

**MINUTES - BOARD OF MANAGEMENT MEETING
Wednesday 11 December 2019
Held at the Little Athletics NSW office, Harris Park**

Meeting opened at 6.08pm.

1. ATTENDANCE / APOLOGIES

Attendance: Craig Scott (Chairman), Tim Jessup, Mavis Godber, Simon Nicola,
Glen Taylor

Apologies: Melissa Chandler, Heather Mitchell, Kerry O'Keefe (CEO)

2. REPORT OF THE PREVIOUS MEETING

Moved Simon Nicola, seconded Mavis Godber, "that the minutes of the Board Meeting held on Wednesday, 13 November 2019 were a true and accurate record".

CARRIED

Moved Glen Taylor, seconded Simon Nicola, "that the minutes of the teleconference Board Meeting held on Monday, 2 December 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)

A report, summarising key items from the Little Athletics Australia (LAA) Leaders Conference in Perth, was provided by Craig Scott (Chairman LANSW) for discussion.

Recent strategic initiatives have added additional workload for LAA staff. A revised staff structure, to meet the demands of the strategic plan and the OneAthletics proposal, has been implemented. A number of new committees and additional staff positions, both full time and part time, were discussed at length.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

Financial Reports

The November financial reports were reviewed and discussed. Profit and loss is currently tracking slightly under budget and registration income has surpassed that of the previous season.

CEO Compliance Certification

The CEO Compliance Certification was delayed in the absence of Kerry O'Keefe (CEO) and will be presented to the Board at the earliest convenience.

Australia Securities and Investments Commission (ASIC) Annual Company Statement

The ASIC Annual Company Statement was presented to the Board.

Moved Craig Scott, seconded Tim Jessup, "that the ASIC Annual Company statement, as presented to the meeting, be adopted".

CARRIED

Moved Glen Taylor, seconded Tim Jessup "that Directors are of the opinion that there are reasonable grounds to deem the Company will be able to pay its debts as and when they become due and payable".

CARRIED

Office Relocation

The LASNW office relocation was discussed further. Execution of the necessary documents and agreements, to permit acquisition of this location, will now be executed.

Moved Glen Taylor, seconded Tim Jessup, "that the CEO, Kerry O'Keefe, be given approval to sign the Heads Of Agreement and lease of the RAS offices at Sydney Olympic Park, for a three (3) year period with a two (2) year option. Further that the CEO be given the authority to incur costs associated with the lease beyond the current financial year."

CARRIED

Priority Financial Items

Current priority items are considered to be:

- 2021FY budget
- RAS lease and associated sub license
- Current budget
- Harris Park Office
- Cash strategy/investment strategy

ii. Governance

Board Skills Matrix

Tim Jessup, Chairman Corporate Governance & Risk Committee (CGRC) will review the Board Skills Matrix and identify any skills gaps. A summary will be presented at the next Board meeting.

Joint Working Party (JWP)

The NSW Joint Working Party met on 19 November 2019, at Royal Agricultural Society (RAS) offices Sydney Olympic Park (SOP).

iii. **Risk Management**

Risk Appetite Statement

The CGRC Chair, Tim Jessup, had previously requested Directors review the current Risk Appetite Statement. Tim advised that responses from Directors indicated they were comfortable with the current Risk profile, capacity, appetite limits and appetite triggers. The document was found to be quite robust and fit for purpose. Consequently, no changes were recommended.

Priority Risk Items

Priority risk items were reviewed and discussed. Directors were asked to individually review the listed items against the Risk Matrix and forward the results, via email, to Tim Jessup prior to the next Board meeting. Tim will compile the responses and report at the next Board meeting.

Trans Tasman

The Australian Department of Health has issued a warning that there is “a current and ongoing outbreak of measles in New Zealand, with a high proportion of cases reported from the Auckland region”. They advise that Australians travelling to New Zealand should check their vaccination records and consult their general practitioner regarding their vaccination requirements for measles. They suggest that it is safe to have additional doses of measles vaccine if a person’s vaccine status is uncertain.

Consequently, Little Athletics NSW recommends that everyone on the Trans Tasman tour (including anyone planning on joining the Trans Tasman tour at any stage) seek advice from their medical practitioner in regards travelling to New Zealand and their own wellbeing relating to the measles outbreak.

Australian Cyber Security Centre Alert

The Australian Cyber Security Centre (ACSC) is aware of ongoing targeting of Australian sporting organisations. This is in line with global targeting of sporting organisations. The actors have a wide range of techniques, tactics and procedures to gain unauthorised access to a network.

Sporting organisations are strongly encouraged to review their environments for the presence of the provided indicators and for suspicious activity.

Data protection remains a high priority for LANSW. We have taken all necessary steps to identify and prevent attacks.

7. OPERATIONAL MATTERS AND REPORTS

i. **Operational Plan**

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

ii. **Digital Platform**

A response to the “Proposal For Digital Platforms” has been received from revolutioniseSport and is currently being assessed for suitability.

iii. **Registration/Membership**

At the time of the Board meeting registrations for the 2019/2020 season stood at 35,723.

iv. **Office Relocation – Physical Assets And IT Infrastructure**

Relocating the LANSW office will be quite challenging and take significant planning. The relocation of IT infrastructure will require investigation and a separate scope of work.

v. **Zone Coordinators Nominations**

In accordance with the LANSW Constitution and Regulations, all zones are required to conduct an election for the position of Zone Coordinator before Sunday 31 May 2020. Nomination forms

have been forwarded to all centres and are to be returned to the LANSW office by Friday, 21 February 2020.

vi. **Zone Championships - Bushfire impact**

Currently there are more than sixty (60) bushfires burning over NSW. The impact on communities has been sadly evident over the last few weeks. As a consequence of air quality issues in Region 1 all Zone Championships within this region were cancelled. Affected athletes will now automatically progress through to the Region 1 Championships. To date Zone Coordinators from other zones have managed the extreme circumstances by modifying events where necessary. Zone Coordinators are to be congratulated for the manner in which they have handled this unprecedented challenge.

vii. **Sponsorship**

A number of sponsorship proposals were discussed and several future opportunities were highlighted.

8. MATTERS FOR DECISION OR APPROVAL

Items for decision or approval were raised with the appropriate agenda items throughout the meeting.

9. GENERAL BUSINESS

i. **Board Report Format**

Prior to the meeting Melissa Chandler suggested that a revised Board report format be implemented. Melissa will provide a draft document for discussion at the next meeting.

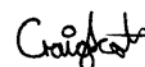
ii. **Office Closure**

The LANSW office will close on Friday 20 December and will re-open on Thursday 2 January 2020.

iii. **Festive Season**

The Board would like to take this opportunity to wish all Little Athletes, parents, caregivers, volunteers, officials, centres and staff a very happy and safe festive season. Thank you for being involved in our wonderful sport.

There being no further business the Chairman declared the meeting closed at 9.45pm



Craig Scott
CHAIRMAN

Next Board Meeting

Little Athletics NSW office
Wednesday, 12 February 2020
5:30pm for 6:00pm start