

AWF MEMORANDUM

To: Board of Directors / State Members
CC: Australian Sports Commission
From: Matthew Curtain
Re: Summary of Decisions, AWF Board Meeting – 10 May 2008

BOARD OF DIRECTORS MEETING

Mercure Hotel, Sydney Airport (20 Levey Street, Wolli Creek NSW 2205),
10 May 2008 at 1200hrs

Attendance

Robert Kabbas (President), Lyn Jones, Boris Kayser, Danielle Waller, Mary Macken, Bob Pavone & Matthew Curtain (CEO)

By Invitation

Robert Bennett, Australian Sports Commission
Michael Keelan, AWF High Performance Manager

Apologies

Nil

Summary of Decisions

Coach Development – Commercial Opportunities

The CEO reported that a full proposal from the High Performance Manager would be presented to Management in relation to fully commercializing the Coach Development Program.

Board Vacancies

The President reported that Greg Maguire and Phil Maunder had been identified as suitable candidates to serve as Directors. The Board was informed that both individuals had commercial acumen plus a long standing relationship with the sport.

In addition, the Board received a brief from Danielle Waller that Stephen Hall had expressed interest in joining the Finance Committee and Board.

While the Board agreed to review all possible applications, the Board noted its reservation regarding Mr. Hall given he resided in New Zealand.

Australian Sports Commission Funding

The CEO tabled correspondence from the ASC dated 04 April 2008 outlining that the Federation had demonstrated a satisfactory level of scrutiny on its financial reporting processes. As such, ASC funding had been fully restored.

Commonwealth Youth Games 2008 – Headquarter Staff

The President reported that the CEO had been appointed to the Australian Commonwealth Games Association (ACGA) to serve as an Administration Officer for the 2008 Commonwealth Youth Games.

The Board also received correspondence that Don Mitchell (NSW) had been unsuccessful with his application.

Matthew Curtain – LOCOG appointment

The President tabled an email from the CEO confirming his appointment as the Weightlifting Competition Manager for 2012 Olympic Games.

The CEO thanked the Board for their congratulation and stated that he would continue to work diligently until his departure from the Federation.

The Board spoke of the urgent requirement to establish a seamless succession plan to which the CEO reported, in accordance with the Board governance manual, appropriate contingencies would be made.

Francois Etoundi – Membership

The Board received a letter of clearance from the Cameroon Weightlifting Federation for Francois Etoundi however the correspondence (written in French) did not specifically state this.

The CEO had previously spoken with Mr. Etoundi on this matter and as such, an additional letter would be provided.

Passing of Ernie Sandgren

The Board recorded its deepest sympathies to the Sandgren family, upon the passing of Weightlifting pioneer; Ernest (Ernie) Sandgren, aged 98.

Financial Report

The CEO presented the AWF's financial performance, as at March & April 2008 reiterating the AWF's recent success in having its funding reinstated by the ASC.

Balance Sheet, March 2008

Profit & Loss, March 2008

Profit & Loss Analysis, March 2008

Profit & Loss, July 2007 to March 2008

Profit & Loss Analysis, July 2007 to March 2008

Aged Receivables, March 2008

Aged Payables, March 2008

Budget Analysis, March 2008

Balance Sheet, April 2008

Profit & Loss, April 2008

Profit & Loss Analysis, April 2008

Profit & Loss, July 2007 to April 2008

Profit & Loss Analysis, July 2007 to April 2008

Aged Receivables, April 2008

Aged Payables, April 2008

Budget Analysis, April 2008

Insurance

With regard to the contribution from State Members towards the AWF's public liability and indemnity insurance, the Board resolved to not to increase membership fees for 2008.

The Board did however; agree in principle, to gradually phase its financial support out in future years, in the process giving advance notice to State members.

National Championships

The Board confirmed its commitment to the state members by the allocation of funds towards the delivery of the National Championships in 2008 (only). Specifically, the Board agreed to the status quo amount of \$2500 (plus GST) to the NSWWA for the 2008 National Senior Championships.

AJCGS Funding

Boris Kayser questioned the CEO on why the budgeted AJCGS funds (\$42,000) from the ACGA had not been received yet.

The CEO stated that until the selection criteria was finalized (and circulated to the membership); the ACGA would not grant payment. In consultation with the High Performance Manager, the AJCGS regulations are scheduled to be released by 30 June 2008.

Employee Entitlements

Other discussion relating to finance included the establishment of an employee's entitlement provision on MYOB to assist the management of cash equity should any employee request substantial annual leave at any given time.

The Board noted the importance of this feature given the CEO was likely to resign within the next financial year.

Finance Committee

The CEO reported that a meeting of the Finance Committee was held, via teleconference on 07 May 2008, covering the period: March & April 2008.

The Committee reviewed and discussed the following variances:

Income – 31 March 2008

- The biggest single factor in the variance from budget on the income side was the shortfall in receipt of funding from the Australian Sports Commission (ASC). No payment was received for the months November 2007 to March 2008, representing a shortfall of \$205,000.

In addition, the Committee noted the outstanding funding from the ACGA of \$42,000. The CEO reported that the AWF was in the process of finalizing the selection criteria required to access the funding and that payment will be received by 30 June 2008.

Expenditure – 31 March 2008

- Telecommunications (Difference \$2893.25)

Of particular interest, the committee noted the increased figure relating to the Telecommunications folio.

The CEO reported this increase related to the capital acquisition of a computer, printer, telephone and internet equipment (including usage) of the High Performance Manager's office in Brisbane.

The committee also noted that the year to-date expenditure was still under budget.

- Executive Board Travel & On Cost (Difference \$1062.93)

This expense related to the Board of Directors meeting held in Sydney on Sunday, 16 March 2008.

The committee expressed its concern as these expenses (flights, accommodation, etc) had exceeded budget for the month. In addition, the year to-date amount was recorded as 18.3% in excess of budget.

- Insurance (\$1350)

The CEO reported that the AWF policy for Directors and Officers was paid during March 2008.

- National Team Travel & Accommodation (Difference \$6693.41)

As part of the High Performance Program, this item related the AWF's participation at the 2008 Oceania Championships in Auckland.

While the folio represents a difference of \$6693.91 against budget, approximately \$4,500 has since been remitted to the AWF as the Federation purchased the airfares for a number of non-team officials (Curtain, Kabbas, Sanchez & Chamoun).

In addition, George Chamoun will remit his accommodation and participation costs.

High Performance

- The Committee noted the High Performance Program was yet to commence with their program deliverables

Income – 30 April 2008

- The Committee noted the 614% increase on projected income for the month, given the balance of ASC funding was deposited in one amount.

The Committee also noted the slight variance to the YTD projected income but accepted that the AJCGS was yet to be received.

Expenditure – 30 April 2008

- Executive Board Travel & On Cost (Difference 983.18)

The Committee again noted the increase expenditure for the Executive Board. Accordingly, the committee resolved to appraise the future allocation of funding (08-09) given that no breaches of the travel policy had occurred.

- Direct Athlete Support (Difference \$13,460)

The AWF Direct Athlete Support program commenced in April 2008 with once off payments to those athletes that were selected for the 2008 Oceania Championships

The Committee noted the increased expenditure for the month as well as the saving on YTD budget.

- Coach Incentive Program (Difference \$2500)

As an unbudgeted item, the AWF coach incentive program commenced in April 2008 with once off payments to those personal coaches that had athletes selected for the 2008 Oceania Championships.

The Committee tabled that expenditure was 60% over budget for the month, however the Federation was still operating with prudence, given its YTD activities was 29% below its forecasted figures.

2008 / 09 Operational Budget

The CEO reported that the 2008 / 09 Operational Budget would be presented to the Board at its next meeting (08 June 2008).

Reports

Australian Sports Commission

The CEO presented the AWF management reform agenda (as at 10 May 2008), highlighting that the Federation only had a small number of items still outstanding.

Specifically, the CEO tabled the following items:

- State Member compliance with constitutional amendments (Draft template to be emailed to state members by April 2008).
- AWF to conduct a skills audit of its elected directors
- AWF to provide 'conflict of interest' reports to the ASC Sports Consultant in June and December each year.
- AWF to implement a policy for staff and directors which restrict their ability to provide technical coaching services to other international federations unless approved by the AWF Directors (e.g. Olympic Solidarity courses)
- AWF to implement a policy which supports the Directors determination of what support is to be available to overseas based athletes.
- AWF to appoint Directors that fit the identified skills gaps.

Anti Doping Program

The CEO reported that there were no outstanding issues relating to the anti doping program or athlete compliance.

Oceania Championships 2008

The President reported that the AWF had qualified one male & one female athlete to the 2008 Olympic Games as a result of the team's success at the 2008 Oceania Championships.

The High Performance Manager stated that a full report from the Championships would be tabled at the next Board Meeting.

Oceania Electoral Congress

The President reported on the results of the OWF Election, held on Auckland prior to the Oceania Championships:

President	H. E Marcus Stephen	NRU
First Vice President	Tony Hole	COK
Vice President	Ronald Frère	NCL
Vice President	Frank Robby	PNG
General Secretary	Paul Coffa	AUS
Assistant Secretary	Matthew Curtain	AUS

Coach Development

The High Performance Manager reported that all licenses (club, state and national) were due for renewal in December 2008.

Capital Weightlifting Inc

The Board instructed the CEO to speak with the NSWWA to establish whether the NSWWA could service the Canberra area, if the ACT Association was de-registered.

Oceania Championships 2009 – Darwin

The Board confirmed its intention to deliver the 2009 Oceania Senior Championships, in conjunction with the Arafura Games (and Oceania Junior Championships).

World Masters Games 2009

In preparation for the first meeting of the WMG executive committee, the Board instructed the NSWWA to provide a detailed operational report outlining the activities and progress of planning to date.

National License Course

The High Performance Manager tabled that up to 25 participants were expected for the inaugural National License course to be held in Brisbane from 23- 25 May 2008

CEO Review Committee

The Committee (Robert Kabbas, Danielle Waller & Boris Kayser) agreed to review the CEO's performance in the imminent future.

Special Resolution to change name to Weightlifting Australia

The CEO reported that the meeting would be held in Brisbane on Saturday, 24 May 2008.

Date Change – 2008 Australian U16, Youth & Junior Championships

Due to clash of dates with the 2008 Commonwealth Championships, the Board resolved to have the AUS U16, Youth & Junior Championships held in Melbourne between 14 – 16 November 2008.