



Cranbourne Little Athletics Centre

Annual General Meeting Minutes 2019/2020 Season. Held on Saturday 23rd May 2020 via Zoom online meeting.

Meeting Opened: 11am.

Present: Members (Committee members, athletes & parents). See attached recorded participants on Zoom below (79 members, 1 Life Member and 1 Ordinary Member present making a total of voting members 79 and two others). Quorum met.

Apologies noted: Michelle Baxter Hanna & Karen Bridle.

Holger Philipp (President) welcomed members to the AGM and thanked all parents for their assistance over the season, and also thanked the Committee who worked hard not only behind the scenes, but also during meets as well.

Minutes of Previous AGM Meeting (season 2018/2019): Minutes from previous AGM held on Saturday 30th March 2019 to be a true and accurate record of meeting.

Moved: Matt Warwick **Seconded:** Paul Freestone **PASSED**

Business arising from Previous AGM: NIL

President's Report: As Tabled/Attached below.

Additional comments from President discussed the need and reasons for having a COVID-19 Officer added to the Executive Team. Initially the Executive team will need to undertake and assess the risk factors of minimising the spread of COVID-19 within the club once training & season begins. This is a suggestion from LAVic. Guidelines of this will be forwarded to the club.

Treasurer's Report: As Tabled/attached below.

Moved: Bronwyn Philipp **Seconded:** Annette Neilson **PASSED**

Secretary Report: As Tabled/Attached below.

Registrar Report: As Tabled/Attached below.

Head Coach Report: As Tabled/Attached below.

Election of Committee for the incoming season:

Nominations received **PRIOR** to the AGM:

• **President:** Holger Phillip
Moved: Bronwyn Philipp **Seconded:** Ross Thomson **PASSED**

• **Secretary:** Jo Sahabdeen
Moved: Nina O'Dea **Seconded:** Gail Clappers **PASSED**

• **Registrar:** Ross Thomson
Moved: Gail Clappers **Seconded:** Annette Neilson **PASSED**



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• **Treasurer:** Gail Clappers
Moved: Annette Neilson **Seconded:** Megan Crowley **PASSED**

• **Grants & Sponsorship:** Dean McCaughan
Moved: Bronwyn Philipp **Seconded:** Connie Meier **PASSED**

• **Head Coach:** Matt Warwick
Moved: Troy Bellchambers **Seconded:** Ross Thomson **PASSED**

• **Vice President:** Mark Sullivan
Moved: Paul Freestone **Seconded:** Matt Warwick **PASSED**

- **Assistant Treasurer:** Megan Crowley
- **Assistant Secretary:** Alisha Debono
- **Assistant Registrar:** Nicole van Brakel, Bronwyn Philipp & Nina O'Dea
- **Communications Manager:** Andrew Pryn
- **Announcer:** Michael Gorgievski
- **Program Manager:** Michael Gorgievski
- **Results & Records:** Bec Parker
- **Child Protection Officer:** Dean McCaughan & Nina O'Dea
- **Grounds & Equipment Manager:** Brendan Crowley
- **Assistant Grounds & Equipment:** Paul Freestone
- **Special Events:** Chloe Brannan, Caz Frenken, Debbie Scott & Michelle Baxter Hanna
- **Region & State Team Manager:** Mark Sullivan
- **Assistant Region & State Team Manager:** Paul Freestone
- **Multi Class Team Manager:** Kara James
- **Senior & Junior Boys Team Manager:** Meagan Borg
- **Senior & Junior Girls Team Manager:** Yewande Adelaja
- **Photographer:** Connie Meier
- **Cross Country Team Manager:** Scott Culpin
- **On Track Coordinator:** Holger Philipp
- **Assistant Coach's:** Andrew Pryn, John Frenken, Pieter Greyling
- **Chief Referee**:** Matt Warwick
- **Merchandise Manager:** Angela Canning
- **Canteen Manager:** Berni O'Neill (**Vote took place to reinstate a paid person as the Canteen Manager- all participants (79 people) voted 'Yes'**)

****Chief Referee** is a newly created role to align with LAVic structure seen at Region and State events. This is a "game day adjudicator" role.

Moved: Holger Philipp **Seconded:** Mark Sullivan **PASSED**

Nominations received **AT** the AGM:

- Assistant Coach: Lisa Black
- Assistant Coach: Brianna Briet
- Assistant Coach: Michelle Frenken
- Assistant Coach: Brendan Crowley



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- Assistant Registrar: Meagan Borg
- Assistant Registrar: Lisa Black
- Assistant Results/Records: Susan Neil
- Assistant Results/Records: Annette Neilson
- Assistant Merchandise: Vicky Delgos
- Assistant Merchandise: Deb Paila
- Photographer: Tamara Sullivan
- Photographer: Ahsveer Kaur Brar

Moved: Nina O'Dea

Seconded: Pieter Greyling

PASSED

Comments/Questions from the members: NIL

Meeting Closed: 11.44am

After the AGM was concluded, the announcements of the Centre Awards were read out and shown on PowerPoint slides online via Zoom.

REPORTS:

Recorded Participants on Zoom:

- Dean McCaughan & Kerrie McCaughan
- Holger and Bron Philipp
- Matt & Shannon Warwick
- Jo Sahabdeen Family (2)
- Alisha Debono Family (2)
- Ross Thomson
- Meagan Borg
- Kim Thomson
- Mark and Tamara Sullivan
- Ablonczy Family (2)
- Lauren Adams
- Magda Aliva
- Brianna Briet
- Pieter Greyling
- Gail Clappers
- Susan Neil
- Debbie Wood
- Jaylin and Kai Kallista
- Archana Sharma
- Leearna and Donny Crowl
- Michelle Maling
- Annette Neilson
- The Bellchambers family (2)
- Ashveer Kaur Brar family (2)
- Wood family (2)
- Simone Lupiyanto
- Fiona & Joshua Ham

- Symone Adelaja
- Michelle Maling
- Nina & Matt O'Dea
- Michelle and Mark Frenken
- Kelly Carvill (2)
- Paul and Ange Freestone
- Cameron Miller-Randle (2)
- Jenny Notman
- Connie Meier
- Kara James
- Megan and Brendan Crowley
- Nicole and Dale van Brakel
- James Dunn
- Rob & Brooke Nolan
- Lisa & Jon Black
- John & Chloe Brannan
- Marc Briet
- Ryan and Julie Khew
- Lawler family (2)
- Michael Gorgievski (2)
- Deb Paila
- Lindy Culpin
- Dion Jelley
- Kuldeep
- Melinda Hunt
- Kavita Thushi
- Sarah Mullens
- Dianne & Andrew Pryn (1 Life Member 1 Ordinary Member – both not voting)

Presidents Report (Holger Philipp):



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Thank you to all those who are attending online. I'm sure we will all have Zoom fatigue once all this is over! What a crazy year! Bushfires, floods, air pollution and now the corona virus! All these have really created havoc this season and stretched some of our decision making, but despite all this, there is some good news. I am pleased to report that the club overall is in great health – both on and off the track. Not only are we financially stable, but at the same time, we have implemented ways to secure new revenue which help shape and set up our club.

On the track we have 312 members and this year we have had considerable team and individual success at both Regionals and State events. Simply a fantastic effort by all athletes. Well done to all!

Off the track it has been quite a momentous year for the club. We have invested heavily in tech and put the club in a healthy position ready for the future. I am very proud to say we have managed to invest heavily in things the club required for both immediate and future needs in order to keep it up to date and progressive.

This is on top of the \$20-30k it costs each year to have in the bank before the season commences, ready to open each season- through the purchase of uniforms, medals, food and so, on which I am pleased to say we have safely banked.

With that in mind please allow me to provide some key examples to demonstrate what has been happening around the club due to the hard work that has been performed by the committee over the past year.

The work really kicked off this time last year with the re-development of our strategic plan. This was important as it set the tone and goals of what we wanted to achieve and more importantly how we wanted to achieve them. From there we developed individual club policies and host of processes to really make running the club more efficient and simpler.

Then with the help of your memberships fees, we really invested in tech this year – including updating software, purchased new hardware such as laptops and iPad's as well as servicing the gates and timing equipment, something which had not been done yet, all so that we continue to position ourselves as an innovative and progressive club.

We invested in an accounting program, purchased a Point of Sale System for the canteen and the uniform shop, which importantly linked them together so that our accounts could be better recorded and managed simply by having an exact understanding of our stock on hand. We now can order better and spend money where it needs to be spent at the right time.

We invested in One Drive, a portal where we can store all our electronic documents, not only for our records but also setting a place for our policies and processes in place for future members. We replaced all the older canteen equipment including new BBQ's, Eskys and other cookware that we all take for granted on a Saturday meet.

Finally, we were able to purchase our own engraving machine. All these purchases mark a significant shift in trying to be a self-sufficient club.

In addition to this, our Sponsorship and Grant application strategy shifted this year and we literally reaped the benefits allowing the club to purchase new equipment.

Sponsorship Highlights include:

- Introduction of a new Platinum level Sponsor Cranbourne Pest Control
- Increase from 4 to 7 Major Sponsors this season
- Increased cash revenue from Major Sponsors of \$3700 for this season compared to last.
- All lanes sponsored for Meteorite Gift



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- Ongoing vouchers contributed by sponsors for our athletes from Grill'd, Zagames & the Pancake Parlour.

Total sponsorship financial value to the club for this season was \$8500.

Grant Highlights: Successful in winning three grants for the club this season valuing \$3874.72 which was used to purchase new equipment.

Total financial contribution to Cranbourne Little Athletics Centre from Grants & Sponsorships for 2019/2020 is **\$12,374.72**.

These are some of the bigger examples of the work undertaken by the Committee this year and it doesn't stop there. In plans for next year include the re structure of the Special Events Committee and their goals including events we are planning for now. One such event is a Community Fun Run. The intention is that this Fun Run will increase our club's exposure to the broader community, whilst also bringing in funds and potentially new members from the broader community who may not even know we exist.

Increasing tech in our club will continue through the iPad project and recording and uploading results directly into them rather than on paper, and we are currently discussing how to level up our Multi class program and we are in discussions with a high profile current para Olympian to be our Multi Class Ambassador.

As you can see there has been lots going on in the background this year, with equally lots in the planning phase for next year and your membership has been vital in helping achieve these.

So, with all that effort this year please let me acknowledge the tireless work of this year's Executive Committee who have performed their club duties and allowed the club to function with such smoothness whilst still attending to the activities of their regular day jobs:

- **Nina O'Dea** (who is stepping down) has performed amazingly in the pivotal role of club Secretary over the past few years, as well as taking on so many little projects and absolutely smashed them
- **Gail Clappers** who aside from being club Treasurer, has been Program Manager and Announcer and dedication week in week out is second to none
- **Mark Sullivan** - jack of all athletics trades and seemingly master of all, is the club's Vice President & Region/State Team manager
- **Matt Warwick** – Simply Head Coach extraordinaire
- **Dean McCaughan**- our Sponsorships and Grants Officer and a key sounding board for issues and ideas within the club and,
- **Ross Thompson**- whose considered insight to discussions has been enormous, is the club's Registrar.

In addition, we have the rest of the general Committee to thank, as without all of this help the club it would not be as successful as it is, nor function as well as it does. However, whilst all of these people have done a sterling job, the club is always in search of new volunteers. This is to not only replace existing personnel but to re-invigorate the Committee with new opinions and ideas. The Committee is a very welcoming group of individuals and will gladly help you transition into a new role. Please consider a role on the committee for the coming season.

Finally, I would like to thank each one of you for making my experience in my role on the Committee a really pleasant and enjoyable one.

20-year service recognition- Annette Neilson.

Holger informed the members of the 20-year service of Annette Neilson. He congratulated and thanked her for her long-standing service to the Club.



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Treasurer Report (Gail Clappers): See attached exert from the auditor's report:



Income and Expenditure Statement

Cranbourne Little Athletics Centre For the year ended 31 December 2019

	2019	2018
Income		
Donations		
Canteen Sales	21,110	26,698
Canteen Sales - State Events	29,768	-
Fundraising Events	1,564	14,713
Gate Bookings	14,250	13,270
Interest Income	350	10
Registrations	31,287	29,303
Relays	391	1,036
Special Events	2,079	3,616
Sponsorships	15,324	-
Uniforms	15,283	12,476
Total Income	131,405	101,122
Gross Surplus	131,405	101,122
Other Income		
Other Revenue	192	3,943
Total Other Income	192	3,943
Expenditure		
Accounting/Audit Fees	600	772
Advertising	682	107
Bank Fees	1,399	622
Canteen Expenses	23,244	16,175
Donations	1,694	65
Education Expenses	461	3,691
Equipment - Athletes	8,577	12,455
Equipment - Office & Administration	7,174	-
First Aid	4,836	4,944
Flexi Rent Expenses	-	1,281
Gate Expenses	5,350	4,651
IT Expenses	174	-
LaVIC/Gippsland	125	604
Other Expenses	185	4,061
Payment Plans	525	3,215
Pest Control	-	110
Postage, Printing & Stationery	2,618	3,159
Presentation Expenses	14,452	10,458
Rates & Utilities	6,473	7,299
Registration Expenses	2,544	-
Relay Expenses	-	220
Repairs & Maintenance	1,384	-



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Income and Expenditure Statement



	2019	2018
Special Events / Fundraising Expenses	4,495	6,546
Subscriptions	600	-
Telstra	-	670
Uniform Expenses	20,921	14,859
Total Expenditure	108,512	95,962
Current Year Surplus/ (Deficit) Before Income Tax Adjustments	23,085	9,103
Current Year Surplus/(Deficit) Before Income Tax	23,085	9,103
Net Current Year Surplus After Income Tax	23,085	9,103



Balance Sheet

Cranbourne Little Athletics Centre As at 31 December 2019

	31 DEC 2019	31 DEC 2018
Assets		
Current Assets		
Accounts Receivable	560	-
CLAC - Credit Card	1,428	1,022
CLAC - Savings Account	40,870	30,101
CLAC - Savings Account No 2	8,679	20,584
CLAC - Term Deposit Account	12,287	-
Floats	-	840
Athletics Equipment	102,069	-
Less Accumulated Depreciation on Athletics Equipment	(102,069)	-
Stock on Hand - Canteen Stock	7,797	-
Stock on Hand - Uniforms	38,768	-
Total Current Assets	110,388	52,547
Total Assets	110,388	52,547
Liabilities		
Current Liabilities		
Accounts Payable	2,122	-
Total Current Liabilities	2,122	-
Total Liabilities	2,122	-
Net Assets	108,266	52,547
Equity		
Retained Earnings	108,266	52,547
Total Equity	108,266	52,547



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Secretary Report (Nina O’Dea):

The season of 2019/2020 was a promising year- with many returning members, and lots of new members. It’s so wonderful to chat to you all on the phone when you explain why your child wants to be a part of the athletics sport. It gives me and the club a great insight into the way we need to deliver our sport, and our club.

A big part of my role this season was to set up a cloud-based platform for document sharing and storage. This will now allow faster locating of documents and written processes for the incoming Committee.

Another system I set up was the Point of Sale system (POS)- the Square system in the Merchandise shop and Canteen. This has streamlined so much of the behind the scenes work for many of the Committee members. Thank you to the Team who assisted with this set up and roll-out.

Thank you to all the members who have helped out in small and big ways- sometimes, just the smallest of assistance had made the rest of the day run smoother, relieved a stressful situation or created a new found memory that lasts a lifetime for each of us.

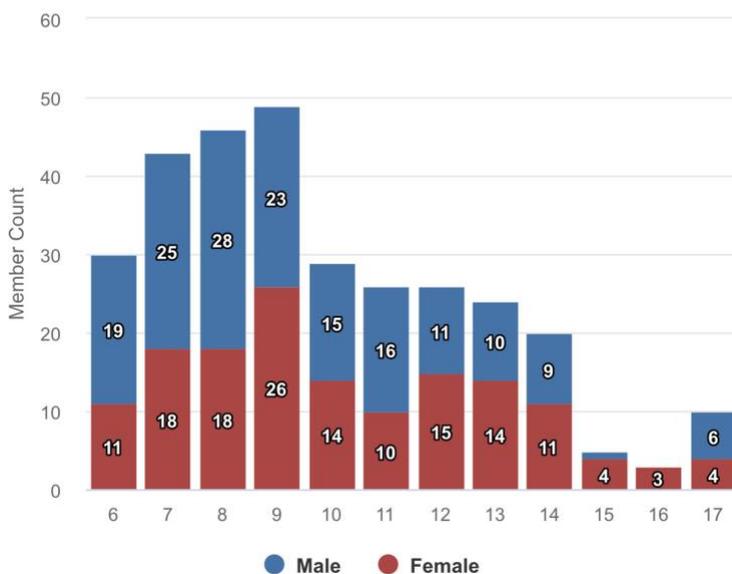
With the season being cut short, there were many sad and unhappy athletes (& parents). But I feel that this will drive us all to deliver a more enjoyable 2020/2021 season and create more friendships, more connections and more smiling faces. Plus, I imagine there will be a larger hunger from the athletes themselves to reach their PB’s and personal goals next season. I cannot wait to see this unfold.

I have loved the close connection to the sport as Secretary, a big role, but an interesting and rewarding one. Thank you to everyone who helped support me and made me laugh in difficult moments. It is, however, time to pass on the baton. Looking forward to another exciting season at Cranbourne Little Athletics Centre.

Registrar Report (Ross Thomson):

Cranbourne LAC had another strong year for memberships finishing the season on a total of 310 athletes, 136 being new to the club and 174 returning members. Again, the reduced fees in the second half of the season saw a good number of new athletes joining us despite having missed the majority of the season.

Age Breakdown



I'm so grateful for the help of my wonderful assistant registrars Nicole, Rebecca and Kim, plus the extra help from Nina, Bronwyn and Megan while I learnt the role.



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We had some really busy days and all our parents and athletes were very patient while we put together membership packs and printed out tags. A key enabler on the busy days was having multiple iPads available for people to access the sign up page, we'll continue to make that available next season.

Head Coach Report (Matt Warwick):

My role as Head Coach included setting up and running the training programs for Sunday relays, mid-week training sessions with a team of coaches, warm ups on meet days and providing coaching as needed. Working with other coaches has made my job easier- thank you to our team of qualified, dedicated and enthusiastic coaches who have put in the time and effort with each of our athletes to give them the best start in their athletics journey. Getting to know the kids and seeing their improvement at training, on event days, beating their PB's, winning medals or just trying their best is a great feeling. The smiles on their faces makes it all worth it.

This season changing the training programs by splitting younger athletes up has been very successful. All the coaches

have done an amazing job. It really was a great team effort, much of what our club is all about, even as an individual sport.

Another great year from our relay team- from the athletes and their parents to the coaches. If your athlete is moving to U9's next season or you haven't yet been involved in relays, I highly recommend it. Great, solid friendships are made and being part of the CLA relay team is one of the highlights of the season.

A new training session was introduced late last year- the Advanced Skills Training sessions. This was a short four-week additional training program for the U9-16's, to help athletes who signed up for the extra more intimate training program refine their techniques. This was a great success and will be looking at bringing this back again next year- something we hope more people will be a part of.

My plans so far for next season include:

- Completing an advanced coaching course
- Encourage and train more parents and older athletes to be coaches
- Working more on the older kids aged 11 and up to help keep them in the sport and
- Teaching parents, the rules of jumping and throwing.

It felt real shame how the season ended. But it shows us what we take for granted- the training days, watching our little athletes and being part of great club.

Fitness is a huge part of my life and I believe that it started with being involved in Little Athletics 36 years ago. Now I'm teaching kids how to run, jump and throw and if I can instil in these kids a lifelong love of running and fitness, then this coaching role is well worth the effort.

Being Head Coach, this season has been an enjoyable and satisfying experience and I'm looking forward to next season and seeing Cranbourne Little Athletics grow stronger.