

SUMMARY

417th Meeting of the Committee of Management of the Ballarat Basketball Association Inc. - WIN MinerDome - 6.30pm on May 17th 2006.

1.0 ATTENDANCE

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

No Manager presentation for this meeting – deferred to June Meeting.

2.0 BUSINESS ARISING FROM THE MINUTES

- 2.1 University of Ballarat Focus Group Report incorporated into the BBA Business Plan. **Actioned**
- 2.2 BBA Business Plan (3 Year Plan) – **Update circulated** – some revision of timelines necessary because of workloads. To be circulated with summary of minutes to all interest groups.
- 2.3 BVCC AGM – Sunday April 30th at 9.30am. CEO / R Cleveland attended. Positive outcome. Rules review will ensure annual opportunity to attend AGM and debate and vote issues directly. Report on motions issued to Committee. Items of note from AGM copied and distributed to Committee and Managers.
Meeting was good first step and since we have been invited to have input into BVCC Strategic Plan. CEO and R Cleveland to meet to develop a response.
- 2.4 Admin Manual – M Hunt / R Cleveland – Matt Copping has been working on this over the break – draft has been reviewed. Coming along well – will be finalised this week. R Cleveland reported that she has reviewed first draft, which focuses largely on computer processing. Manual is very good. R Cleveland has recommended further additions, which she will further review with Basketball Manager next week.

3.0 CORRESPONDENCE:

- 3.1 Neighbourhood Watch Committee – thank you for support and use of facilities IN
- 3.2 Referees – requesting explanation of why they missed compulsory meeting OUT
- 3.3 Phoenix Newsletter IN
- 3.4 Committee of Management – Trading statements, graphs, cashflows, YTD and Month P&L. OUT
- 3.5 Committee of Management – Minutes of April Meeting OUT
- 3.6 Staff, Clubs, Website – summary of minutes OUT
- 3.7 City of Ballarat – additional donation of \$500 to host civic reception for 16 Nationals at MinerDome IN
- 3.8 Nuggets Team Managers – reminder re standards and behaviour of squads OUT
- 3.9 Neighbourhood Watch Monthly Newsletter IN

- 3.10 3BA Christmas Appeal – thank you for support IN
- 3.11 Basketball Australia – Annual Report IN
- 3.12 HBA – Defibrillator application
- 3.13 Dept of Premier & Cabinet – acknowledgment of submission for Community cabinet and notification that we will be advised of how / when to present by May 18th IN
- 3.14 SAA Women’s Branch – Thank you for being guest speaker IN
- 3.15 Victorian Commission Gambling Regulation IN
- 3.16 Thank you to staff / volunteers who performed key roles during M2006 OUT
- 3.17 3BA – Thank you for donation to Christmas in July appeal

5.0 REPORTS

5.1 Chief Executive Officer

Finance

Financial Report to 30/4/06 issued 13/5/06.

Accounts Payable & Rec, Actuals to cashflow budget, Graphs and Trade statements to 30/4/06 issued to Committee and Managers.

Meetings held May 9 & 11 with Managers to prepare first draft 2006/07 budgets. CEO has further developed budgets this week.

Basketball Manager is working on clearing all outstanding club debts.

Recommended fees and charges for next season -

1. Senior

| | New | Current |
|-----------------------------|------------|----------------|
| All Senior Team Sheet Costs | \$51.00 | (\$49.60) |
| Daytime Competition Cost | \$29.30 | (\$27.90) |

2. Junior

10/U, 12/U & 14/U

| | | |
|----------------------------|---------|-----------|
| Junior Fee - ticket system | \$6.20 | (\$6.00) |
| 16/U & 18/U Team Sheet Fee | \$41.60 | (\$40.20) |

3. Training Fees

Monday to Saturday is \$25.00 per hour

Sunday for minimum four court hours booking is \$19.50

4. Walkover Fees

| | Senior | Junior |
|----------------------------|---------------|---------------|
| Un-notified Walkover | \$94 | \$74 |
| Notified (24 hours notice) | \$74 | \$54 |

Clearance Fee increase \$1 per clearance

M2006

Negotiations for payment of additional costs are ongoing.

Final payment of all approved payments received 17/5/06.

Hopeful of getting a hearing at Community Cabinet meeting due in Ballarat May 23.

Have lodged a supporting submission requesting a presentation to meeting.

Stage 3 Building Program

Pending response from Council.

Staff Matters

Gens has made a formal report to May Committee of Management meeting on his plans for 206 / 2007 – report issued 8/5/06 to Committee and presented to Venue Managers Meeting 9/5/06

Policy development – Resolved that smoking will be banned within 5 metres of all venue entrances as soon as signage and education / communication process is put in place. **Signage in place and awareness campaign now to begin this week.**

BC to action in May

B Clark has reviewed cleaning and maintenance needs and re-set rosters to recognise health & safety of staff as first priority. New rosters took effect from May 8th.

CEO - Other

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

Staff Handbook will be reviewed and updated by **M Valentine in last quarter of 2006.**

Website – M Copping to issue a report

Showcourt Lighting Audit completed – appears to have settled.

Naming Rights – WIN Minerdome

Road to Christmas organisers (volunteers) met with CEO, M Valentine and L Hotchin to discuss to possibility of the Association supporting this event.

Hosted a visit by Werribee stadium and Council to look over Minerdome as they are considering a similar upgrade.

5.2 Basketball / Strategic Planning & Rules Committee

Draft Committee charter (revised) prepared by CEO – to be considered by Meeting – recommendations from SPRC have been considered. No further comments from SPRC received to amendments made.

Resolved to adopt new charter.

5.3 Basketball Department

10 & U Competition – R Cleveland gave an overview of changes.

Resolved to recommend to Basketball manager that in cases of significant rescheduling in a grade a direct mailout with an explanation and the changes may be

the preferred method of communication, especially at the 10/U & 12U levels with so many new or inexperienced families.

BVCC – change to Age Groups – SPRC asked to make a decision on age groups for local competition at next meeting so that our position can be communicated to all clubs and members as soon as possible to avoid undue speculation.

Discussion that it may be appropriate for an 8/U competition be considered as part of the review along with a minimum junior age on new juniors starting in competition.

5.4 Ballarat Representative (Junior) Report – R Cleveland

Minutes of May Meeting issued and discussed

Review of Committee roles – **RC has sent to CEO** to review. Will include delegation of authority and election process as per SPRC draft – pending.

Fundraising Ball Saturday April 22 – very successful.

BBA donation to BRP for auction (SportsPark, BBC and BBA) and set up / cleaning costs.

Paul Larmand attended last meeting and clarified a number of coaching matters with Committee.

5.5 Maintenance – all areas

B Clark has issued Committee with detailed report on works completed since December 2005 and plans for second half of 2006 – quotes and recommendations being sourced for all works.

Maintenance Register – has been established to monitor all works and requests for service contractors to attend at venues.

Court 1 & 2 roofing quotes being obtained - pending.

External shadecloth areas to be considered – to be considered as part of next re-development to see if a fenced BBQ / picnic area can be developed of f current First Aid Room (may even be able to extend referees room long term as part of any such development). May look to apply for a Federal Government grant in lead up to 2007 election where grants of up to \$250,000 could be considered.

5.6 Events & Administration

Very busy month. Tournament entries closed last Friday and numbers being finalised. Nationals work also in progress.

5.7 SportsPark

Mothers Day very successful luncheon

Keno – approved. Installation of equipment late May. Budgeting cost neutral for first year.

Discussion on staff awareness of drug issues, safe handling, protection (Hep B injection) – GW to follow-up

Location of a blood kit at SportsPark – GW to action.

Ballarat Community Health may be a good starting point for training for staff – GW to follow-up.

5.8 BBC Report

C Chase – gave report from Monthly meeting.

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.
- 6.2 No zone signage – actioned
- 6.3 Board Member review document – received a sample to consider for BBA. CEO and P Magee to amend to our needs and distribute to Committee of Management
- 6.4 BBA has lodged tender for 2008 – 2010 Australian Country Cup. Decision around August 4th 2006.

Next Meeting June 21st 2006 at 7pm
Date may be reviewed this week.