

**MINUTES - BOARD OF MANAGEMENT MEETING
Wednesday 18 March 2020.
Held at the Little Athletics NSW office, Harris Park**

Meeting opened at 6.06pm.

1. ATTENDANCE / APOLOGIES

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

Teleconference: Heather Mitchell

Apologies: Nil

2. REPORT OF THE PREVIOUS MEETING

Moved Mavis Godber, seconded Glen Taylor, “that the minutes of the Board Meeting held on Wednesday, 12 February 2020 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

No updates to report at this time.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

Financial Reports

The February financial reports were reviewed and discussed.

Vehicle Expenditure

Expenses incurred outside of budget were reviewed and approved by the Board.

CEO Compliance Certification

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

2020/2021 Budget Discussions

Preparation of the budget for the 2021 financial year continues.

Office Relocation

The office relocation was vigorously discussed. It was disappointing to note there had been no response from the lessor's legal counsel. Given the lack of response it was agreed that LANSW would put the matter on hold.

2019/2020 Financial Audit

KPMG are still on track to complete the audit by the end of May. They will liaise LANSW Directors on a financial model for next year. Due to the current environment KPMG will take a robust approach to risk management relative to planned office visits.

ii. **Governance**

Board Portal

It was agreed that a Board portal would streamline meeting processes and improve Board efficiency. Kerry O'Keefe (CEO) will drive this process and forward details of recommended products to Directors.

Board Skill Set Matrix

An analysis and review of the current Board skills matrix was presented by the Chairman of the Corporate Governance & Risk Committee (CGRC), Tim Jessup. It was agreed there were gaps that could be addressed and this required further investigation.

iii. **Risk Management**

Review of Policies and Guidelines

Existing policies and guidelines were discussed and evaluated. The CGRC strongly recommended that these documents should be reviewed annually.

Moved Tim Jessup, seconded Glen Taylor "that LANSW policies and guidelines be reviewed annually in April/May for subsequent Board approval after the AGM."

CARRIED

The recently appointed LAA Legal Manager, Phillip Davies, will be able to assist in the revision of any of these policies and guidelines.

COVID-19 (Coronavirus)

COVID-19 was confirmed as a pandemic by the World Health Organization on March 11. In response to rapidly evolving events surrounding COVID-19 LANSW will be providing members and staff with additional protocols, updates and effective strategies for minimizing the spread of the virus.

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

Australian Little Athletics Championships (ALAC)

The Board of Little Athletics Australia has advised that the 2020 Australian Little Athletics Championships (ALAC) has been cancelled due to the evolving situation with COVID-19. This decision aligns with the ACT Government's state of emergency advice regarding non-essential mass gatherings issued earlier this week.

OneAthletics

We anticipate there will be a need to delay some OneAthletics activities due to the rapidly evolving COVID-19 emergency. An update from LAA/AA is expected in the near future.

Inclusion Forum

Craig Scott (Chairman) provided an update on the Inclusion Forum that was to be held on Saturday 18th April, during Australian Little Athletics Championships (ALAC).

Disability Funding

LAA has secured significant disability funding over the next three (3) years.

Officials Coordinator

Laura McGrane has been appointed to the role of Officials Coordinator with Athletics Australia and Little Athletics Australia. Laura brings to the role a range of experiences across the community sport setting, including a previous role with Athletics NT as its Club Coordinator and more recently the role of Development Coordinator with Surf Life Saving NT. Laura has also been involved in the coordination of officials and volunteers for major events and has herself volunteered and worked across various sporting events.

7. OPERATIONAL MATTERS AND REPORTS

i. Operational Plan

Due to the uncertainty of the current situation with COVID-19 the Operational Plan will require constant review and update.

ii. Digital Platform

As part of its digital and communications strategy LANSW has been reviewing its ability to communicate with members and centres. The importance of being able to extract data and communicate with specific subsets of members has become increasingly clear and should not be underestimated.

iii. Registration/Membership

Registrations for the 2019/2020 season currently stand at 35,958.

iv. Zone Coordinators

Zone Coordinator Elections

As per Clause 22 of the Constitution Zone Coordinator nominations have been received and elections will take place before the end of May 2020. Ballot papers, nominee details and voting instructions have been distributed.

Nominations for Zone Coordinator were not received from Northern Rivers, North West Met, Outer West Met and Inner City. Correspondence will be forwarded to the centres of these zones offering providing a final opportunity to identify a suitable person to fill these roles. If no nominations are received a casual vacancy may be declared by the Board. The casual vacancy will then be filled in accordance with the Constitution.

v. Staff Update

Ashleigh Crook, LANSW/ANSW Officials Coordinator, has resigned her position effective March 2020. The search for a suitable replacement has been initiated.

vi. Child Protection

On 1 March 2020 the Children's Guardian Act 2019 came into effect. Powers and functions of the Children's Guardian from the Children and Young Persons (Care and Protection) Act 1998 and Adoption Act 2000 were consolidated into the new Act. Consequently LANSW will now be a reportable business.

8. MATTERS FOR DECISION OR APPROVAL

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

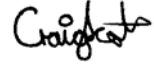
9. GENERAL BUSINESS

i. Confirmation of Circular Resolutions

The previously endorsed circular resolution that the 2020 State Track and Field Championships be cancelled was confirmed.

The previously endorsed circular resolution that LANSW does not endorse any request for reimbursement of expenses incurred due to the State Track and Field Championships not proceeding was confirmed.

There being no further business the Chairman declared the meeting closed at 9.15pm



Craig Scott
CHAIRMAN

Next Board Meeting

Videoconference
Wednesday, 8 April 2020
6:00pm start