

**MINUTES - BOARD OF MANAGEMENT MEETING
Wednesday 12 February 2020.
Held at the Little Athletics NSW office, Harris Park**

Meeting opened at 6.05pm.

1. ATTENDANCE / APOLOGIES

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

Apologies: Nil

2. REPORT OF THE PREVIOUS MEETING

Moved Mavis Godber, seconded Simon Nicola, “that the minutes of the Board Meeting held on Wednesday, 11 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

“One Athletics”

The current status of the national “One Athletics” proposal was discussed. Representatives from the Little Athletics Australia and Athletics Australia Boards are meeting with Affiliates to provide an opportunity for open dialog. No firm date has been scheduled to meet with LANSW at this time.

6. ITEMS FOR UPDATE OR DISCUSSION

i. **Financial Matters**

Financial Reports

The December/January financial reports were reviewed and discussed. Profit and loss is currently tracking to budget. Registration income has slowed as the season nears conclusion.

CEO Compliance Certification

CEO Compliance Certification for December and January was reviewed. Key items were discussed and appropriately assessed.

Australia Securities and Investments Commission (ASIC) Annual Company Statement

The ASIC Annual Company Statement, presented to the Board at the December meeting, has now been lodged with ASIC.

Office Relocation

The office relocation was discussed further. LASNW has requested changes to the lease and awaits a response.

2019/2020 Financial Audit

KPMG has appointed an audit team leader and the LANSW 2019/2020 audit will commence in May. It is anticipated that the audit will be completed by the end of May.

ii. **Governance**

Board Management Software

An evaluation of Board management software is to be undertaken with a view to future implementation. Consideration is to be given to functionality, ease of use, level of security provided and user feedback.

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

LAA recently confirmed several new staff appointments:

- a) The appointment of Gavin MacDonald as the LAA One Athletics Program Manager. This role has been created to undertake the various tasks required to manage the numerous operational requirements and the liaison for LAA and its members arising from the consultations and negotiations between the two (2) Boards.
- b) The appointment of Phillip Davies as the LAA Legal Manager. This role has been created to undertake the tasks requiring legal expertise and as required with the proposed merger with AA. Phillip has offered his expertise and support to all LAA affiliates.

7. OPERATIONAL MATTERS AND REPORTS

i. **Operational Plan**

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

ii. **Digital Platform**

After due consideration it was agreed that the proposed implementation of revolutioniseSPORT be delayed to allow further development to be completed.

SportsTG have been consulted and subsequently offered the existing "Classic Program" for next season.

iii. **Registration/Membership**

Registrations for the 2019/2020 season currently stand at 35,937.

iv. **Region Championships – Extreme Weather Impact**

Many Region Championships have been adversely affected by recent extreme weather conditions. Region Committees are to be congratulated for the manner in which they have handled this unprecedented challenge. It may be prudent to take advantage of this experience, and the lessons learned, by documenting a strategy for future execution.

v. **Trans Tasman Tour 2020**

One of the longest-running competitions in the Little Athletics NSW calendar sadly concluded in January with the final Trans Tasman tour to New Zealand. LANSW flew a team of athletes aged 10-12 to Auckland to compete against local athletes in a series of carnivals. It was the 22nd tour by a NSW team. The Trans Tasman tour commenced in 1976 after the Children's Day committee of the New Zealand Amateur Athletics Association contacted Little Athletics New South Wales in

the hope of organising a competition. The inaugural meet was held at the National Fitness Camp Athletics Track in March 1977, with NSW the victors.

This year New Zealand selected a team of 100 athletes and 74 athletes represented LANSW. The NSW team fought valiantly but were unable to overcome the New Zealand team at the Challenge. Fittingly the last tour enjoyed perfect weather, displayed great team moral and received wonderful parent support.

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

A draft Board Report format, distributed prior to the meeting, was discussed at length.

There being no further business the Chairman declared the meeting closed at 9.13pm



Craig Scott
CHAIRMAN

Next Board Meeting

Little Athletics NSW office
Wednesday, 18 March 2020
5:30pm for 6:00pm start