

**MINUTES - BOARD OF MANAGEMENT MEETING
Monday 1 June 2020
(Videoconference)**

Meeting opened at 6:05pm.

1. ATTENDANCE / APOLOGIES

Videoconference: Craig Scott (Chairman), Heather Mitchell, Simon Nicola, Glen Taylor, Melissa Chandler, Brooke Collins, Kerry O'Keefe (CEO), Tim Jessup

Teleconference: Mavis Godber

Apologies: Nil

Decisions made by Directors at this meeting were by a show of hands. The only exception being Mavis Godber who provided a verbal response on each occasion.

Since the last meeting Tim Jessup resigned his office as an Elected Director of Little Athletics NSW (LANSW). The Board would like to take this opportunity to thank Tim for his service, particularly in the area of Governance, and wish him continued success in all future endeavours.

The Chairman welcomed Appointed Director, Brooke Collins, to the meeting and thanked him for accepting the role.

2. REPORT OF THE PREVIOUS MEETING

Confirmation of the minutes of the Board meeting held on 13 May 2020 was held over until the next meeting.

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

Melissa Chandler provided an update on the recently initiated Strategic Review.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

2019/2020 Financial Audit

The audit is progressing to plan and will be completed as per schedule.

2020/2021 Budget

The budget for the 2021 financial year is undergoing final analysis and will be approved by the end of the week.

Property Valuation

The market value of the existing LANSW office in Harris Park was deliberated.

Moved Glen Taylor, seconded Melissa Chandler “that the Little Athletics NSW Board is of the view that the previous valuation of the property at 90-92 Harris Street Harris Park reflects the market value as at 31 March 2020.”

CARRIED

ii. **Governance**

LANSW Annual General Meeting (AGM)

Following extensive discussions, the Board agreed that the LANSW AGM, on Saturday 18 July 2020, would commence at of 4.30pm via a virtual platform. Notice of a General Meeting to be given to members by Friday 26 June 2020.

Zone Coordinators Elections

Under Regulation 7 Zones may now make application to the CEO to conduct an electronic ballot for the election of a Zone Coordinator. Where approval is granted for an electronic ballot, the ballot shall be conducted by the Company under the procedures set by the Board from time to time.

Moved Simon Nicola, seconded Mavis Godber “that electronic votes cast for the election of Zone Coordinators, by a centre delegate, may be in the form of an email to a nominated member of the LANSW staff who shall act as the Returning Officer. Upon receipt of all electronic votes from a Zone, the Returning Officer shall collate the votes and inform the relevant centre delegates of the election result.”

CARRIED

It is anticipated that all Zone Coordinator elections will be completed by the end of June 2020.

LANSW Conference

Recommendations for the LANSW Annual Conference format were discussed.

Company Secretary

As a consequence of incumbent Company Secretary Tim Jessup’s resignation the Board considered it prudent to appoint a new Company Secretary.

Moved Simon Nicola, seconded Brooke Collins “that Glen Taylor be appointed Company Secretary.”

CARRIED

The Australian Securities and Investments Commission (ASIC) is to be promptly notified of the change in Company Secretary and Board composition.

Changes To Board Appointed Committees

Tim’s departure also created a vacancy on the Corporate Governance and Risk Committee (CGRC). The Board discussed various options for filling this vacancy.

Moved Glen Taylor, seconded Heather Mitchell “that Glen Taylor leave the Finance and Audit Committee (FAC) and be appointed to the CGRC. Further that Brooke Collins be appointed to the FAC.”

CARRIED

The FAC and CGRC are to elect Chairs at their next meeting.

iii. **Risk Management**

Returning To Little Athletics Post COVID-19”

Tim Jessup joined the meeting and was welcomed by the Chairman, Craig Scott. A discussion paper, written by Tim, was reviewed at length. It was then recommended that a COVID-19 Working Party be formed. This operational working group will have a diverse membership, from various levels of the business, and will be responsible for providing guidance relative to the return of Little Athletics post COVID-19.

The Chairman thanked Tim for his time and service on the Board. Tim Jessup then left the meeting.

7. **OPERATIONAL MATTERS AND REPORTS**

i. **Return to Office**

Public Health orders still advise that people should work from home wherever possible. A risk assessment will be completed prior to the office reopening to staff and visitors. All relevant precautions and requirements will be implemented.

ii. **Staff Update**

Staff are in the process of developing an online platform that will assist centres, provide current updates and offer the opportunity for online Q and A sessions. The first week night session will pertain to the current COVID-19 restrictions and how these apply to centre returns. A date is yet to be confirmed.

8. **MATTERS FOR DECISION OR APPROVAL**

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

9. **GENERAL BUSINESS**

No general business was forthcoming.

There being no further business the Chairman declared the meeting closed at 7:55pm



Craig Scott
CHAIRMAN

Next Board Meeting

Videoconference
Friday 10 June 2020
6:00pm start