

Annual General Meeting 2018 - Minutes

Triathlon Victoria Inc.



Minutes – 18 November 2018 at 3:15pm AEDST, Lakeside Stadium (President's Room) Albert Park

Agenda Item		Action
1.	ATTENDANCE	
	<p>Paul Stevens, Triathlon Victoria President Brian Hinton, Triathlon Victoria Life member Jason Sharp, Triathlon Victoria Committee, MPTC Amanda Green, Triathlon Victoria Committee Neale Pugh, Bayside Triathlon Club Paul Gladwell, Triathlon Victoria Committee John Charles, Hawthorn Triathlon Club Craig McCormick, Nunawading Triathlon Club Peter Guy, Triathlon Victoria Treasurer/Shepparton TC Davina Calhaem</p> <p>Proxies assigned: Benalla Triathlon Club, Complete Per4mance, Echuca Moama Triathlon Club, IST, JET Coaching, Hilltop Coaching, Maryborough and District Triathlon Club, TRG, WSTC. <i>Via attendance or proxies, a quorum as per Clause 36 of the Constitution was declared</i></p>	<p>Grant Cosgriff, Triathlon Victoria Executive Director (Minutes) Nicole Donegan, Board member Triathlon Australia John Morton, Riviera TC Kym de Britt, Triathlon Victoria Committee/Yarra TC Mary-Ann Seebeck, Triathlon Victoria Committee Levi Maxwell, Max Performance Coaching Catherine Cunningham, Knox Triathlon Club Rob Ward, Triathlon Victoria Hayley Collins, Fast Finish Event Timing Cecily Schwab</p> <p>Noted</p>
2.	APOLOGIES	
	Lawrence West, Triathlon Victoria Committee	Noted
3.	MINUTES OF 2017 Triathlon Victoria AGM	
	<p>Minutes of the 2017 TV AGM were tabled <i>Proposed for acceptance by Jason Sharp and seconded by Kym de Britt.</i> <i>Carried</i></p>	Approved

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4.	REPORTS	
4.1	Executive Report – Grant Cosgriff	
	<p>The last 12 months has seen our continued investment, and efforts, in supporting the 47 Triathlon Victoria affiliated clubs through the implementation of both the TopClub planning tool and ClubSpot resource hub.</p> <p>Grant spoke of the achievements (documented in the Annual Report) and highlighted by:</p> <ul style="list-style-type: none"> • The Victorian Duathlon Series and delivery collaboration with Bayside, YarraTri and Western Suburbs TC • Yarrowonga Mulwala Multisport Festival (YMMF) and the opportunity for sprint and standard distance qualification for the ITU Age Group World Championships on the Gold Coast (September 2018) including a 'draft-legal' format sprint event (first ever for age-groupers in Victoria) • Continued partnerships to improve the racing experience through collaboration with our race director partners at Fairfax Events, Event People, X-tri, Ironman, SouthWest Race Management, PB Events, In2Adventure, Elite Energy, Challenge Family and affiliated clubs. • 168 sanctioned events and 25,000+ race starts throughout Victoria • 7447 children participated in school/event activations and kids races • The 'Play it Safe by the Water' campaign championing safe open water swimming • VicHealth funding support for the successful piloting of #TRIstopme to engage teenage girls, particularly those less active, to give triathlon a go. • Delivery of the inaugural Victorian Schools Triathlon Championships and the staging of the Oceania Paratriathlon Championships (St Kilda) with Fairfax Events. • Dr Bridie O'Donnell, headlining the Annual Awards Breakfast. <p>Grant noted the departure of Dave Mackenzie and James Dougherty for other career opportunities and welcomed newcomers Rob Ward, Kyle Burns and Jessica Whitby to the TV team.</p> <p>Grant thanked the</p> <ul style="list-style-type: none"> • TV board who have provided unwavering support and remain engaged custodians of the association and work tirelessly to deliver high-level corporate compliance. • The Club Presidents, committees, coaches and volunteers who each week ensure participants have a welcoming and supportive environment to train and build social connections • The ever willing and knowledgeable technical officials who maintain safe and fair racing • The highly skilled team at Triathlon Victoria of Rob, Brian, Sue, Kyle and Jessica who drive innovation, challenge convention and strive for excellence each day 	The Annual Report was approved

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<p data-bbox="280 213 757 245">President's Report – Paul Stevens</p> <p data-bbox="280 284 1877 384">Paul welcomed all and thanked them for their contributions especially all Board members - Sonia Dunne, Lawrence West, Amanda Green, Jason Sharp, Kym DeBritt, Peter Guy, Paul Gladwell and Mary-Ann Seebeck for their diligence, commitment and leadership throughout the year.</p> <p data-bbox="280 421 1211 453">The Board and staff have achieved a great deal this past year including:</p> <ul data-bbox="331 459 1675 932" style="list-style-type: none"> <li data-bbox="331 459 1675 555">• Our Strategic Plan for 2018-2021, which supports our mission of connecting and inspiring the community to a lifestyle of multisport. A result of significant collaboration with our key stakeholders, which includes affiliated clubs, race organisers, members/participants and volunteers <li data-bbox="331 561 1675 692">• Re-location of the Triathlon Victoria office to 'Sports House' at the Melbourne Sports and Aquatics Centre which has strategic benefit through the networking with other state sporting bodies and leveraging of the facilities swim, bike, run assets for junior development and age group performance training. <li data-bbox="331 699 1675 826">• Renewal of Triathlon Victoria sub-committees namely Performance Pathways, Governance and Finance, Commercial, and Technical which all work extremely hard to secure the long-term future of triathlon in Victoria, with a key focus on ways in which we can be financially sustainable long into the future. <li data-bbox="331 833 1675 932">• Updating of the TV Constitution to align with the Victorian Government's Gender Equity Strategy and mandatory Sports Governance principles ensuring that our governance is both modern and best practice. <p data-bbox="280 970 1877 1070">Paul, on behalf of the Board, extended his sincere thanks for the outstanding work of our Executive Director, Grant Cosgriff and the Triathlon Victoria staff of Rob Ward, Jessica Whitby, Brian Hinton, Kyle Burns and Sue Sharples, noting their achievements as addressed by Grant earlier, given the tight fiscal environment is significant.</p> <p data-bbox="280 1107 1823 1171">Finally, Paul thanked the outgoing board members of Sonia Dunne, Kym de Britt and Jason Sharp for their passion and commitment to TV during their 2-year terms.</p> <p data-bbox="280 1225 1308 1337"><i>Paul Stevens sought approval of the Executive Director and President's reports Proposed Amanda Green and seconded by Kym de Britt for approval. Carried</i></p>	

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<p>4.2 Finance Report presented by Peter Guy</p> <p>Peter Guy presented the Audited Financials as published in the Annual Report</p> <p>The 2017/18 financial year maintained a balanced financial return when considering our continued investment in growing the opportunities for triathlon participation and the changing dynamics of annual membership. The net profit for the financial year was a recorded surplus of \$31,757 taking Triathlon Victoria's reserves to \$81,269.</p> <p>In targeting the key focus areas, we managed to reduce expenditure by 5.5% and with only a small reduction in revenue, our annual result increased by \$19,405 above budget.</p> <ul style="list-style-type: none"> • The office re-location to Sports House at the Melbourne Sports and Aquatic Centre providing improved administration efficiencies and cost savings. • Consolidation of event properties and the strategic development of the Victorian Schools Triathlon Championships • Continued focus on funding through government and NFP grants especially for junior development • Saving achieved through good management of staff while still achieving milestones. <p>It is important to reflect the budget sought for a modest surplus, designed not to grab and 'bank' membership revenue but designed to allow for strategic initiatives to be implemented with the limited funding that is available.</p> <p>Our continued focus on grants has resulted in TV being able to invest in grassroots programs aimed at driving participation and new membership prospects. These are long term initiatives and align strongly with our strategic plan.</p> <p>Membership revenue is underpinned through the 'Whole of Sport' funding strategy between TA and state associations. However, annual membership dropped by 5% and this is a matter of concern given our reliance on membership revenue.</p> <p>Triathlon Victoria's Balance Sheet is healthy with increased cash due to grant income received. However, the reciprocal nature of the grants, that is the funding is tied to deliverables or outcomes, means that this is also recorded as a liability until milestones related to the grants are achieved and the funding is released.</p> <p>During the year the Board introduced a set of performance indicators, including financial and non-financial. This allows regular review of the Boards due diligence to ensure financial sustainability and key focus areas against the strategic plan. The Balance sheet and retained earnings need to reflect at minimal its short-term liabilities and specific accruals such as annual leave provisions etc. I'm pleased to advise that these are well within the target zones.</p> <p>The 2018-19 budget is again very conservative and includes external funding for TRI2gether – our secondary school triathlon program, along with increased investment in club support through staff and tools - TOPCLUB and ClubSpot.</p> <p>Finally, I thank the staff and board for their ongoing support especially Grant Cosgriff, John Campigli and Sue Sharples.</p> <p><i>Peter Guy sought approval of the Finance Report and Audited Financials</i></p> <p><i>Proposed Jason Sharp and seconded by Paul Gladwell for approval.</i></p> <p><i>Carried</i></p>	<p>Approved</p>

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6.0	ELECTION OF OFFICE BEARERS	
	<p>Paul Stevens announced to the meeting that TV had received four nominations for four vacancies and as such each of the nominees were declared elected without need for a ballot. The nominations were received as per the new constitution for general board positions and the board would meet following the AGM to appoint the relevant executive positions of President/chair and treasurer,</p> <p>The new board members are</p> <ol style="list-style-type: none"> 1. Lawrence West 2. Cecily Schwab 3. John Morton 4. Davina Calhaem <p>Paul acknowledged and thanked outgoing board members Kym de Britt, Sonia Dunne and Jason Sharp for their contribution to Triathlon Victoria and looked forward to seeing them continue to contribute at sub-committee or other levels within triathlon.</p>	
7.0	CLOSE OF MEETING	
	There being no further business, Paul Stevens declared the meeting closed at 3.55pm	