

## **SUMMARY**

### **MINUTES - 419<sup>th</sup> Meeting of the Committee of Management of the Ballarat Basketball Association Inc. - WIN Minerdome - 7.00pm on AUGUST 16TH 2006.**

#### **1.0 ATTENDANCE**

- 1.1 Present: R Cleveland, C Chase, E Doherty, G Keogh, M Batch, K Squire, P Eddy and M Valentine
- 1.2 Apology: P Magee

#### **2.0 BUSINESS ARISING FROM THE MINUTES**

- 2.1 BVCC Strategic Plan. CEO and R Cleveland met and developed a response which R Cleveland then compiled and submitted to BVCC and BV
- 2.2 Admin Manual – compiled and in operation – copy presented to meeting. To be circulated through Committee mail boxes.
- 2.3 HBA – Defibrillator Application for grant of equipment – successful – presented to BBA in August 16th. Training to be arranged. Media supported event.
- 2.4 Have applied for Government Small Grant for Volunteer Equipment – pending
- 2.5** Full computer audit requested by BIS – actioned, meeting held with BIS 15/8/06 to discuss in detail. Consensus of Committee that server upgrade and staged hardware upgrade must be budget priorities.

#### **REPORTS**

##### **Chief Executive Officer**

Annual Audit process nearly complete – report from auditor not yet received.

State Team Rep Donations -I have written to five other comparable centres to see what they do in this regard. To be discussed at next meeting. Only one response to date. General discussion on issue and CEO to develop a report by end of this year for adoption in 2007.

Community Benefit Statement - in progress for VCGR

Bingo Audit Statement - in progress for VCGR

R Cleveland presented a summary of Board and CEO reviews completed by Committee of Management members. Summary report will form a part of new business plan development.

Australian Sports Commission and Dept Victorian Communities both have major grant funding applications out now – BBA applying

### **Stage 3 Building Program**

Council has approved plan with 2 conditions – landscape plan and submission of external colours / finishes.

Specialist technical plans from consultants now due so full drawings can be prepared for tender – should be at this stage in next two weeks.

G Keogh and CEO met with Bank representatives 8/8/06 to discuss funding / borrowing strategies. In principal agreement reached on key issues.

### **Stage 4 Building Program**

Meeting held with Senator McGuaran and local Liberal candidate 26/7/06.

Meeting with CHACC 15/8/06 - agreed to continue with Regional Partnerships funding application. If not successful as a link to Stage 3 project it is still a priority as a stand alone project. CEO has completed draft 20-page application form, which CHACC will fine-tune.

Proposal is to develop area adjacent to toilet/ change room facilities with:

- a playgroup facility for members to use
- larger first aid room and facilities for members
- an outdoor fenced area for children to use as well as for use by teams for social interaction with visiting groups from out of town
- linkage to Hoops cafe for permanent BBQ facilities for members
- inclusion of a small gym for use of older community members as part of the Active Fun Club program
- An additional office space for staff to manage and supervise these areas.
- Access to area via current first aid room and via Hoops cafe
- Provision of coolroom space for Hoops as part of redevelopment (needed as we move into Healthy Eating and fresh food options.
- Increased video security monitoring of area.
- Shadecloth cover options for summer months.

### **Staff Matters**

Venue Managers meeting to held August 1st. Minutes issued to Committee.

Management team concept working very well with all managers having input into planning and running on business.

Managers Performance Appraisal / Review meetings held August 8<sup>th</sup> and a new Staff Organisational Structure (issued to Committee 11/8/06) discussed as part of the process. Agreement from managers to support new structure and re-allocation of focus and priorities moving forward from September.

### **Other**

Organisational re-structure as proposed by CEO and supported by Managers tabled and discussed in detail. Committee of Management endorsed the new Staff Organisational structure and implementation will begin in coming months.

Basketball member bulk mailout planned for August 19/20. Will cover general information on activities, upcoming events, new meal day and data collection form for E-news of future.

Road to Christmas – planning meeting for August – M Valentine will be handling this.

Insurance Renewal – process underway for 06/07.

## **5.2 Basketball / Strategic Planning & Rules Committee**

Meeting held 16/8/06. C Chase gave an overview. Age groups to be discussed at AGM.

## **5.3 Basketball Department**

Discussion paper to clubs re age groups has been issued for discussion by clubs prior to AGM.

Gens Vadayattu has visited Werribee and going to Bendigo July 31. Report on operation comparisons has been circulated. To be considered and adopted by first meeting of RAG.

Currently assessing whole referee list with a view to prioritising those who we wish to retain in the longer term and those whose behaviour, lack of reliability or unwillingness to work in the new system we need to take out of the roster over time. CEO gave an overview of action taken with referee's considered not suitable to our program.

Referee Advisory Group – Charter as circulated is approved by Committee of Management.

Nominations have been invited for inaugural Referee Advisory Group – good response to date.

Team / game grid for new season – games per week up as are player averages per team. Good result.

## **5.4 Ballarat Representative (Junior) Program**

BRP Charter – presented to meeting and adopted.

New Zealand Basketball Interchange – under consideration – MV to firm up concepts and BRP Committee to formalise a recommendation to Committee of Management.

BRP Coach appointments for most teams close to finalisation. Still some gaps to fill.

## **5.5 Maintenance – all areas**

Internal Communication equipment in place for venue staff and protocols set for use – still to be finalised – **BC to action in July**.

Court 1 & 2 roofing quotes being obtained - pending.

Cleaning / maintenance schedule under review. Will further reduce maintenance workload in coming months (due to OHS requirements and need to use qualified persons) and work to refine cleaning requirements and workload. Committed to focusing on cleaning arrangements between after school hire and start of competition.

## **5.6 Events & Administration**

M Valentine gave an expansive and informative behind the scenes view of his role and of the degree of preparation and planning for major events. Mark also addressed the issue of how we assess venue hire requests against demands of our core basketball business and members.

NBL Game agreed to for October 29<sup>th</sup> 2006 at Minerdome.

20 Nationals and Ivor Burge Nationals in Feb 2007 – first planning meeting held this month.

Result of Albury Country Cup tender expected by the end of August.

Policy on supervision and careless damage – schools & community groups.

M Valentine is currently preparing tender for 18 Nationals to be held in July 2008.

## **5.7 SportsPark**

Tabcorp / BBA Business Plan for 06/07 completed – copy to be attached to our own budget.

Keno – now in operation. New pay scales as in NSW / Qld will apply here in next month and will make product much more attractive.

Staff meeting held to get input on planning, OHS and risk issues associated with Stage 3 building plan. Very positive feedback from staff.

## **5.8 BBC Report**

Summary of Monthly meeting to be circulated

Mid Year review meeting report issued to CEO and C Chase.

BBC – BBA Meeting held August 8<sup>th</sup> – key items being progressed.

Presentation Dinner 9/9/06. CEO to send out dinner details.

BBC also running Calcutta in November

## **6.0 General Business**

- 6.1 Re-design of logo - Ben Clark asked to develop some concepts. Once adopted could be used to influence theme of SportsPark environment. Have also asked K Squire and R Cleveland to have input on branding of venue post stage 3. Do we keep the mix of names we currently have – Ballarat Basketball Association, MinerDome and Club SportsPark or do we move to a single name, which we market for all areas to improve and increase awareness of our business
- 6.2 Country Women's Day – progress – R Cleveland to get new October availability dates from M Valentine and G White. Name to be reviewed as well as concept. R Cleveland to be our sole contact for this event.
- 6.3 Sandringham A Grade – new ideas that they have introduced this season discussed. SPRC to be asked to consider options and come up with some recommendations for Committee of Management.
- 6.4 Media Exposure – general consensus that this is still below average and we need to increase scope and regularity of content across all areas of our basketball operations. Managers in new structure will have this as a key responsibility and accountability. Considered vital to our growth and development.

### **Next Meeting:**

**Annual General Meeting September 19<sup>th</sup> at 7.00pm in Home Change Room.**

**Next Committee of Management Meeting October 18<sup>th</sup> 2006 at 7.00pm**

B Clark to attend October meeting and present report on Venue re-instatement after Games, maintenance and cleaning planning / operations to end of 2006 and beyond.