude to possible relocation. LAA will increase their fees by \$0.50 per member next season.

The FAC will review the budget prior to presentation to the Board.

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.

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.

Regulation Reviews

a) Regulation 5 - Disciplinary Procedures & Appeals

Moved Tim Jessup, seconded Russell Briggs "that the recommended changes made to Regulation 5 be endorsed by the Board for immediate implementation."

CARRIED

b) Regulation 11 – Complaint Handling & Grievance Procedures

Moved Tim Jessup, seconded Russell Briggs "that the recommended changes made to Regulation 11 be endorsed by the Board for immediate implementation."

CARRIED

c) Regulation 7 – Elections & Voting

Moved Tim Jessup, seconded Simon Nicola "that the recommended changes made to Regulation 7 be endorsed by the Board for immediate implementation."

CARRIED

Returning Officer

Following discussions with KPMG the Board has decided not to engage them as Returning Officer. An approach has since made to Sport NSW (Darren Simpson) to fill the role. This was positively received.

Moved Tim Jessup, seconded Russell Briggs, "that Darren Simpson, from Sport NSW, be invited to act as Returning Officer."

CARRIED

iii. **Risk Management**

LANSW Organisational Health Survey

There have been no further updates of LANSW Organisational Health Survey. However, a three (3) year rolling budget, and the changes to Regulations 5, 7 and 11 will result in further improvements being recorded.

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

LAA Conference

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

LAA Board of Directors Election

The three (3) successful Board members elected by the state and territory members to join the Little Athletics Australia (LAA) Board were, Jennifer Bryant, Teresa Finlayson and Steve Ryan. LAA is fortunate to have such respected industry and community leaders join the board at such an important time in their history. Each will bring an important and diverse mix of skills and experience to the Board.

LANSW Presentations

LANSW furnished two (2) presentations, Parents in Sport and Foundation/ Talent/ Elite/ Mastery (FTEM). Both were very well received by all Affiliates.

LAA Fees

LAA fees will increase by \$0.50 per athlete this season as previously advised.

On Track

On Track implementation has been deferred pending LAA/Athletics Australia OneSport committee developments. FTEM and OneSport are to be considered first. This does not prevent Affiliates continuing to use On Track and Centres should not be discouraged from doing so.

National U15 Camp

LAA is funding NSW and ACT multi class athletes to attend the National U15 in Canberra camp this year.

Australian Little Athletics Championship (ALAC)

For the fourth consecutive year, the U13 NSW squad were awarded the Trevor Billingham Trophy after receiving 1698 points, 214 points ahead of second-placed Queensland. NSW were also presented the Life Members Cup after strong performances from our eight U15 athletes in Heptathlon events.

7. REPORT ON RELEVANT OPERATIONAL MATTERS

i. 2018/2019 Registration/Membership

Registrations for the 2018/2019 season currently stand at 34,988.

ii. Resignation Of West Met Zone Coordinator

Correspondence was recently received from the West Met Zone Coordinator, Hale Osman, indicating that she was resigning as Zone Coordinator effective immediately. This casual vacancy will now be filled in accordance with Clause 22.(f) of the Constitution. The Board will endorse a suitable candidate, via circular resolution, to ensure the West Met Zone is appropriately represented at the upcoming Zone Coordinator Workshop in early June.

The Board would like to take this opportunity to thank Hale for her service to Little Athletics in the role of Zone Coordinator.

iii. Digital Systems Review

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. Athletics Australia and ANSW have recently announced that they are partnering with revolutioniseSPORT. There are obvious synergies in having LANSW, ANSW and AA on the same platform. The Board recommended to the CEO that a joint LANSW/ANSW working group be formed to ensure the needs of both organisations are met.

iv. **Little Athletics NSW 50th Anniversary**

The 2020/2021 season will mark the 50th anniversary of Little Athletics NSW. A working group is to be established to plan and manage projects for upcoming celebrations.

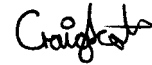
8. MATTERS FOR DECISION OR APPROVAL

Nil

9. GENERAL BUSINESS

Nil

There being no further business the chairperson declared the meeting closed at 10.05pm.



Craig Scott

CHAIR

Next Board Meeting

Little Athletics NSW office
Wednesday, 12 June 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 July 2019