



Ipswich Branch Little Athletics Centre Inc.

MINUTES – ANNUAL GENERAL MEETING

Date: Tuesday, 20th May 2025
Time: 7:00pm
Venue: Clubhouse, Bill Paterson Oval, Ipswich

Item 1: **OPENING**

Meeting opened by Alice Belfield (Chairperson) at 7:02 pm

Item 2: **ATTENDANCE AND APOLOGIES**

Present: Crystal Goulding, Ann Bell, Alice Belfield, Aaron Hanley, Joshua Roney, Cheryl Roney, Carla Kalweit, Lyndon McDonald, Carmen McDonald (via phone) Travis Regeling, Sam Hayne, Kristie Parsons, Christopher Davis, Barry Wenzel, Amanda Leadbetter, Kyle Smith, Paul Langton, Michael Smolenski
All attendees have signed the attendance book.

Apologies: Dan Johnson, Andrew Hanlon, Jess Hanley, Mel Smith
'That the apologies be accepted'

Moved: Kristie Parsons **Seconded:** Sam Hayne **Result:** Carried

Quorum is present

Item 3: **MINUTES OF PREVIOUS ANNUAL GENERAL MEETINGS: 23rd May and 6th June 2024**

'That the minutes of the previous AGMs on 23rd May and 6th June 2024 are signed as true and correct.'

Moved: Cheryl Roney **Seconded:** Kristie Parsons **Result:** Carried

Item 4: **BUSINESS ARISING FROM MINUTES:**

- Nil from Secretary
- Nil from attendees

Item 5: **CORRESPONDENCE INWARDS:**

- Nominations for positions: Josh Roney
- Reports from committee members: Centre Manager, Treasurer, Technical Officer, Canteen, Coaching Officer, Recording Officer
- AGM attendance: Ann Bell
- Apologies: Dan Johnson, Andrew Hanlon, Jessica Hanley, Mel Smith
- Audited financial reports : Extrado



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Item 6: CORRESPONDENCE OUTWARDS:

- Notification of AGM on Facebook and emails to primary contacts of registered members
- Notification of AGM emails sent to Paul Langton, Ann Bell, Michael Smolenski, Steve Warner, Len Arnold, Mel Smith

‘That inward correspondence be accepted and outward correspondence is endorsed.’

Moved: Alice Belfield **Seconded:** Josh Roney **Result:** Carried

Item 7: REPORTS:

Centre Manager

‘That the Centre Manager’s Report be adopted’

From Cheryl: Note correction: Centre Championships Days page 2

Should readwe successfully delivered one of the three planned competition days.. notwe successfully delivered two of the three planned competition days

Moved: Crystal Goulding **Seconded:** Kristie Parsons **Result:** Carried

Treasurer and Audit Reports

The Not for Profit Self Review Return for 2023/24 was lodged and acknowledgement of Income Tax Exempt Status was received (available at meeting for review if required)

‘That the annual Financial Statements and Audit Report for the 2024/25 financial year prepared by Extrado be adopted’

Send questions to Alice if required and will be forwarded to Andrew (Treasurer)

From Chris Davies: registration fees from last year appear low, should be around \$70,000 last season? Clarify with Andrew

Moved: Sam Hayne **Seconded:** Alice Belfield **Result:** Carried

Item 8: REMUNERATION AND BENEFITS:

No remuneration or benefits were provided to or received by any management committee members in the 2024/25 financial year.

‘That this declaration be accepted as true and correct.’

Moved: Kristie Parsons **Seconded:** Paul Langton **Result:** Carried

Item 9: APPOINTMENT OF AUDITOR:

‘That Extrado be appointed as the association’s auditor for the 2025/26 financial year’

Concerns from floor regarding historically late or just on time. No other suggestions of other auditors and this seems typical of audits for associations. There would be a cost involved in changing to a new auditor as they would need to setup our accounts on their software. Implementing quarterly correspondence and ‘mini’ audits would also increase costs.

Moved: Josh Roney **Seconded:** Michael Smolenski **Result:** Carried



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Item 10: DISSOLVE 2024/25 COMMITTEE:

Thank you to all members and also additional volunteers for your dedication and support throughout the season. The management committee for the 2024/25 is dissolved and all positions are vacant.

Item11: ELECTION OF 2025/26 CENTRE MANAGEMENT COMMITTEE:

I advise all nominees that Ipswich Little Athletics has insurance with Sportscover Australia Pty Ltd as an affiliated club of Little Athletics Australia. The certificate of currency for the period 30/4/24 to 30/4/25 has been extended to 31/5/25. The brokers have advised that once the policy has been renewed for the period 31/5/2025 to 30/04/2026 an updated certificate will be issued.

Cover: Public Liability \$30,000,000 any one occurrence
Products Liability \$30,000,000 any one occurrence and in the aggregate
Professional Indemnity \$10,000,000 any one claim and in the aggregate
Management Liability \$10,000,000 any one claim and in the aggregate

Position	Nominee	Nominated by	Second	Result
Centre Manager	Joshua Roney	Ann Bell	Carla Kalweit	Duly elected
Assistant CM	Crystal Goulding	Ann Bell	Barry Wentzel	Duly elected
Treasurer	Carmen McDonald	Lyndon McDonald	Travis Regeling	Duly Elected
Secretary	Alice Belfield	Crystal Goulding	Amanda Leadbetter	Duly Elected
General Member	Kristie Parsons	Crystal Goulding	Amanda Leadbetter	Duly Elected

Item 12: ELECTED COMMITTEE MEMBERS AGREEMENT:

Do you agree to abide by the Rules, Regulations, Bylaws and Policies for Little Athletics Queensland and to implement and adhere to all such directives?

All Agree

Item 13: GENERAL BUSINESS WITH NOTICE:

Notice of first monthly Management Meeting for new committee:

Tuesday, 11th June 2024 at 7:00pm

(usually second Tuesday of the month, after training session)

(refer whatsapp group to discuss to confirm)

Item 14: GENERAL BUSINESS WITHOUT NOTICE:

First Aid Officer 2025/26: Sam Hayne is unlikely to be able to attend most Fridays in the new season. Chris Davies confirmed it is not required that we have a first aid officer at trainings and club nights. Depending on severity of injury, advise athletes/parents to go to the hospital. Email members asking if anyone is interested



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in being a first aid contact, would any committee members/volunteers consider course.

Appoint Acting Canteen Convenor: Ann Bell until end of off-season canteens
Moved: Cheryl Roney **Seconded:** Kristie Parsons
Agreed by 4/5 management committee, Carmen absent

Appointment of Sub-committee/Volunteers

Some queries regarding how the necessary volunteers and sub-committee will be 'appointed' – to be advised

Council Meeting 4th June: Synthetic Track

Michael: game changing announcement in Centre Manager's report. Chris explained 4th June meeting called by Ipswich City Council regarding synthetic track in Ipswich. Josh will discuss with Dan to clarify and all agree Josh to replace Dan at meeting to represent ILA.

Treasurer's Report: combine bank accounts

Michael: in Treasurer's report suggestion to combine accounts, why? Cheryl explained the recommendation and committee approval for replacing the registers in the canteen and office with Square devices. The current eftpos machines would be returned to Tyro at Bendigo Bank and there would be no need for the Bendigo Bank 'eftpos' account and all money received through Square could be made to the current Commonwealth Bank 'office' account.

Photography of Children

Lyndon: photography of children at carnivals issue from previous season.
Chris: Sports80 registration tick if agree to having photos taken, list to be downloaded by centre, LAQ provided guidance for management of these situations, in the background in public space is legally permitted, use of wrist bands to identify at carnivals etc.

Turbo Jav

Michael: Turbo jav to be included in program? Will it be recorded?
Amanda: currently a play event but the athletes will take more seriously if recorded.
Josh: officiating required for measurements, use flags?
Paul: do it properly or not at all.
Raise at management meeting.
Refer survey results to consider what needs to be discussed/proposed/decided.

Programs and Stopwatches

Michael: compare participation % across seasons and before/after xmas, check impact of 5 vs 4 events and starting times.
Chris: programming issue related to waiting between events and contributes to reducing numbers after xmas, but drop after xmas is wholistic issue.
Michael: Barry, please throw out the stopwatches from 197?, asked Josh to give permission to dispose of these.



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Update Bank Signatories

Ann: Treasurer's portfolio, require signatures to be updated urgently. To be discussed with Andrew for handover and ensure Ann is reimbursed.

Lead Volunteers

Roles filled: Records Officer Kristie, Recorders Carla and Jess, Technical Officer Barry, Public Relation Officer Crystal.

Lead volunteers required Coaching Officer, Officials Officer, Programs Officer (Jess has offered but it may be beneficial if a new person fills the role as we have an extra volunteer for setting up and carnivals etc.

Registrar not required due to Sports:80 including agreements etc, minor duties absorbed by other members/volunteers.

They are not required to attend meetings.

Advertise on facebook for volunteering when/where/how to register for volunteering?

Josh: Coaching role is essential for this club and a priority position to fill.

Cancellation of Championships Days 2 and 3

Lyndon: decision to cancel days 2 and 3, was it council's decision?

Josh: explained advice from council regarding damage and cost to club and a majority decision by committee.

Item 15: CLOSE OF MEETING: Meeting closed at 8:25 pm