

## **REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – MARCH 2015**

---

The Board addresses matters of Governance, Strategic Planning and Financial Management.

### **Meeting Opened 7:06 pm**

Present: Joe Stevens (President and Chairman), Peter Gayen (Vice President), Adam Bishop (Chief Executive Officer), Caroline Jackman, Graham Billett, Peter Grant and Fiona Stevens.

Apologies: Jana Tankosic

### **Correspondence**

The Board discussed several items that have been received. These items included a complaint against an official which is in the process of being investigated against the Athletics SA member protection policy, and a letter from the SA branch of the ATFCA.

### **CEO's Report**

Adam Bishop raised a number of points from his report. He mentioned that the One Sport Technology system is showing signs of improvement with some areas of Event Desq being fixed. The report referred to the first meeting of the Pathways Reference and Steering Group which was described as being very productive. The Board also discussed the Churn Rate study produced by Little Athletics which will be made available to the board next month. It was also agreed that the board would undertake a skills audit and performance assessment in the coming months.

### **Finance Director's Report**

Graham Billett noted the expected profit of the Association. The state of the Association financially is very promising. The Board agreed that they would like a report procured based on the Australian Junior Championships. The Board also discussed the process of the stadium upgrade which is being managed by Adam Bishop and Peter Gayen in conjunction with the Office for Recreation and Sport. The Financial Director addressed the income generated from the Track Classic in his report with profit expected to be down slightly due to the excessive heat and the resultant reduction in gate revenue.

### **Leave Policy Draft**

The Board reviewed the Leave Policy with a proposed new, updated policy tabled which included TOIL and annual leave. The current system has a few issues which need to be resolved to improve the effectiveness of the Association. It was agreed upon by the Board that the new Human Resources Committee will handle any issues arising in this area.

### **Privacy Policy**

The Board decided that Fiona Stevens will review the Association's current privacy policy to ensure that Athletics SA are compliant with the relevant provisions in the Privacy Act.

### **ASA Track and Field participation numbers**

The Board looked at data compiled in a spreadsheet relating the number participants in the Track and Field events. The data demonstrated an 11% increase in participation on last season.

**Meeting Closed 9:38pm.**

## **REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – APRIL 2015**

The Board addresses matters of Governance, Strategic Planning and Financial Management.

### **Meeting Opened 7:07 pm**

Present: Joe Stevens (President and Chairman), Peter Gayen (Vice President), Adam Bishop (Chief Executive Officer), Caroline Jackman, Graham Billett and Fiona Stevens.

Apologies: Jana Tankosic and Peter Grant

### **Correspondence**

The Board discussed several items that have been received. These items included a follow up to a complaint against an official which is in the process of being investigated under the Athletics SA member protection policy.

### **Governance**

Adam Bishop raised a number of points in his report concerning governance. The operation of the advisory panel was also discussed and it was noted that structure of the Association should be reviewed to explore the current resource allocation of Athletics SA with a view to ensuring that the Association is operating as efficiently and effectively as it can. The board agreed that the CEO should seek quotations for an external consultant to benchmark ASA's resource allocation against like organisations and potentially suggest any improvements to the current structure.

### **Privacy Act**

Fiona Stevens reported that as Athletics SA didn't turnover more than \$3 million annually that the Privacy Act doesn't apply to Athletics SA.

### **Finance Director's Report**

Graham Billett outlined that there were no changes to the report based on the figures reported during the previous month. The Association is tracking towards a healthy surplus for 2014/15. The Board also discussed the equipment budget.

### **Meeting Closed 9:00pm.**

The Board addresses matters of Governance, Strategic Planning and Financial Management.

### **Meeting Opened 6:06 pm**

Present: Joe Stevens (President and Chairman), Peter Gayen (Vice President), Adam Bishop (Chief Executive Officer), Caroline Jackman, Graham Billett and Fiona Stevens.

Apologies: Jana Tankosic

Special welcome: David Grace (President of Athletics Australia) and Phil Jones (Chief Executive Officer of Athletics Australia). David attended the first part of the meeting before departing. Phil remained as an observer for the entire meeting.

### **Correspondence**

The Board discussed several items that have been received. These items included a letter from the Australia Masters regarding assistance with resources for the Australian Masters Athletics Championships in 2016, the new Canteen Agreement, the Minutes of Presidents' Teleconference for May 2015 and a proposal about the ASA Annual Awards and Selection criteria. The outgoing correspondence related to an ongoing matter involving a complaint under the Athletics SA Member Protection Policy involving an Athletics SA official. This issue had now been dealt with appropriately.

### **CEO's Report**

Adam Bishop outlined a few key points from his report for further discussion. He mentioned the successful launch of the Youth Academy which was a joint venture with Little Athletics SA. Adam Bishop also raised some quotes he received relating to an independent review looking at the structure of the ASA office. There was also a discussion about the new Development Manager position with the board agreeing to progress with the appointment of the preferred candidate.

### **Finance Director's Report**

Graham Billett outlined that there were no changes to the report based on previous months and noted the expected profit of the Association was still looking very healthy. The Board acknowledged the work of Susie in her great effort to decrease the number of outstanding debtors. The Board also looked at the possibility of getting some software to assist with asset management.

### **Governance**

The Board discussed some Athletics Australia governance policies which the CEO tabled for suggested adoption by the ASA board. It was decided that this would be looked at further during the next meeting.

### **General Business**

The Board considered the endorsement of an Order of Australia nomination, which it resolved to support.

**Meeting Closed 8:57pm.**

*The Board addresses matters of Governance, Strategic Planning and Financial Management.*

**Meeting Opened 7:00 pm**

Present: Joe Stevens (President and Chairman), Peter Gayen (Vice President), Caroline Jackman, Graham Billett, Peter Grant, Jana Tankosic, Fiona Stevens and Adam Bishop (Chief Executive Officer),

Sue Bowman (Chief Executive Officer of Little Athletics South Australia) attended the first 20 minutes of the meeting to provide an update from Little Athletics SA and present the One Sport model that is being developed. There is a very strong working relationship between Athletics SA and Little Athletics SA.

**Correspondence**

The Board discussed several items that have been received, including a new grant agreement for the Spectator Tiers project, a communique from the Athletics Review Monitoring Committee, a letter from Athletics NSW and a ruling from the Fair Work Ombudsman regarding the Award for Athletics SA's canteen employees. The Board also looked at correspondence outwards which was a report for SA Tourism Commission regarding the 2014 Australian All Schools Championships.

**CEO's Report**

There were a number of events including a few winter fun runs which have been well received by the public and by the participants discussed. The Board also spoke about the planning of the upcoming season calendar and ways to attract feedback to improve the calendar. The need for Department for Communities and Social Inclusion (DCSI) checks was also raised and the importance of these checks for personal going into schools.

**Finance Director's Report**

Similar to previous reports, the financial report tracked the expected profit as the end of the financial year draws closer. In particular, the Board discussed insurance for Athletics SA's assets as well as potential review by an external property valuer to assess the replacement value of current assets. Certain events were also looked at which have provided the Association with a steady return.

**Governance**

The Board discussed getting new software to track and manage the Association's assets. A report and recommendation was tabled by the CEO which was endorsed by the Board

**Marketing and Communications**

A new upgrade of the office telephones and internet facilities was also raised and the Board approved this expenditure. This upgrade will significantly improve Athletics SA's ability to communicate more efficiently and effectively with its stakeholders

**Workforce Development**

The Board spoke about the Club Conference Agenda for the 27<sup>th</sup> June and the staff Personal Improvement Plans developed by the CEO . The CEO welcomed feedback regarding both of these items.

**General Business**

The IMG system, and the stadium evacuation procedure were also raised for discussion.

**Meeting Closed 9:24pm.**

## REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – JULY 2015

---

The Board addresses matters of Governance, Strategic Planning and Financial Management.

### **Meeting Opened 6:09 pm**

**Present:** Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman, Graham Billett, Peter Grant, Jana Tankosic and Fiona Stevens.

Apologies: Peter Gayen

### **Business arising from minutes**

The Board looked at various actions passed at previous meetings. The main conversation was with regards to the Track and Field Advisory Committee and formulating the calendar.

### **Correspondence**

The Board discussed several items that have been received, including the Athletics Review Monitoring Committee Communique 3, a letter about the Women's Recreational Running Network, the minutes from the Officials Committee Meeting and the Digital Strategy Project Report from Athletics Australia. The Board also looked at correspondence outwards which was a letter about a change in wages for the canteen staff.

### **CEO's Report**

Adam Bishop outlined a few key aspects to the CEO's report, including the staff retreat and the potential review to assess the resource allocation of the Association. The Board also discussed new sponsorship opportunities and different grants, as well as the recent Club Conference. Adam Bishop provided an update on the Track and Field calendar and the Athletics SA Foundation.

### **Finance Director's Report**

The Board looked at the spectator tiers grant and the Australian Track Classic items. There was a general conversation regarding the need to update the asset register which Clare and Susie from the ASA office are looking into.

### **Governance**

The Enfield Facility Proposal Port Enfield Council June 2015 was tabled and the Board reviewed the plan for a new a synthetic track at Enfield, to create a multipurpose sporting venue.

### **Participation and Excellence**

The Board Paper Registration Categories July 2015 was raised and the Board reviewed the structure of memberships offered by ASA. The proposal was endorsed with some minor amendments

### **Competition and Events**

The idea of either having a two or three week program was revisited and Fitzy's 5 was mentioned as it is coming up soon. The Board also discussed having a regular newsletter.

### **Workforce Development**

The system of time sheets was brought up and the office will conduct a detailed analysis of resource allocations within the office for the office and board to gain greater insight in to what time staff are spending working in various areas of the business.

### **General Business**

The Board reviewed the Club Conference again and the issues raised at the meeting. The President and CEO will look to initiate a quarterly update to be distributed to member clubs.

**Meeting Closed 8:45pm.**