

**MINUTES - BOARD OF MANAGEMENT MEETING
Friday 5 June 2020
(Videoconference)**

Meeting opened at 6.09pm.

1. ATTENDANCE / APOLOGIES

Videoconference: Craig Scott (Chairman), Heather Mitchell, Simon Nicola,
Glen Taylor, Kerry O’Keefe (CEO),)

Teleconference: Melissa Chandler, Mavis Godber

Apologies: Brooke Collins

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

2. REPORT OF THE PREVIOUS MEETING

Moved Heather Mitchell, seconded Simon Nicola, “that the minutes of the Board Meeting held on Wednesday, 13 May 2020 were a true and accurate record”.

CARRIED

Confirmation of the minutes of the Board meeting held on 1 June 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

Heather Mitchell provided an update on her contribution to the Strategic Review. Simon Nicola indicated that Brooke Collins had contacted the consultants and would be meeting with them in the next week.

6. ITEMS FOR UPDATE OR DISCUSSION

i. Financial Matters

2020/2021 Budget

The Chairman, Craig Scott, thanked each and every member of the Finance and Audit Committee (FAC) for their hard work and commitment in producing a very professional budget for the 2021 financial year.

The budget was reviewed and discussed at length. It was acknowledged that the situation with COVID-19 continues to evolve and the 2020/2021 season presents an unprecedented level of uncertainty. However, the Board was confident that the proposed budget would support the business through this period.

Moved Melissa Chandler, seconded Glen Taylor “that the budget for the 2020/21 financial year be approved.”

CARRIED

ii. **Risk Management**

Corporate Governance and Risk Committee (CGRC)

The CGRC met was held on Monday 1 June 2020. A summary of the key items from the meeting was provided.

- Glen Taylor was elected Chairman.
- The COVID-19 working party has met. All recommendations will all be in line with the National Cabinets new framework, the NSW Government Public Health Orders and the easing of restrictions.
- Priority items have been identified.

7. OPERATIONAL MATTERS AND REPORTS

i. **State Cross Country & Road Walk Championships**

The CEO, Kerry O’Keefe, recommended that, due to the COVID-19 situation, the State Cross Country & Road Walk Championships be cancelled for the 2020/2021 season. After due deliberation the Board supported this request. In doing so it was acknowledged that members are to be commended for their patience and understanding during this time of uncertainty and disruption.

Moved Glen Taylor, seconded Heather Mitchell “that the Board support the CEO’s recommendation that the State Cross Country & Road Walk Championships 2020 be cancelled for this season only.”

CARRIED

8. MATTERS FOR DECISION OR APPROVAL

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

9. GENERAL BUSINESS

Nil.

There being no further business the Chairman declared the meeting closed at 7.37pm


Craig Scott
CHAIRMAN

Next Board Meeting

Videoconference
Thursday, 18 June 2020
6:00pm start