

# SUMMARY

## MINUTES – 426TH Meeting of the Committee of Management of the Ballarat Basketball Association Inc. held at WIN Minerdome at 7.00pm on May 16<sup>th</sup> 2007

### 1.0 ATTENDANCE

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

Glenn White, Education & Participation Manager attended as part of rotation of senior staff attending meetings.

Letter of resignation from Committee of Management received from Kym Squire owing to work and family commitments. Received and accepted by Committee. Chair and CEO have thanked Kym for her contribution to the Association.

### 2.0 BUSINESS ARISING FROM THE MINUTES

- 2.1 New Zealand Basketball Interchange – plans proceeding. Waiting on response from New Zealand. BRP Committee to follow-up.
- 2.2 Three Year Plan – A final review of plan to end of 2006 was published in May. New business plan to be prepared for period July 2007 – June 2009. Committee of Management agreed to all clubs being invited to consider end of current plan report and to submit any recommendations for inclusion in the new 3 year planning process - actioned. Response due by 31/5/07. Open planning meeting to be set for June to help frame future directions.
- 2.3 E Doherty – Emergency Services Exercise. E Doherty gave a presentation to meeting which focused attention on how organisation / business would cope if we had a 30 or 50% downturn in staff availability or member patronage due to a natural disaster, pandemic etc. Committee discussed this and broader options of potential impacts on business and Association and how we would respond. Succession planning / any sudden need to replace senior management also discussed as part of this process. E Doherty to seek out any templates / models that may be applicable to Association. CEO to include as a key item in upcoming Business Plan.

### 3.0 CORRESPONDENCE:

- 4.1 Basketball Australia – Unity Plan announced for sport along with a review of the High Performance Structure of the sport IN
- 4.2 Yum – BBA offer to clubs for website services – Club Development Plan OUT
- 4.3 Minutes & Summary of April Committee of Management Meeting OUT
- 4.4 BFUA – search for umpires. IN/OUT
- 4.5 3BA Christmas Appeal – thank you for donation IN
- 4.6 BVCC – explanation of how Geelong were re-graded outside of any guidelines IN
- 4.7 Phoenix – request to consider later start to season for junior Competition IN  
Agreed that CEO would canvass a series of options from members and seek a response from clubs in next month.

4.8 Staff News April	OUT
4.9 Powercor – customer charter	IN
4.10 Finance Graphs to 1/5/07	OUT
4.11 BA – Australian Basketball Coaches Association	IN / OUT
4.12 BBC – invitation to AGM May 28 <sup>th</sup> 2007 – Committee invited to attend	IN
4.13 Senator McGauran – acknowledgment of BBA response to Federal funding	IN
4.14 BA Annual Report – circulating through Committee mail.	IN/OUT
4.15 Saints Club – advice on disciplinary actions taken by Club	IN
4.16 Maryborough Association – copy of BVCC Link Forum agenda items	IN
4.17 Basketball Managers Victoria – notes to meeting tabled	IN / OUT
4.18 Phoenix Club – Newsletter	IN

## **5.0 REPORTS**

### **5.1 Chief Executive Officer**

#### **Finance**

Financial Report to 30/4/07 including actuals to cashflow budget and Trade Statements circulated 14/5/07. Accounts Payable & Receivable not issued – to be forwarded 17/5/07.

Review and update of aged debts owed to BBA is continuing and improving. Hoops, Bingo, Gaming, Wagering and Bar Graphs to 30.4.07 issued 3/5/07.

BVCC Affiliation Fee proposal submitted and accepted by BVCC- There is a \$5 per player (20%) increase in 2007/08.

Moved G Keogh and seconded R Cleveland that the BBA Fees & Charges for 2007 be set with a 5% increase in all team sheet, ticket fee and walkover fees. No increase to court hire fees. This increase to include the \$5 per player BVCC increase. Carried.

New ATM agreement reached and new ATM to be received in next few weeks. Review in 12 months to determine if Basketball entry warrants a second ATM.

#### **Stage 3 Building Program**

Stage 3 works – May 7 changeover date effected. Move of bistro to ex-gaming room completed by May 14<sup>th</sup>.

Stage 3 progress cost report to be issued to Committee after review meeting Tuesday May 15<sup>th</sup>. Review report discussed and estimates of final costs and cashflow management addressed – final cost of project \$962,000.

Transition report on move into new venue and on works to relocate bistro and expand function area and kitchen facilities was given. Detailed costing on this stage of works to be issued in next few weeks. Estimate of \$10-15,000.

Meetings with Roadcon and City of Ballarat re extended parking options around our site have been are continuing.

#### **Other**

As part of our Club Development Program YUM Productions have now got club website development underway. All clubs advised of plans and timing and some clubs have already committed to offer and work has commenced.

CEO has addressed Bendigo Bank Managers/ staff forums in past month and hosted a visit by 6 delegates from Hamilton Junior Basketball Association.

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

Minutes of Basketball Department Meetings have been circulated.

G White presented and spoke to a detailed report on activities in his area of responsibility. E Lowe can conduct Level 1 and Level 0 courses for BBA. This can be done at a reduced cost, which BBA can offset further as a target of our Club Development Funding.

Detailed Referee Development Report issued 30/3/07 detailing referee numbers, gradings, and current status of numbers. Basketball Manager, Manager Education & Participation and RDO to meet to review and develop extended plan of action with key indicators on progress and set timelines. Still having difficulties with getting on top of problem officials and filling rosters on certain nights. Need to see more growth in base numbers of officials.

Meetings with BVCC M Hanson and H Pawsey May 16<sup>th</sup> to assess BBA / BVCC relationships with player development and referee programs. Very good feedback from both meetings.

Reports & Complaints procedures – M Hunt and CEO are reviewing local procedures. BV has provided a number of source documents for us to consider and adopt.

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

R Cleveland will arrange distribution of last BRP minutes.

Concern over delays with BRP uniforms. G White to be asked to schedule a meeting with suppliers and to include R Cleveland and CEO – Meeting to be set if not resolved by Friday May 18th.

Estimate of cost for players / coaches to represent Ballarat at Australian U/14 Club Championships is \$13,050.00. Donation made to team plus guarantee of support with fundraising options.

## **5.4 Maintenance – all areas**

Annual maintenance schedule has been drafted – CEO and B Clark are detailing an annual plan – to be finalised by end of June.

## **5.5 Events & Administration**

Meeting with Helen Pawsey to review BVCC role at tournaments. Good discussion and planning, especially for upcoming June Tournament.

Next First Aid Course booked for staff – July.

## **5.6 Minerdom Sports Club**

Focus has been on move to ground floor, setting of staffing to cover expanded roles and development of team cohesion between Sports Club and Bistro staff.

## **5.7 BBC / Nuggets Report**

Need at least one major fundraiser for Nuggets this year.

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.

Information received on SEABL / ABA merger into Basketball Australia structure.

## **6.0 General Business**

BVCC Association Link Forum – agenda items discussed. To be submitted by 21/5/07.

**Next Committee of Management Meeting:**

**June 20th at 7.00pm at Minerdome**