

# Annual General Meeting 2019 - Minutes

Triathlon Victoria Inc.



Minutes – 27 November 2019 at 7:00pm AEDST, MSAC Boardroom, Aughtie Drive, Albert Park

Agenda Item	
1.	<b>ATTENDANCE</b>
	<p><b><u>In person</u></b></p> <p>Paul Stevens, Triathlon Victoria President and Chair, Peter Guy, Triathlon Victoria Treasurer, Amanda Green, Triathlon Victoria Board member, Davina Calhaem, Triathlon Victoria Board member, Paul Gladwell, Triathlon Victoria Board member, John Morton, Triathlon Victoria Board member / delegate Riviera TC, Neale Pugh, Bayside Triathlon Club, Amber Currie, Bayside Triathlon Club, Mark Warburton, Hawthorn Triathlon Club and (2019 Board candidate), Jill Stevenson, Western Suburbs Triathlon Club, Liz Gosper, Inclusive Sports Training, Grant Cosgriff, Triathlon Victoria Executive Director, Rob Ward, Triathlon Victoria Club and Programs Manager (minutes), Nicole Donegan, Triathlon Australia Board member, <b><u>Via conference facility</u></b> Lawrence West, Triathlon Victoria Board member, Cecily Schwab, Triathlon Victoria Board member, Catherine Cunningham, Knox Triathlon Club, Meagan Edwards, Knox Triathlon Club, Barry Curran, Melbourne Triathlon Club, Nigel Fanning, Triathlon Victoria (2019 Board candidate)</p> <p><b>Proxies assigned:</b> Beckworth Racing, Casey Cardinia Triathlon Squad, Complete Per4mance Coaching, Echuca Moama Triathlon Club, Geelong Performance Coaching, Hilltop Coaching, i4 Coaching, Maryborough and District Triathlon Club, Mornington Peninsula Triathlon Club, Nunawading Triathlon Club, Shepparton Triathlon Club, TRG Multisport.</p> <p><i>Via attendance/proxy a quorum was declared as per Clause 36 of the Constitution</i></p>
2.	<b>APOLOGIES</b>
	Brian Hinton, Triathlon Victoria Life member, Mary-Ann Seebeck, Triathlon Victoria Board
3.	<b>MINUTES OF 2018 Triathlon Victoria AGM</b>
	<p>Paul Stevens welcomed all attendees including recognition of the traditional owners and the land upon which the meeting gathered</p> <p>Minutes of the 2018 TV AGM were tabled</p> <p><i>Proposed for acceptance by John Morton and seconded by Paul Gladwell.</i></p> <p><i>Carried</i></p>

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<b>4.</b>	<b>REPORTS</b>
<b>4.1</b>	<b>Executive Report – Grant Cosgriff</b>
	<p>The last 12 months has seen our continued investment, and efforts, in supporting all stakeholders in the sport. Grant spoke of the achievements (documented in the Annual Report). Grant particularly highlighted gender equity and inclusion initiatives covering</p> <ul style="list-style-type: none"> <li>○ Support for the first accredited coach with an intellectually disability</li> <li>○ Improved gender equity in officiating with the 50/50 split in appointments on schedule for 2019/20.</li> <li>○ Ongoing offerings in multiclass racing across all disciplines</li> </ul> <p>Grant noted the departure of Sue Sharples and Kyle Burns (the latter taking career advancement to a national role leading the Triathlon Australia paratriathlon program) and welcomed newcomers Robbie Wallace, Luke Bell to the TV team.</p> <p>Grant thanked the</p> <ul style="list-style-type: none"> <li>• TV board who have provided unwavering support and who remain engaged custodians of the association. They continue to work tirelessly to deliver high-level corporate compliance.</li> <li>• The Club Presidents, committees, coaches and volunteers who each week ensure participants have a welcoming and supportive environment to train and build social connections</li> <li>• The ever willing and knowledgeable technical officials who maintain safe and fair racing</li> <li>• The highly skilled team at Triathlon Victoria of Rob, Brian, Robbie, Bron, Shenae &amp; Luke who drive innovation, challenge convention and strive for excellence each day</li> </ul>
	<b>President’s Report – Paul Stevens</b>
	<p>Paul thanked and acknowledged the following groups for ongoing hard work and commitment to further triathlon in Victoria:</p> <ul style="list-style-type: none"> <li>• Clubs and their volunteer committees, race officials, coaches, etc.</li> <li>• Departed and current staff and board members alike for their engagement and service.</li> </ul> <p>Paul noted that a small surplus, in line with budget, was achieved this year. The increase in grant revenue has enabled growth in resourcing (staff) and positions TV strongly to further drive growth and enhancement of triathlon.</p> <p>Paul noted Grant Cosgriff’s recent appointment to a role with TA on a 0.4 FTE contract which will see him lead the review triathlons structures under the ‘Future Operating Model’ project.</p>
<b>4.1</b>	<b>Finance Report presented by Peter Guy</b>
	Peter Guy presented the Audited Financials as published in the Annual Report, with the following comments:

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- The modest surplus of \$12k was in line with budget and recognition of the board's monthly oversight of the financials through standard financial reporting including KPI reporting and cost centre reports.
- TV generates revenue through three main sources: memberships, grants and program participation fees.
- The balance sheet shows a reduction in cash at bank when compared to last year. This is explained through last year the balance sheet holder great levels of 'revenue received in advance' which is 'taken up' as work is delivered against project milestones. Often grants are paid in part, or full, at start of a grant project to support cashflow (staff and other costs). Peter stressed the unchanged position of TV's cash ratio (same as last year).
- Peter noted the secondment of Grant Cosgriff to a Triathlon Australia project (0.4 FTE). This change is cost neutral as TV has been able to replace that FTE through other staffing arrangements at no material change to budget.

The following questions were asked from the floor:

- Bayside TC – travel expenses doubled per profit and loss statement this year to last year?
  - Response (Grant) – The manner in which income and expenses were handled within the TV Development Program results now in all income coming to TV and all expenses paid by TV. This increase in expenses is offset against increased collection of athlete contributions.
  - In addition, members should be confident that the board is actively monitoring through the 'cost centre' reporting and ensuring that cost centres align to budget.
- Bayside TC – membership revenue figure is flat last year to this year; yet fees increased and subscriptions declined?
  - Response (Grant) - TA and STTA's (9 bodies) budget collectively and membership revenue is negotiated between TA and each STTA.
- Hawthorn TC – event revenue increased by \$20k?
  - Response (Grant) - TV collects all duathlon series revenue, where participation was significantly higher in 2018 than 2017 with TV hosting the National Duathlon Championships. Grant further commented that 2018 was last year of the Yarrowonga Multisport Festival licencing arrangements (now 100% locally owned, no TV revenue).
- Bayside TC – the Duathlon series had increased revenue?
  - Response (Grant) – It was clarified that this report relates to 2018; not the recent 2019 series which had a decline in participation and net return. It was also noted that there were increased event expenses, which offset the increase in revenue, and the net figure was in line with budget.

*Paul Stevens sought the approval of the Executive Director, President and Treasurer's (financial & audit) reports*

*Proposed John Morton and seconded by Paul Gladwell for approval*

*Carried*

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<b>6.0</b>	<b>ELECTION OF OFFICE BEARERS</b>
	<p>Paul Stevens announced that TV had received five nominations for four vacancies and as such a ballot was required. Paul Gladwell (retiring board member not seeking re-election) and Nicole Donegan (TA Board Member) acted as scrutineers.</p> <p>All nominations were received as per the constitution, with candidate information circulated to member clubs with the AGM papers prior to the meeting. Ballot papers were provided to clubs in attendance (including those nominating proxies).</p> <p>The President declared the outcome of the election to be that the following members were elected:</p> <ol style="list-style-type: none"> <li>1. Peter Guy (re-elected)</li> <li>2. Amanda Green (re-elected)</li> <li>3. Nigel Fanning (newly elected)</li> <li>4. Paul Stevens (re-elected)</li> </ol> <p>Paul acknowledged and thanked outgoing board members Paul Gladwell, Cecily Schwab and Mary-Ann Seebeck for their contribution to Triathlon Victoria and looked forward to seeing them continue to contribute at sub-Board or other areas within triathlon.</p> <p>Paul also acknowledged and thanked candidate Mark Warburton for making himself available to serve on the Board; and noted he may be called upon to contribute in sub-committee, working group or other such capacities in future. Paul advised the meeting the board would meet following the AGM to appoint the relevant executive positions of President/Chair and Treasurer.</p>
<b>7.0</b>	<b>CLOSE OF MEETING</b>
	<p>There being no further business, Paul Stevens declared the meeting closed at 7.35pm</p> <p><i>Rob Veale, Managing Director of V-Insurance (insurance broker for TA and STTA network), then presented a 60-minute online webinar regarding triathlon's insurance package covering affiliated clubs, coaches, volunteers and members through.</i></p>