Sports Medicine Australia Annual General Meeting
5.30pm (AWST) Thursday 11th October 2018
Meeting Room 8, Perth Convention and Exhibition Centre

1. Opening and Roll Call


2. Apologies

No formal apologies

3. Chairman’s Welcome and Comments

Andrew Jowett lead the meeting. Started by acknowledging Michael Drew and the Conference Committee for developing an outstanding Conference program and acknowledged State Councillors for their attendance and the feedback they provided the day prior.

Board of Directors introduced – Nim Perera, Fabio Egitto, Caroline Finch, Susan Eaton, Greg Kolt, Rob Reid and SMA CEO Anthony Merrilees. Apologies form Belinda Hudson who is also a Board Member but was unable to attend.

Formal corium for the meeting met.

4. Minutes of the previous AGM and Matters Arising

Minutes accepted without amendment. Proposed Caroline Finch, seconded Rob Reid.

5. Reports:

Director’s Report (pg. 27-28)
Summarised by Andrew. 2018 is the last year of the three-year strategic plan. Terms of reference for the Scientific Committee have been revised and expressions of interest for the Committee sent out. Committee to be appointed shortly. The SMA Journal (JSAMS) continues to be highly recognised – thanks given to Gordon Waddington for his work on this. SMA has formed strong relationships with certain groups such as those through the NRL and NSW Government, as well as producing a concussion position statement in conjunction with Sport Australia, AIS, AMA and ACSEP.

The key strategic objectives included:
(1) Continue to grow international opportunities and relationships in places such as Malaysia, Pakistan and Hong Kong
(2) To provide the highest quality professional development and education
(3) Retain and grow membership across all categories
(4) To improve product and service delivery by embracing innovation and technology
The Board met the day prior to the AGM (Wednesday) to discuss the strategic objectives going forward and hope to release these to members in the coming months. Andrew calls for members input for membership growth and involvement on Committees.

**Annual Financial Report (pg. 29)**

Before discussing the report, Andrew highlights that when the amalgamation of SMA occurred, there were no funds allocated for the amalgamation or ongoing operations and that the Board needed to take financial responsibility for the whole organisation, including staff, and fund the operation from income they received in that time.

Andrew highlights qualification made by auditors. The report is qualified as there is a disagreement with management regarding the application acceptability or adequacy of accounting policies. Andrew clarifies that this does not mean SMA is suffering as a business. The specific issue is based on the reconciliation between SMA’s accounting software MYOB and the systems used to capture student enrolments and membership. Andrew advises that this issue will be addressed through a new manual reconciliation process and through integrating the systems.

Andrew highlights that the headline figure in the Financial Report is a deficit - 578,439. This can be due to four factors including staff entitlements, IT network upgrade, decreased membership income and investment in the Safer Sport Program through the review and revamp of courses as well as a creation of online course modules. Much of the deficit was unbudgeted. The Board is confident to achieve a small surplus in 2019. Andrew highlights that the liquidity ratio is still above industry standard at 3.25, so SMA does not have a liquidity problem. Open the floor to questions from members.

A Member questions how SMA has lost over $100,000 of membership income when member numbers have shown to increase. Andrew explains that there has been a drop in Professional Members, and there are many Student Members, which have previously been free and unmonitored. Membership has now been revamped and students are now paying a yearly fee of $50. Registration date is not yet fixed – membership starts from the date of sign up. There have been discussions about changing this. Another Member asks if the student ID’s are being checked. Anthony explains that there wasn’t a compliance mechanism in the membership CRM for this so introducing the fee was a form of compliance. Andrew explains that the Board has recognised the issue and will further look at it on an operational level.

A Member asks how many staff are employed by SMA now, compared to last year. Anthony advised that there are approximately 29 staff which is slightly less that last year. Member then asks why staff expenditure is so high. Anthony advised that this is because SMA engaged more staff to assist with the revamp of the Safer Sport Program. Member also highlights the high rate of staff turnover and questions what the rate of staff turnover was. Anthony advised that in one SMA office there was a turnover of seven people over 12 months and approximately another three across the board. Member asks the reason for this. Anthony advised that it was not for him to reveal as some of the reasons were personal. Michael Kenihan expresses his concern for the high financial loss and asks for some sort of comfort that the organisation will be safe for another year. Andrew advises that the comfort can come out of the budget that SMA has going forward as well as the performance in the first quarter and that this is not likely to be a reoccurring expenditure. Andrew also advises that the overall cash in the bank comes to $1,951,978 and references the auditor’s opinion of the solvency of SMA (pg. 46) and reiterates that the ratio sits at 3.25. Michael expresses concern that because SMA does not readily have access to State funds, they must look at what they readily have excluding the state funds. Anthony advises that the State funds are an asset of the company and that they would need to follow the process in the constitution if they were to access the funds. Andrew advises that this is a discussion that may need to be had. Error
in report highlighted that the line item of depreciation and authorisation is 300,000, should be 30,000.

A Member asks if SMA know the reasons behind the Professional Member drop off. Andrew advises this could be due to the drop off from South Australian members and changes with AAPSM. Member asks why this is an issue now when it has not been a big issue for the past three years. Fabio advises that many of the costs in the budget are one off costs and they have unfortunately fallen in the same financial year but the Board are confident that SMA is heading back in the right direction.

A Member asks what strategies the Board has in place for converting Student members to Professional members. Andrew advises that SMA has a constructive engagement with SEMSA and plans to visit Universities as well as sell membership at Conferences and Events.

Another member highlights that in previous years, SMA has invited students from local Universities to come to the judges showcase for free and asks if that occurred this year. Anthony answered no because this year it was decided to go to market with a different offering. Member expresses that this is a good opportunity to invite students to see what SMA is about and encourage them to join as a member. Comment added by another member that the presentations were essentially just given to each other rather than an extended audience.

A Member asks what the expected income (surplus) from this Conference. Anthony advises that the forecast surplus is $40,000-$50,000.

A Member asks what the Board’s position is on the risk of having to evoke the constitutional position to potentially cover the loss. Andrew explains that the current position is they do not plan to access these funds, but they have made a request regarding some of the IT investment.

A Member asks whether the outsourcing of HR has been budgeted. Anthony advises that this has. Another member raises concerns regarding the decline of staff in the ACT from four staff members to two and raises concerns about the circumstances of how staff were managed. Anthony suggests that the member write to him directly to raise those issues as it is not an appropriate discussion to have at the meeting. Another two members also voice concerns about the high staff turnover. Andrew advised that this is an issue that the Board are aware of but do not have full control over as it can come down to a personal reason as to why staff leave. Michael suggests that the level of communication between the Board and the State Council members could be improved. Andrew agrees that this will be focused on going forward. Another member highlights the disconnect between State Councils and the National Body and suggests that SMA needs to invest in the State Councils, so they have the funds to promote SMA and reduce member drop off. Member highlights that the State Councils know little about what funds they have available to them. Andrew advises that there is a process in place for setting up events that includes budget. Another member brings the conversation back to the staff turnover and asks if exit interviews have been conducted and if any trends have been identified. Andrew advises that some exit interviews were conducted and while there are some issues there is not a trend. Anthony adds that there was a staff engagement survey also conducted in August.

A Member asks if the Board have had any experience with turning around an organisation that has suffered a large loss. Andrew, Caroline and Greg advise they have the necessary experience.

A Member asks how conservative the budget is going forward. Greg advises that the Audit Committee have considered that the membership is not going to be turned around at a rapid rate, so budget is not based on an increase in membership, it is more based upon trying to retain where we are with membership.
6. **Appointment of Auditors**

Collins and Co of 127 Paisley Street, Footscray, Victoria

Proposed by Andrew, seconded by Peter.

7. **Elections to the National Board of Directors**

Kolt, Gregory (Academic, NSW)

Andrew acknowledges that Rob Reid will be resigning from the Board and thanks him for his service.

Elections handed over to Anthony. Only one nomination and two positions available. Nomination received from Greg Kolt. Greg re-elected.

8. **General Business**

No further business raised.

9. **Close**