

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

Meeting opened at 6.25pm.

1. ATTENDANCE / APOLOGIES

Attendance: Craig Scott (Chairman), Tim Jessup, Heather Mitchell, Mavis Godber,
Simon Nicola, Glen Taylor, Kerry O'Keefe (CEO)

Apologies: Melissa Chandler

2. REPORT OF THE PREVIOUS MEETING

Moved Simon Nicola, seconded Mavis Godber, "that the minutes of the Board Meeting held on Wednesday, 9 October 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)

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

The conference and the agenda items were structured in a different manner to those of previous years, with more emphasis placed on presentations by LAA Directors and workshops.

The opportunity was taken to discuss the "One Athletics" proposal but no further information was forthcoming.

The LAA AGM was a very short affair with no motions submitted for consideration. LAA Appointed Directors, Melanie Woodward and Simone Pearce, were reappointed by the LAA Board for a further two (2) year term.

LAA has appointed Todd Williams to the position of Athletics Operations Manager on a full time basis commencing Monday 11th November 2019. Todd is well known to the Little Athletics community, having served on the Board of Little Athletics Queensland and more recently as

Competitions and Standards Manager on the LAA Board's Executive. He is a Life Member of Little Athletics Queensland.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

Finance And Audit Committee (FAC)

Glen Taylor was re-elected Chairman at the last FAC meeting.

Financial Reports

The October financial reports were reviewed and discussed. On a positive note profit and loss is currently tracking ahead of budget and registration numbers have already surpassed those of the previous season.

CEO Compliance Certification

The CEO Compliance Certification was presented to the Board for review and subsequent discussion.

Bank Account Signatories

The bank signatories have been updated accordingly.

Cash Management

A Term Deposit has been opened at the Commonwealth Bank as per the Finance and Audit Committee (FAC) recommendation.

Office Relocation

The LASNW office relocation was discussed further. A new location has been identified. Focus will now shift to completing the relevant documents and agreements which are necessary to permit acquisition of this location.

Harris Park Office

An engineering report for the existing Harris Park office, commissioned by LANSW, has identified issues which will need to be rectified in due course.

ii. Governance

Corporate Governance and Risk Committee (CGRC)

Tim Jessup was re-elected Chairman at the last CGRC meeting.

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. Directors were asked to forward the necessary details to Tim Jessup for compilation and review, before the next Board meeting.

State Sporting Organisations (SSO) Health Survey

Little Athletics NSW has completed the NSW Government SSO Health Survey for 2019/2020. The Organisational Health Survey Scorecard indicates significant improvement on the previous year's results. It was pleasing to note this is the third successive year of improvement.

iii. Risk Management

Risk Appetite Statement

The CGRC 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.

Priority Risk Items 2019/2020

Priority risk items for 2019/20 were reviewed and discussed. Impacts were based on the current risk matrix. Directors were asked evaluate each item on the list against the Risk Assessment matrix to determine where they believe the items sit. Results are to be forwarded to Tim Jessup, via email, prior to the next Board meeting.

7. OPERATIONAL MATTERS AND REPORTS

i. Operational Plan

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

ii. Digital Platform

A follow-up meeting has been scheduled with revolutioniseSPORT to demonstrate system capabilities and discuss responses to the LANSW Request For Proposal For Digital Platform.

iii. Registration/Membership

At the time of the Board meeting registrations for the 2019/2020 season stood at 35,063.

iv. Trans- Tasman

The team for the Trans- Tasman tour in January 2020 has been selected and published on the LANSW Website.

v. Staff Updates

Marketing and Communications Coordinator

Nic Savage, Marketing and Communications Coordinator (Joint Staff) left, LANSW/ANSW as of 26 October 2019 to pursue a career in sports journalism. Nic has been replaced by Laura Crowhurst, a recent graduate with a Bachelor of Media from the University of NSW.

Head of Coach and Volunteer Development

Head of Coach and Volunteer Development, Darren Wensor, is taking paternity leave after he, and partner Clare, welcomed a son, Hamish.

8. MATTERS FOR DECISION OR APPROVAL

i. Confirmation of Circular Resolutions

Centre Affiliations

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

Term Deposit

The previously endorsed circular resolution for a Term Deposit to be opened at the Commonwealth Bank was confirmed.

9. GENERAL BUSINESS

i. Athletics Australia – Life Membership

Athletics Australia recently welcomed seven (7) new Life Members, recognising distinguished service to the sport by a diverse group of contributors in administration, coaching and officiating. Current LANSW Director, Heather Mitchell, was one of the deserved recipients. LANSW congratulates Heather on this wonderful achievement.

There being no further business the chairperson declared the meeting closed at 10.45pm


Craig Scott
CHAIR

Next Board Meeting

Little Athletics NSW office

Wednesday, 11 December 2019

5:30pm for 6:00pm start