

**MINUTES - BOARD OF MANAGEMENT MEETING
Wednesday 09 October 2019
Held at the Little Athletics NSW office, Harris Park**

Meeting opened at 6.02pm.

1. ATTENDANCE / APOLOGIES

Attendance: Craig Scott (Chair), Tim Jessup, Heather Mitchell, Mavis Godber,
Kerry O'Keefe (CEO)

Teleconference: Simon Nicola, Melissa Chandler

Apologies: Glen Taylor

2. REPORT OF THE PREVIOUS MEETING

Moved Tim Jessup, seconded Simon Nicola, "that the minutes of the Board Meeting held on Wednesday, 17 August 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. STRATEGY AND PLANNING

Little Athletics Australia (LAA) "One Athletics"- Update

A lengthy discussion took place regarding the announcement by Little Athletics Australia (LAA) and Athletics Australia (AA) of a proposed merger, under the working title OneAthletics, on Thursday 3rd October 2019. OneAthletics is a proposal for athletics to become a united sport, through the creation of a new entity that will be the national governing body for athletics and Little Athletics in Australia. Over the next twelve (12) months, the two existing organisations will enter a process to develop a transition plan to create one national organisation, with one constitution and one board. The decision to progress OneAthletics will not be made until October 2020 when a motion is moved at the 2020 AGM of Athletics Australia and Little Athletics Australia, for the states/territories to agree to a merger. It is therefore business as usual for everyone, at least for the next twelve (12) months.

The Chairman wrote to Zone Coordinators and Staff on Friday 4 October about the proposed merger.

Craig Scott and Kerry O’Keefe will attend the Coles Little Athletics Leaders Conference in Perth culminating with the Roll of Excellence on Saturday 19 October.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

Financial Reports

The draft August/September financial reports were reviewed and discussed. The Chair of the Finance and Audit Committee (FAC), Glen Taylor, is overseas on leave and will provide the final reports at the next FAC meeting.

Bank Account Signatories

It is anticipated that the bank signatories will be updated accordingly prior to the next meeting.

Cash Management

In line with the requirements of the Risk Appetite Statement, all Term Deposits with ING were closed upon maturity. The CEO has contacted major banks regarding current interest rates for Term Deposits and investments. The FAC will propose minor changes to the Risk Appetite Statement and recommendations for the investment of cash funds.

The FAC Chair is preparing a Cash Management Policy, for consideration by the FAC and Board, with regards to the use of cash reserves going forward.

Office Relocation

The LANSW office relocation was discussed. A possible location has been identified and negotiations have commenced between LANSW, ANSW and the landlord.

Auditors

Glen Taylor (FAC Chair) has met with KPMG to discuss the disappointing delay in receipt of the audit reports.

ii. Governance

Company Secretary

The Board were advised that the Australian Securities and Investments Commission (ASIC) has been notified of the change of Company Secretary enacted at the last Board meeting.

Regulation Reviews

a) Regulation 1 - Registration of Competitive Members

Regulation 2 - Register of Individual Members

It was noted that that the recommended changes to Regulation 1 and Regulation 2, endorsed at the previous Board meeting, were implemented effective from 1 October 2019.

b) Regulation 10 - Zone and Region Structure

Changes to Regulation 10, making it consistent with other Regulations and reflecting the change to a Company Limited by Guarantee, were tabled for approval.

Moved Mavis Godber, seconded Tim Jessup “ hat the recommended changes to Regulation 10 be endorsed for immediate implementation”.

CARRIED

Board Skills Matrix

Given the change in make-up of Directors following the Annual General Meeting it was agreed that the Board skills matrix be updated to identify any skill gaps. Should any such gaps be identified consideration will be given as to whether to seek a suitably qualified person(s) for

appointment to the Board to fill these gaps. Directors were asked to forward the necessary details to Tim Jessup for compilation and review.

Joint Working Party (JWP)

A JWP meeting took place on 24 September. The minutes of this meeting were discussed. The next meeting of the JWP is scheduled for 19 November 2019.

iii. **Risk Management**

Risk Appetite Statement

The Corporate Governance and Risk Committee Chair, Tim Jessup, requested Directors review the current Risk Appetite Statement paying particular attention to the Risk profile, capacity, appetite limits and appetite triggers. Recommendations for changes are to be forwarded to Tim, via email, prior to the next Board meeting.

7. OPERATIONAL MATTERS AND REPORTS

i. **Transition To New Membership Platform**

Further discussion took place regarding the process for transition from the current SportsTG platform to the revolutioniseSPORT platform. Some OneSport Centres utilising the revolutioniseSPORT platform this season will be asked to critique the system and provide relevant feedback.

ii. **Registration/Membership**

At the time of the Board meeting registrations for the 2019/2020 season stood at 30,248.

iii. **Love Mercy Foundation**

Uganda Cross Country and Safari Trip

LANSW/ANSW had intended to be involved in this event and fly participants to Lira, Uganda to compete in late November. In early June the Ugandan Government confirmed its first cases of the Ebola virus in Western Uganda and travel advice was to exercise a high degree of caution in Uganda. Consequently many reconsidered travelling to Uganda resulting in only two (2) competitors committing to travel. They will now travel with the Love Mercy Foundation.

iv. **Trans Tasman**

A bulletin has been issued including the itinerary and an invitation for the upcoming "Meet the People" day on Sunday 13 October 2019. The Trans Tasman Committee has also provided a budget for the tour in January 2020.

v. **National Technical Committee (NTC) Representative**

The Competition and Championships Advisory Committee supported Heather Mitchell, as their representative, on the NTC. This appointment was endorsed by the Board. Kerry O'Keefe has requested a copy of the NTC Charter, for internal review, from LAA (Andrew Johnston).

vi. **Joint Officials Committee (JOC) Appointments**

Nominations for the JOC were table and supported at the last Joint Working Party (JWP) meeting. Nominations were received from John Morris, Heather Mitchell, Peter Barnes, Neil Hinton and Barry Pecar. Having met all relevant requirements the nominations for the JOC were endorsed.

vii. **Officials Appointments Panel (OAP)**

The purpose of the OAP is to assist in ensuring that designated championship carnivals are conducted in accordance with the relevant rules, guidelines and policies, by appointing suitably qualified officials to those carnivals. The panel held their first meeting and have progressed the appointment of officials to the relevant championships committee.

8. MATTERS FOR DECISION OR APPROVAL

i. Confirmation of Circular Resolutions

Centre Affiliations

Previously endorsed circular resolutions for the affiliation of Inverell Little Athletics Centre and Evans Head Little Athletics Centre, after 30 June 2019, having supplied all relevant documentation were confirmed.

Confirmation of Circular Resolution- Appointment To Finance and Audit Committee (FAC)

The previously endorsed circular resolution that Mavis Godber be appointed to the Finance and Audit Committee (FAC) was confirmed.

9. GENERAL BUSINESS

i. Staff Updates

Regional Support And Development Officer - Riverina

Jess Earsman, will be on maturity leave from early December. During her absence this role will be shared among existing staff.

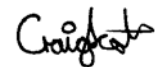
Pending Retirement

Diane Levy has expressed a desire to retire in December 2020 after 34 ½ years' service with LANSW.

Marketing and Communications Coordinator

Nic Savage, Marketing and Communications Coordinator (Joint Staff) will be leaving LANSW/ANSW as of 26 October 2019 to pursue a career in sports journalism. We wish Nic all the best in his future vocation.

There being no further business the chairperson declared the meeting closed at 9.04pm



Craig Scott
CHAIR

Next Board Meeting

Little Athletics NSW office
Wednesday, 13 November 2019
5:30pm for 6:00pm start