

# SUMMARY

## MINUTES - 415<sup>th</sup> Meeting of the Committee of Management of the Ballarat Basketball Association Inc. - WIN MinerDome - 7.00pm on February 21st 2006.

### 1.0 ATTENDANCE

1.1 Present: P Magee, R Cleveland, E Doherty, K Squire, C Chase, G Keogh M Hunt and P Eddy

1.2 Apology: M Batch

**Meeting Night for 2006 – Wednesday night (3<sup>rd</sup>) set as the meeting date for 2006 subject to confirmation that it suits M Batch.**

Basketball Manager Maureen Hunt welcomed to meeting by P Magee

### BUSINESS ARISING FROM THE MINUTES

1.3 University of Ballarat Focus Group Report incorporated into the BBA Business Plan. CEO to action

1.4 BBA Business Plan (3 Year Plan) – In progress – current workloads have meant review is not complete although most areas are continuing to progress. Report to members to be submitted 31/3/06.

1.5 Operational Handbooks – Actioned by M Hunt & M Valentine.

1.6 BVCC – Zone Agenda items which address some of our concerns have been tabled. Planning to attend AGM in April. BVCC still seeking a legal opinion of whether they can prevent this. BV / BVCC board representatives still to meet but this is not likely before May.  
All BBA Items supported.

Other items – 1. Volunteer motion support 2. Three Day events supported 3. Age Groups – BRP coaches to be surveyed and decision made.

1.7 Admin Manual – M Hunt / R Cleveland – Matt Copping has been working on this over the break - progress report pending. R Cleveland also involved in proofing

1.8 VicRoads – response to this request for location signage has been of little value – to be considered as part of branding issue.

1.9 School Uniform Policy – publicly displayed – actioned.

1.10 Carpark Alcohol Bans – agreed to and signage in place.

1.11 Forum Groups – dedicated to select target groups. P Hotchin and CEO still working on this.

1.12 Club Development Program – size 5 basketballs have been delivered to clubs to kick this off. **Clubs to be reminded that we want other suggestions by 28/2/06 and also that we have invited good club ideas / initiatives that we can share with other members.**

## CORRESPONDENCE:

4.1	Ron Holmes – recommending BBA institute a BBC Life Members Honour Board to display along with other honour boards - Approved	IN
4.2	DVC – Sport Development Grant – S Monck – not successful	IN
4.3	BVCC – Nominations for Annual Awards	IN
4.4	Bendigo Bank – Business Focus News	IN
4.5	BBA Mid Year Finance Report	OUT
4.6	BBA Half Year Update	OUT
4.8	City of Ballarat – Tennis Centre re-vamp	IN / OUT
4.9	BBA to Lady Miners – request for player to attend SAA Dinner	OUT
4.10	Basketball Australia – new age groups World Championships	IN
4.11	City of Ballarat – road signage request – not successful	IN
4.12	Tabcorp Letter to Herald Sun – Gaming	IN / OUT
4.13	DVC – Youth Grants application – not successful	IN
4.14	Staff / Committee – pride in venue – keep clean	OUT
4.15	Blood Bank – seeking donors – leave for staff approved	IN / OUT
4.16	Good Sports Program	IN / OUT
4.17	BV Insurance Procedures – reminder – to Basketball Office	IN
4.18	BV Referee Policy Advisor - all Associations to appoint – Gens in role	IN
4.19	Gaming Commission – Direction re M2006 use of premises for Games	IN/OUT

## REPORTS

### 5.1 Chief Executive Officer

#### Finance

Half Year Financial Report & Figures issued January 2006 and Financial Report to 31/1/06 issued 18/2/06. Summary to Financial Report issued 16/2/06.

Accounts Payable & Rec, Actuals to cashflow budget, Graphs and Trade statements to 18/2/06 issued to Committee. Reports indicate performance in line with expectations

#### M2006

Catering / Beverages - BBA successful tenderer

Additional claim for admin support has been approved.

Kitchen closed to public Thursday 16/3/06 to Monday 20/3/06 inclusive during Games

Negotiations in regard to parking areas for SportsPark patrons resolved for both Game Days and non Games days. Directional signage will also be part of the mix.

Floor Look resolved after much delay and dispute. Payment to meet logo's, seal and reinstatement next December all to be paid by end of April 2006. Benefit of seal this year and next met as part of the costs.

Wall Cladding – M2006 are paying to put up timber panels to match floor level up to roof on court one then to relocate signage after games.

### **Stage 3 Building Program - SportsPark**

Separate Report and current plan tabled at meeting and discussed at length.

Resolved to approve continuation of planning process to complete all plans and to submit to Council for a building permit.

### **Staff Matters**

Referee Development Officer – Visa approved at this end and all health and security checks completed in India 14/2/06. Approval and issuing of visa by Embassy expected by 26/2/06. Accommodation secured and health insurance being organised. All on track for visit about 12/3/06 then ready to take up role immediately he finishes Commonwealth Games duties. Should be okay to commence induction 27/3/06.

Meeting of Comp Supervisors and Hoops staff to set rules for 2006 held 8/2/06

Managers Review Workshop follow-up meetings ongoing – each has been a little side tracked with specific areas of responsibility in last two months but we will be back on track in April.

### **Right of Entry Review**

Meetings held with two members who acknowledge that the four (4) cans of alcohol found in bag were owned by both.

Both invited to submit letters to Committee of Management. Penalties determined. To be advised to members.

### **CEO - Other**

Liquor Licence renewal for 2006 completed.

Food Registration Renewal for Hoops, SportsPark and WSEC actioned

Attended Tabcorp Sprint Conference in January – very good to set goals for industry in 2006.

Internal Communication equipment in place for venue staff and protocols set for use.

Additional security screens / monitoring established

Workplace Consultation – New Laws from 1/1/06. Covered on Staff Newsletter issued Feb 06.

WSEC – Insurance for netball under BV policy being negotiated.

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

Meeting 14/2/06

New Committee charter to clearly define role to be developed. CEO to draft - pending.

Will take time to redefine role but clearly this Committee will not be involved in day to day operational matters which are the responsibility of the Basketball Department.

### **Basketball Department**

Basketball Manager presented and spoke to report.

Senior games now one up on last year. Juniors have also improved and will be very close to last year. Summary will be issued once junior draws are completed.

BM has developed Warning Signs for offenders parking in disabled or 10 bays. procedure to police this area has been put in place.

A Grade senior and 16/18 team averages for end of season 2 of 2005 issued. 18 A Boys and Girls still below junior average. To monitor through this season.

Printing of draws – website options – to be trialed – positive feedback to date.

### **5.3 Referee Committee Report**

BVCC Zero Tolerance Policy – has been implemented.

Rostering / management just holding together pending arrival of Referee Development Officer in late March.

Referee Lockers / room still under review.

### **5.4 Ballarat Representative (Junior) Report – R Cleveland**

Meeting 1/2/06

Review of Committee roles

Fundraising problems being addressed – may just be user pays.

### **5.5 Venue Operation / Maintenance**

December 2005 to March 2006 maintenance schedule is running on schedule.

Lighting upgrade for court 1 fully complete – BC to arrange testing this week.

New globes added to courts 2, 3 and 4 – significant improvement in lighting. Extra light fittings to these areas will be added, as budget permits (need extra wiring run, which adds to cost).

Court 1 & 2 roofing quotes being obtained at present – have one and will be seeking a second in April. Also discussing contra product options with supplier.

After a number of recent licensed club fires Tabcorp have issued reminder on things to be checked regularly – to be referred to B Clark.

External shadecloth areas – to be considered as part of next re-development to see if a fenced BBQ / picnic area can be developed off current First Aid Room (may even be able to extend referees room long term as part of any such development).

### **5.6 Events & Administration**

Planning underway for Nuggets / Lady Nuggets and BRP in hand.

Numbers for senior tournament better than expected at this stage (allowing for Commonwealth Games). Will be played at WSEC and Arch.

### **5.7 SportsPark**

Kitchen – still happy with catering arrangements. Increasing advertising and promotional activity around meals service in March / April

Keno – approved. Waiting on installation

### **5.8 BBC Report**

C Chase has lodged a report from Monthly meeting – report issued.

BBA reps to meet with BBC President and Vice President this month to continue to expand dialogue and relationship between two bodies.

Supper arrangements under discussion – feedback from BBC Committee / Coaches requested.

New General Manager, Rob Burns is settling in well.  
Managers meeting with R Burns to help him settle in for launch of season.  
Senior Squads (Men and Women) have been selected.

#### **5.9 Big V – Nuggets / Women's Youth Squad**

Report issued by M Batch. All matters progressing well.

#### **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 - Pending.

Meeting closed at 10.30pm

NO MARCH MEETING BECAUSE OF COMMONWEALTH GAMES AND RELOCATIONS

**NEXT MEETING APRIL 19<sup>TH</sup> 2006 AT 7.00PM**

**SPORTSPARK MANAGER TO ATTEND**