

MINUTES OF THE BOARD OF DIRECTORS (BOD) MEETING
Held at the LAQ Office, QSAC
On Wednesday 10th January 2018

1. OPENING

In opening the meeting at 6.25pm, the President welcomed everyone in attendance.

ATTENDANCE

Board of Directors

Donna Smith	President	Paul Langton	Vice President
Ros McAlister	Finance Director	Dave Brown	General Director
Tony Frampton	General Director	Val Hooper	General Director
Ralph Newton	General Director		

Staff

Simon Cook	Chief Executive Officer (CEO)	Shannon Kruger	Operations Manager (OM)
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2. APOLOGIES

Nil

3. MINUTES OF PREVIOUS MEETING

Moved by R McAlister - seconded by V Hooper - all in favour

That the minutes of the Board of Directors meeting held on 22nd November 2017 be accepted as a true record.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. CORRESPONDENCE (pre-circulated)

Letter received from Anakie & District LAC. See OM Report for further details.

Letter received from West Moreton Anglican College. See OM Report for further details.

Email received from Toowoomba South LAC. They are requesting an extension on their use of the O'Quinn Street grounds for a further two years. This will be discussed further in the CEO's Report.

Moved by D Brown - seconded by R Newton - all in favour

That the inward correspondence be accepted and the outward correspondence be endorsed.

6. ITEMS FOR RATIFICATION

6.1 December 2017 Accounts

To 31st December 2017. The Profit and Loss, Balance Sheet, Trade Debtors totalling \$46,191.05 and Payments Listing totalling \$228,701.34 for November and \$103,590.29 for December were presented.

Moved by R McAlister - seconded by R Newton - all in favour

That the Financial Report and Payments for November & December be accepted.

6.2 QBP's from 2017 McDonald's State Relays

QBP from the 2017 McDonald's State Relays were presented for ratification. There were 11 in total.

Moved by T Frampton - seconded by P Langton - all in favour

That the QBP from the 2017 McDonald's State Relays be ratified.

ITEMS FOR RESOLUTION / DISCUSSION

6.3 Centres & Satellite Clubs (Biloela / Baralaba)

Board agreed that we need to formulate a policy to form clubs in those areas who want to become involved with Little Athletics, but don't want to start a full Centre. CEO will create this policy and present to the Board for consideration.

6.4 LAA Constitution & Governance Update

Tony Frampton updated the Board on the LAA governance review working group meeting. This meeting was held to introduce working group and discuss the terms of reference.

6.5 LAVIC General Meeting

General meeting was held in December to vote on the age group changes. The vote was carried.

6.6 Age Group Working Party Report

President has had a number of national meetings to discuss the age group changes. Ngaire has emailed our Winter Centres some information regarding the changes and the updated age group table.

6.7 2018 McDonald's Winter Championships

Athletics North Queensland has announced within the last two weeks that the Coral Coast Track and Field Championships will be held on the same weekend as our McDonald's Winter Championships. CEO will investigate alternative date options.

COMMITTEE REPORTS

6.8 Executive Committee

Executive met with CEO prior to the Board meeting to discuss staff reviews.

6.9 Competition Committee

Meeting was held on the 26th of November to review the current LAQ Regions. The Committee made some suggestions to the Board for feedback.

Board agreed that they need to see more information. The Committee will provide the data used and put it into a presentation for the next Board meeting.

It was agreed that winter Centres will be given a number of options to present to their members at the start of this upcoming season.

6.10 Officials Committee

No meeting has been held.

6.11 ALAC Convening Committee

Next meeting will be held in early February.

CEO REPORT

6.12 Written Report

CEO presented a written report.

Our 2018 KPI's were approved by the Department and our 2017 report has been submitted.

There has been a delay in appointing the LAA / AA officials resource with holidays and LAA office closure until late January.

Comfort Inn & Suites Robertson Gardens have renewed their sponsorship for a further three years.

Money from the new Coles sponsorship is less than the previous Jetstar one, which will have an impact on income. We also had to include our carnivals in the Coles sponsorship which means we won't be able to have an LAQ sponsor for them.

As mentioned above, Toowoomba South LAC has requested an extension to their tenure at O'Quinn Street. Board discussed Toowoomba South's request and have agreed not to approve their request for an extension of a further two years.

Draft Operations Plan is being finalised and should be completed by the end of this week.

We are in the process of drafting a Sponsorship Policy. This will be emailed to the Board.

OM REPORT

6.13 Written Report

OM presented a written report.

Letter has been received from Anakie & District LAC requesting to formally close the Centre. They have enclosed a bank cheque for the remaining \$615.89 in their bank account. They have requested that all remaining equipment be donated to Anakie State School, where they were based. Board agreed.

St George LAC is again having difficulty forming a committee. They are having another meeting in February and our DO will be attending. If they cannot form a committee at this meeting, the Centre will go into recess for 12 months.

We have received a letter of support from WESTMAC for Colleges LAC.

Email has been sent to all Winter Centres with information about the upcoming age group changes.

LAPS numbers reached 20,207 at the end of 2017.

School holiday clinics were held in December in Toowoomba and on the Sunshine Coast. Both clinics ran well, although low in numbers. The Brisbane and Gold Coast clinics are being held next week.

Applications for 2018 State Team Selectors and Personnel have now closed. Board agreed to appoint the following people:

- Selectors: Chris Anderson, Bec Brice (Boys) and Steve Langley, Rik Hedge (Girls)
- Personnel: Shannon Kruger, Jo Spyro, Taneille Crase, Adam White & Nick Bennett

We have 446 followers on Instagram and 5,867 Likes on facebook.

6.14 Registration & Centre Report

We currently have 11,571 Summer Centre registrations.

7. GENERAL BUSINESS

7.1 State Relays Review

Everyone agreed that this was one of the best State Relays that LAQ has held. There seemed to be less pressure on the program and it ran extremely well. Our officials were able to have breaks throughout the day and everyone was very positive.

McDonald's had a great presence at the competition and commented on how wonderful people's attitudes were throughout their interactions with them. They were also extremely happy with how many families were willing to donate to the Ronald McDonald House Charity.

Board agreed we need to look at other tent options for the Call Room to make it more restrictive to parents.

8. ITEMS FOR INFORMATION

8.1 Next Board Meeting

The next meeting will be held on Wednesday 21st February 2018 at the LAQ Office.

11. CLOSE MEETING

Meeting closed at 9.10pm.

SIGNED AS A TRUE RECORD
Wednesday 21st February 2018

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President, LAQ