



**MINUTES FOR THE LGMA (SA) DIVISIONAL BOARD MEETING
held at the City of Campbelltown
Friday 12 February 2010 at 9.30am**

1 Present

Huxley Lawler (Chair)	Heather Barclay
John Coombe	Paul Dilulio
David Hitchcock (arrived late)	Jim Myhill
Russell Peate	Mark Withers
Taryn Sexton	

Apologies:

Rebecca Thomas
Cate Atkinson
Jane Trotter

The Chair welcomed the new Executive Director, Taryn Sexton, to the meeting.

2 There were no items for “Any Further Business”

3 Minutes of Previous Meeting

Recommendation:

That the minutes of the meeting held on 21 January 2010 be confirmed.

Moved: R Peate Seconded: M Withers CARRIED

4 Business Arising

4.1 Report on discussions with LGA.

This item has been deferred as a meeting on the subject is scheduled for March.

5 Financial Report

Discussion on this item deferred until later in the agenda at Item 9.2

6 President’s Report

Recommendation:

That the President’s report be received.

Moved: J Coombe Seconded: R Peate CARRIED

7 Executive Director's Report

Concern was raised about the Management Challenge being paperless.

Action: J Coombe to raise concerns at national Board meeting.

Recommendation:

That the Executive Director's Report be received.

Moved: P Di Iulio Seconded: M Withers CARRIED

8 National Issues

8.1 Discussion Paper was noted

8.2 LGPro Board response was noted

J Coombe reported the following:

-the next LGMA Board meeting is to take place on Saturday 20th February 2010

-the previous LGMA Divisional Board resolutions have been conveyed to the LGMA Board.

Recommendation:

That J Coombe's Report be received.

Moved: M Withers Seconded: P Di Iulio CARRIED

9 Strategic Issues

9.1 Review of LGMA SA Constitution

9.1.1 Discussion Points

9.1.2 Review of Categories of Membership

A discussion regarding the draft constitution including the categories of membership took place.

Key conclusions to be incorporated into final draft:

- Number of Board members will be eleven
- There will be a President Elect, President and Immediate Past President.
- The President-Elect will be voted by the members each year at the AGM and serve a three year term, the first year of which as President-Elect, the second as President and the third as Immediate Past President.
- Of the remaining Board members, 50% will finish their terms every two years.
- A plan to phase this in will be prepared along with accompanying resolutions in conjunction with the final draft constitution.
- Electronic voting will be permitted
- If the President, President Elect or Immediate Past President leaves the Board the Board will appoint a replacement from within.
- 4.1.k should revert to original wording
- Officers will be the President, President-Elect, Immediate Past President and Treasurer.
- Signatories: In 12.1.3 and 12.1.4 and 16.1.2 amendments will be made to reflect that there should be any two to sign of the Officers and CEO.

- 12.1.4 to be amended to include electronic payments
- Revised constitution will need to be checked against Office of Consumer and Business Affairs checklist to ensure compliance with Incorporated Associations Act.
- Amendments to membership categories to be inserted into new constitution with the following amendments:
 - In the Ordinary Member category the word “or” should be inserted in between options A, B, and C.
 - Corporate member category will be kept and further explained in by laws
 - Associate Member category to be removed

Recommendation:

That the final draft of the constitution be circulated to all Board members prior to considering it again at the meeting on 23 April 2010.

Moved: D Hitchcock Seconded: J Myhill CARRIED

9.2 Financial Report

The December 2009 and January 2010 financials were presented by D Hitchcock.

Recommendation:

That the financial report be received.

Moved: J Coombe Seconded: R Peate CARRIED

The Executive Director was invited to talk to items in the Financial Report and the following recommendation was made:

Recommendation:

That the Executive Director together with D Hitchcock be delegated the authority to update the finance systems in order to provide greater security, reporting detail and transparency and that a budget of up to \$10k be made available to implement relevant changes.

Moved: M Withers Seconded: P Di Iulio CARRIED

9.3 Engagement/utilisation of members

A paper by R Peate was noted.

9.4 Community Managers Group SIG proposal update

This item was deferred as a meeting involving P Di Iulio and D Hitchcock is scheduled for 17 February.

10 Standing Items

10.1 The Corporate Partnerships Update was noted.

10.1.1 The Corporate Partner Cocktail function date will be determined at the April meeting.

10.2 Business Plan

10.2.1 J Myhill offered to create a marketing plan together with J Trotter and T Sexton based on market research findings produced by J Trotter and J Myhill.

The Executive Director provided an overview of the aim to present a Business Plan at the June meeting together with the budget. The Business Plan will be aimed at ensuring the long term viability of the Association and include items such as an Operational Plan, Marketing plan (as mentioned above), a SWOT analysis, sponsorship strategy, financial strategy and targets. The Business Plan, once approved, will contain an Action list to be reported against at future Board meetings and provide a framework for future decisions and activities

10.2.2 A date for a Planning Day will be determined via e-mail for the end of March.

10.2.3 Promotion to Members (formerly Marketing) refer to Item 10.2.1 above.

10.3 Input required from Board members:

10.3.1 **Recommendation:**

That the South Australian Rep for the National Congress 2011 Committee is John Coombe.

Moved: D Hitchcock Seconded: R Peate CARRIED

10.3.2 A Scholarship is being offered to a female LGMA member to offset the costs of the High Impact Program for Women offered by the Leaders Institute of SA. The scholarship is offered jointly by Locher and LISA. The ED and President to decide on the successful applicant.

10.3.3 It was noted that sponsorship was sought for the YoWiLG.

11 New Business

11.1.1 Tim Drew's Resignation was noted. The President to write to Tim to thank him for his dedication to his role on the Board.

12 Any Further Business

A subcommittee was formed comprising of Mark Withers, Huxley Lawler, Paul Di Iulio and Taryn Sexton to discuss the Awards and issues surrounding them.

13 Forward Meeting Dates and significant dates as follows were noted:

All meetings scheduled for a 9:30 am start

- Friday 23 April **City of Salisbury – John Coombe an apology**
- Friday 11 June **Local Government House, corner Flinders and Frome**
******Expect a finish time of 12:30 as Business Plan and budget will be presented**
- Friday 13 August **Alexandrina Council**
- Friday 8 October **City of Playford**
- Friday 10 December **City of Burnside**

Other significant dates

******Please encourage registrations*******

- Future Leaders Forum**, Friday February 26, Stamford Grand, Glenelg
- Executive Management Program**, March 9, 10 & 11, Mawson Lakes Hotel
- Ignite Program Residential**, March 18 & 19, Mawson Lakes Hotel
- Management Challenge**, Thursday March 25, Distinctive Homes Dome
- Emerging Leaders Nominations due**, Thursday April 1
- Awards Dinner**, Friday April 16, InterContinental (formerly the Hyatt) hotel
- Emerging Leaders Residential and CEO dinner**, April 29 & 30, Lakes Resort Hotel West Lakes
- YoWiLG Women’s Networking Dinner**, Thursday June 3, Adelaide Pavilion

14 The meeting closed at 12:00 noon

	Action	Who	When
1	Minutes of previous meeting to be signed and copy to be put on website	T Sexton	
2	Concerns about Management Challenge being paperless to be raised at national Board meeting	J Coombe	20 Feb 2010
3	Draft Constitution to be updated, checked by lawyer and circulated to Board	H Lawler, M Withers, T Sexton	By 23 April 2010
4	Finance systems to be updated	T Sexton, D Hitchcock	1 July 2010
5	Marketing Plan component of Business Plan to be created	J Myhill, J Trotter, Taryn Sexton	by 1 June 2010
6	Planning Day date near end March to be determined	T Sexton	
7	J Coombe to be provided with details of National Congress Planning Committee 2011 and LGMA advised of this appointment	T Sexton	
8	High Impact Scholarship to be advertised, applicants sought and winner to be determined	T Sexton and H Lawler	
9	Letter to be written to Tim Drew thanking him for his service to the Board	H Lawler	