

SUMMARY

Minutes of 427TH Meeting of the Committee of Management of the Ballarat Basketball Association Inc. held at WIN Minerdome at 7.00pm on July 18th 2007.

1.0 ATTENDANCE

- 1.1 Present: P Magee, C Chase, G Keogh, M Batch, R Cleveland, P Eddy, P Lambert (Observer) & B Powell (Observer)
- 1.2 Apology: E Doherty (working away)

- 2.0 Minutes of previous meeting - 426th meeting of BBA Committee of Management held May 16th 2007 and the report to the Committee dated June 20th 2007 have been circulated.

Moved C Chase, seconded R Cleveland. CARRIED

3.0 BUSINESS ARISING FROM THE MINUTES

- 3.1 Three Year Plan –New business plan to be prepared for period July 2007 – June 2009. No responses from Committee of Management or Clubs in terms of input for new plan.

Open planning item for AGM in September to generate input from membership. CEO to draft plan based on current projects and on planned projects / targets areas that have been proposed or discussed at Committee or Venue Management level. Recommendations in BV and BVCC business plans to be incorporated as appropriate. Draft to be submitted to August meeting for consideration.

- 3.2 Area Parking – pending response to our offer (21/6/07) from Council on Grevillea Rd parking and once this is locked in we will progress negotiations on parking at rear of venue through Hollioake Park Sports Association.

- 3.3 Committee of Management vacancy – 2 expressions of interest. Both have been invited as observers to July meeting – both attended meeting as observers.

4.0 CORRESPONDENCE:

- 4.1 Consumer Affairs Vic – Business Name Registration Minerdome Sports IN
Name approved and certificate issued.
- 4.2 G Gay & Co – proposal for donation of new honour boards OUT
- 4.3 Proposal put to Ryans Glass re donation for M2006 display cabinet. IN/OUT
Ryan's Glass has donated \$1200 in glass and labour to house Games Statue.
- 4.5 Andre Agterhuis – congratulations & thanks IN / OUT
- 4.6 Bill Powell & Peter Lambert Invitation to July 18th meeting as observers OUT
- 4.7 Committee of Management – staff June 20th meeting held over to July 18th OUT
- 4.8 Dept Regional Development – Traineeship Program IN
- 4.9 BVCC – DVD of 40th Year Dinner - issued to clubs / staff / committee IN/OUT
- 4.10 BVCC – Country Week Information - issued to clubs / staff / committee IN/OUT
- 4.11 BVCC – Coach / Admin seminar, minutes 28/4/07 meeting, referees Seminar, Administrators Tour of US – issued to clubs, staff & committee IN/OUT

5.0 REPORTS

5.1 Chief Executive Officer

Finance

Financial Report to 30/6/07 including actuals to cashflow budget, Trade Statements, Accounts Payable & Receivable details has been circulated. Summary and variations report circulated 15/7/07.

Graphs to end of June issued.

Negotiations underway to see if we can provide an ATM machine for basketball environment.

New Referee Payment system processes for 2007/08 has been developed and introduced from 16/7/07. Introduction going well.

Managers are involved in 07/08 budget process and currently preparing recommendations. Treasurer & CEO have actioned loan arrangements as per previous decisions. Community Benefit Statement – decision deferred to 2008. Have reviewed BBA position and satisfied no impact even with proposed changes. 2007/08 Community Benefit Statement and Annual Bingo Statement being prepared for lodgement by 30/9/07.

Cash audit by Auditors undertaken Sunday July 15th and audit to commence Friday July 20th.

Staffing

Manager & staff Minerdome Sports Club – changes implemented and positions filled.

Stage 3 Building Program

Final report issued. All costs are now in and venue is now fully outfitted and operational.

Work to relocate bistro and expand function area and kitchen facilities is ongoing.

Heat, light power costs under review (email issued). Managers asked to review operations / costs and to set firm policies this week.

WM Flynn has contributed towards the cost of a photographic display for venue foyer showing progress of development and noting builders, committee etc for permanent display.

CEO recorded his thanks to Treasurer for his guidance and for developing and negotiating loan / repayment terms with Bank.

Other

BBA Foundation – have applied for membership of Australian Sports Foundation Ltd (division of ASF) for affiliate Foundation membership for BBA. Meeting set with local school re scholarship support for students – discussions progressing. Discussions held with Luke Dunne on liaison / non conflict with BBC for same dollars. Agreement reached on procedures / communication plan.

Membership / customer survey form being prepared for all areas of business.

Workcover claims premium estimate for 2007/08 and declaration for actual wages in 2006/07 completed.

5.2 Basketball Department / Strategic Planning & Rules Committee

M Batch gave meeting a briefing on discussions at SPRC Meeting held immediately prior to Committee of Management Meeting.

Venue Supervisors – personnel and training requirements to be reviewed to ensure we have best representation possible at match sessions and that Basketball Department expectations are met at all times. Basketball Manager to oversee.

Reports & Complaints procedures have been reviewed. Basketball Manager has this in place.

Recommendation from RAG to review pay rates further than that proposed by BV – No action.

Problems with clubs lodging information required to set draw well after entry close date.

One club took 22 days to provide most (not all) of the information required to finalise fixturing/grading. Cannot expect office to deliver on its schedule if we do not act to stamp this out. CEO and Basketball Manager to meet with club involved.

Player audit for 3 rounds in season 1 2007 completed. Average player numbers in line with budget forecasts.

Saints have 2 A men's teams entered in up coming season. Basketball Manager to write to club outlining that this is clearly on a season by season basis and subject to team numbers, uniforms, coaching and scoring volunteers meeting requirements.

5.3 Ballarat Representative (Junior) Program

Minutes of last meeting 6/6/07 have been circulated.

Letter and donation sent to State Representatives.

5.4 Maintenance – all areas

Annual maintenance schedule has been drafted – CEO and M Valentine are detailing an annual plan – finalisation deferred till mid August.

5.5 Events & Administration

June Tournament – financial report has been circulated with an excellent result.

Eighteen recommendations from event have been considered and adopted for 2008. All in team cost (no door fee) is being costed and planned for. To be reviewed after Bendigo Tournament in January.

Second First Aid Course for 11 staff completed in July.

M Valentine has lodged an application for Commonwealth funding for water tanks to allow recycling of water through venue - \$50,000 - pending. CEO to check storage capacity and advise.

CEO has been booked on a 2 day Managers OHS course in October.

WNBL Game – December 22 – Canberra v Bendigo – offer made to Bendigo – pending response.

5.6 MinerDome Sports Club

Trade has increased since redevelopment.

5.7 BBC / Nuggets Report

C Chase advised Miners Dinner August 31, Movie Night 18/7/07 and special activities planned for E Hayes last game this Saturday night, July 21.

Suggestion that G White and M Batch (Nuggets), C Chase (BBC) and R Cleveland (BRP) meet to discuss each groups calendar of fundraising events. **G White to arrange in next month.**

5.8 WSEC

Insurance renewal actioned and complete.

6.0 General Business

- 6.1 BVCC Association Link Forum – Report to be circulated when minutes of forum are received. Received from BVCC 18/7/07 and distributed.
- 6.2 Smoke exclusion zone marking and enforcement rules – supported by all Committee members – will be actioned – not yet actioned
- 6.3 Minors – entry via licensed club area – Policy supported by all Committee members – in progress.
- 6.4 First Aid – check blanket in room. CEO will follow-up.

Meeting Closed at 8.15pm

Next Committee of Management Meeting:

August 15th at 7.00pm at WIN Minerdome

Annual General Meeting 7.00pm Wednesday September 19th 2007.

Venue Associates Register at VCGR to be updated once a replacement for K Squire is in place.