

**BALLARAT BASKETBALL ASSOCIATION INC.
COMMITTEE OF MANAGEMENT - MINUTES**

SUMMARY

450TH MEETING FEBRUARY 24TH 2010 AT 6.00PM, LEGENDS ROOM, WIN MINERDOME.

1 ATTENDANCE:

Present: R Cleveland, C Chase, M Batch, G Keogh, B Powell, E Doherty, P Magee and P Eddy

Apologies:

R CLEVELAND OPENED MEETING

PREVIOUS MEETING

2.1 Minutes

Minutes of the previous Committee of Management meeting (449th) held on 16th December 2009 have been circulated.

Motion: That the minutes of that meeting be accepted as a true record of the business at that meeting.

Moved: E Doherty

Seconded: C Chase

CARRIED

Business suspended as new Ballarat Basketball Referee Association Chair Jayden Kent tabled a detailed report on progress and activities of the BBRA since it was established by the BBA in December 2009 to replace the RAG group. Jayden answered questions from the Committee and was congratulated on how well the BBRA had taken up its responsibilities and become very proactive in driving the operations of the referee body.

2.2 Matters arising

2.2.1 Brand

D Collard continuing to work with the Adgroup.

Elements of report to be discussed in February by BBA. CEO has met with P Brugman (adGroup) in January to get more detail on activity and way forward.

Meeting with P Brugman and N Grylewicz set for March 10th.

2.2.2 Website

Discussions held with Yum. CEO / Admin Manager have a review in progress – to finalise arrangements in next few weeks.

2.2.3 Governance and accountability

BBA should have a more supportive Governance and Management plan to help ensure that Clubs comply with any legal or financial requirements and that members are protected.

As the BBA has a responsibility to report to Basketball Victoria and to submit an Annual Report and audited financial report to BV it follows that we should look to adopt the same layer of support and education for clubs.

CEO to prepare a plan for this to be discussed at March Committee Meeting and with clubs at the next Clubs – CEO meeting on March 31st 2010.

It was also agreed that a member of the Committee of Management (on a rotating basis) should attend each club AGM's along with a member of the basketball department.

Offer made to Drummo to pilot some of this work from 2010 – this has been accepted and commenced in February. Discussion on inviting Drummond St to report on this at next AGM.

Linked to this item/project will be the need to identify and develop skill sets for members of Committee of Management's to allow for future succession planning.

3. CORRESPONDENCE

- (i) Minutes of Committee of Management Meeting Dec 16th issued OUT

(ii)	Summary of Minutes Dec 16 th issued	OUT
(iii)	Council Food Registrations for Bistro, Hoops, WSEC all received	IN
(iv)	BVC Zone Meeting Ballarat – March 6 th – volunteer requested to attend	IN
(v)	Bendigo Bank – annual review completed	IN
(vi)	Committee members / Managers – change of meeting date	OUT
(vii)	Clubs – Committee – Change of Date for Clubs Meeting to Mar 31	OUT
(viii)	Department graphs / reports to Committee for Jan.	OUT

Moved G Keogh, seconded E Doherty that the inward correspondence be received and the outward correspondence endorsed

Carried

4. REPORTS

4.1 CEO Report

General:

Minerdome Roofing

Report and submission to meeting with Minister for Sport's Senior Advisor and the SRV Community Sport Director on January 5th 2010 tabled. Update from SRV expected by Feb 24 meeting but not yet received.

Report received from TGM on Minerdome Roof building permit – all in hand.

Meeting with WM Flynn Feb 1st 2010 to discuss and advance planning for project. They will follow-up Building Permit with TGM and continue planning for an October deadline. Also to check pricing for any changes.

Quotes to cover skylights now in preparation for re-roofing project to be obtained.

Meeting with Smalldaire February 2nd to finalise quotes for air-conditioning for Minerdome and WSEC. BBA will submit a plan to Council to seek funding for WSEC project. Quotes received and in line with expectations.

Staff

Re-structure of staffing is proceeding.

CEO booked for Return to Work Coordinator training - 2 days – May 2010 then Claims Management training in Nov 2010.

CEO has been invited to sit on Community Clubs Association of Victoria Gaming Advisory Council – accepted. Two meetings per year (tele-conferences)

Post 2012

Gaming Auction Bid registration and default bond lodged December 2009.

Meeting of Post 2012 and Finance groups Jan 27th reviewed and approved all activity to date. CEO & MSC Manager to attend training course on March 3 and Auction is expected late April or early May. A second presentation from Moore Stephens was received 2/2/10 and a third and final report for Post 2012 Committee and Bendigo Bank was received mid February. The independent work being completed by Moore Stephens validates the work being completed by our Post 2012 group and will be formally considered by Finance Committee in March 2010. Finance Committee will make a recommendation on auction bid strategy at March Meeting.

Other

Discussions with City Council matters relevant to Arch Sports Centre – ongoing. CEO to make a presentation to Council on March 17th in regard to this matter.

Basketball Media now reporting directly to CEO on weekly activities and planning. Making progress since start of year. Focus on local junior domestic competition will commence as soon as BVC Country Championships for all junior grades are completed in April.

Strategic Calendar – October / November

Risk Maintenance Report – M Valentine to meet with E Doherty to review and finalise. Not yet actioned
CEO reported on Foundation activity

4.2 Business Plan Report

Managers have received updated plan for comment and detail inclusion. Update will now be issued to Committee of Management by March 5th and discussed at March 17th meeting.

4.3 Key Stakeholder activities

(a) Basketball Area (members through to BA)

(i) Basketball Local / BVC

Request by clubs that clearances between clubs, especially of elite level players, be reviewed – to be discussed by BRP and SPRC then Club Executive – CEO Meeting in March.

More activity with clubs this year in regard to the high number of players to be allocated.

BVC Affiliation Fee to be paid individually from July 2010. **Now set at \$29.50 from 2010, up from \$26.00.** Discussion on merit of clubs suggestion of offsetting part of fee against a possible further reduction of one round in June 2011 competition season. To be further considered further before next Clubs Meeting.

(ii) BV – visit by CEO January 2010 to discuss support for roofing project, assess Sovereign Hill for host base for any new BV – BVC events.

(iii) Basketball Australia – no activity

4.4 Finance / Finance Committee

Finance Committee – Meeting held January 27th 2010.

Finance summary, Graphs and MYOB reports for the month of December along with Half Year report all considered and accepted.

2009 / 10 Budget – Version 2 and MYOB cash flow budget also reviewed by Finance Committee at half year review.

Figures, graphs and reports for January 2010 circulated along with the variation reports and summary. The figures will be considered further at the March 15th Finance Meeting.

December and January period saw heavy expenditure on minor works and replacement equipment as previously approved. Will mean cashflow will be very tight in February, March and April but will be manageable.

Bendigo Bank Loan Terms of Offer – accepted by Finance Committee and endorsed by Committee of Management.

4.5 Minerdom Sports Club

MSC Manager reported on Bistro performance to Finance Committee Jan 27th 2010. Pleasing that progress is being made.

Planning for Miners season in 2010 including box catering is well advanced.

4.6 Basketball

4.6.1 Basketball Department

Structure for 2010 along with staff briefings on changes completed in January 2010.

[Basketball Manager](#) will issue updated template of total teams, games and bye for this season and a comparison to last two seasons by March 5th.

Discussion paper issued to Basketball Department staff on a possible structure of operations to further focus attention on key member areas. Discussed at Basketball Department meeting Feb 24th and any changes are to be implemented from April 2010.

Basketball Manager is implementing Heat Policy – equipment and procedures.

4.6.2 SPRC

Meeting January – B Powell reported on Grading Meeting and changes made. Further discussion on a junior boy's team which seems too strong for its grading. B Powell to review again with Basketball Office.

Discussion on confusion between bylaws and operational rules and implementation of policy in regard to late starts for minutes lost and points lost due to late payment of team sheet fees. B Powell to discuss with basketball office and arrange issue of a memo to Referee Supervisors, Venue Supervisors, BBRA and Clubs. Clarification on penalties for half time when tickets found to be missing also needs reinforcement.

4.6.3 Ballarat Basketball Referees Association

New structure established now in operation.
Report presented to meeting as detailed earlier.

4.6.4 BRP – Report presented by R Cleveland and minutes of last meeting discussed.

BRP Newsletter – due out in March.

BBA had 25 players and 2 coaches at Country Cup and Pacific Slam. List circulated.
Follow-up media stories done on events. Good efforts by all who attended.

Ballarat has had 5 boys (plus one emergency) selected in U/18 Vic Country Team and one girl selected. Teams compete in Nationals in Terrigal NSW in April.

U/14 Camp held in Ballarat Feb 7th – selections to be announced shortly.

[G White](#) to provide an update of events / staff for 2010 BVC events and VJBL competition.

4.6.5 BBC / Nuggets

C Chase circulated a written report on BBC review to Committee.

[P Magee](#) to issue a written report on Teams Committee / LMG work and recruitment.

[M Valentine](#) to issue a progress report on planning for Nuggets season and Home Game operations for BBC / D League after D League meeting in Ballarat next week.

4.6.4 Participation

[G White](#) to report on schools programs, Aussie Hoops, Primary School Comp and Holiday camp planning for 2010 for March meeting.

High level focus on schools and schools / club planning to develop stronger U/10 numbers for July season.

G White / G Molloy have met with Ballarat High School re Sports Program for 2010.

4.7 Events / Administration

[WSEC Roof and other maintenance projects](#) – MV will issue a Venue Managers Report.

BBA Maintenance and upgrade projects – Dec – Jan – MV will issue a Venue Managers Report

MV due to report by 15/3/10 on costings for changes to court markings.

Website traffic report - [M Valentine](#) to establish a procedure and template for this and issue monthly.

Request to Webbcona to agree for ongoing use of car park for emergency exit. CEO had on site meeting to consider 16/12/09 and matter is agreed to. New Exit doors to be in place by March.

Staff Newsletter – due for issue March 2010 – MV to action.

WSEC Netball has received a boost with a transfer of competitions from Delacombe.

MV on working party to review BVC Events.

Grants applied for by MV:

MV to list activity – Venue Managers Report

Tenders Outstanding:

None

4.8 Venue Managers Team Meeting – Feb 23rd

M Valentine has issued Venue Managers and Key staff reports to Committee of Management

Moved B Powell, seconded C Chase that the reports as presented be received. Carried

5 GENERAL BUSINESS

5.1 Report on Regional Academy at Minerdomo Feb 2010

5.2 Staff Handbook – amendments to timesheet guidelines reported

5.3 BV Awards Night – invitation for President to attend

MEETINGS:

Finance Committee Meeting / Post 2012 Meeting Monday March 15th 6.00pm

Committee of Management March 17th 2010 at **6pm** in Legends Room at WIN Minerdomo