

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

SUMMARY of MINUTES

435TH Meeting
7.15pm Wednesday 21st May 2008 – WIN Minerdome

1 ATTENDANCE:

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

Apologies:

2 PREVIOUS MEETING

2.1 Minutes

Minutes of the previous Committee of Management meeting (434th) held on 16th April 2008 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: M Batch

CARRIED

2.2 Matters arising – unfinished business from previous meeting/s not covered under other headings only.

2.2.1 Three Year Plan –September 2007 – August 2010. Progress Report reviewed by R Cleveland published and discussed. Next review due July 2008. Managers to report in writing against their areas of responsibility by 30/6/08. Summary of progress against Plan will be presented to members at AGM.

2.2.2 Property Valuation – review 2008/09. Report received. Formal re-valuation letter will be issued. To be discussed with Auditor and Insurer as to implications of upwards valuation for coming financial year.

2.2.3 Brand – BA has deferred launch of new brand, which was due on June 3. Agenda item for BMV meeting May 22 and still hopeful that new national sports brand will be released to coincide with Olympic Games. New BBA logo options to be presented to June meeting. Two drafts have been progressed to date and now at final draft stage.

2.2.4 All Audit requirements from 2006/07 now adopted and in practice - completed.

3.0 CURRENT MATTERS

3.1 Strategic Calendar Update

Current items:

Fixed Assets Register update – report held over. Spreadsheet record has been established against previous register record in 2004. Physical checks and update of assets to be done in next month.

Basketball Foundation Report – report and draft of material being developed was presented to meeting. Planning for launch underway.

Stakeholder networking – Hosted Ballarat City Council CEO this month, Mayor addressed Actives Club, Hosting Superannuation Provider.

Attended BV / BVCC / Big V meetings,

Website Development – BBA and BBC sites have been upgraded. Ongoing review process in place.

Club sites need monitoring – M Gwyther to be asked to audit and report on club sites with recommendations on any upgrades BBA can assist with.

Club Development – reports from Basketball Department against Business Plan at end of June will address this.

4.0 REPORTS

4.1 CEO Report

(A) Overview

The past month has been focused on matters relating to the Post 2012 Gaming Industry report by Government. Several meetings and workshops held to consider Government decision and to look to establish our position moving forward.

Transition from full time RDO role to new structure and a number of member related disciplinary matters have also taken a lot of time. Work with Basketball Department has also been a focal point as we look to raise profile and level of marketing and promotion of sport.

Preliminary planning for 2008-09 year has also been undertaken.

(B) Key correspondence

Inward correspondence

- (a) VicHealth Signage – received May 19th - focusing on Healthy Eating and Supporter Behaviour – will be in place around venue next week. Has already been put up at WSEC.
- (b) Spec Olympics and Badminton Association – thank you for support of events and for staff support – Badminton have major event in 2009
- (c) FIBA Rule Changes – no action at this time. Changes that take place after Olympics will come into play in Ballarat after formal policy direction from Basketball Victoria and effective in Ballarat from start of next season after Olympics – that is season 1 2009.
- (d) BV Insight News – coverage of Nhill visit by secondary school students from the Nhill Association which was supported by BV, BVCC and the Association as a drought relief initiative.

Outward correspondence

- (a) Minutes & Summary of Minutes from April Committee of Management meeting
- (b) Graphs and finance reports to end of April issued to Committee
- (c) MSC/BBC-RetireInvest promotion and mailout. One per family.
- (d) Letters to Clubs & G Pollard re team sheet fee. Further discussion on this matter and noted that clubs had met to discuss matter. Recent club newsletter on this and other issues discussed. No other feedback received from clubs since.
- (e) Ballarat Pride – support for League licence.

(C) Business Plan Report

Covered in 3.1

(D) Key Stakeholder activities

- (a) Basketball Area (members through to BA)
 - (i) BMV Meeting May 22 – issues to be discussed
 - Branding issue – as reported
 - Ticket fee matter – CEO to seek views of major Associations again to ensure that BBA view that system is no more difficult at U/10 to U/14 is correct.
 - Review of Jamware basketball systems
- (b) MSC (members - TAB)
 - Report presented

4.2 Finance Committee

Finance Reports for the month of April and Year to Date have been circulated.

- (a) Finance Committee to meet June and a report will be presented to following Committee of Management meeting.

- (b) Balance Sheet, Profit & Loss for month and Year to Date, Cashflow to budget / actual to date and forecast for rest of financial year, Trading Statements, trade graphs and Receivables / Payables reports all circulated along with Summary Report and Variations Report.
- (c) Dates set for budget meetings commencing June 2
- (d) Audit for 2007-08 booked to commence from June 29th.

4.3 Other Sub-committees Reports

4.3.1 Minerdom Sports Club

MSC has achieved outstanding Mystery Shopper review figures from December. Letter of acknowledgment & appreciation sent to staff. Noted by Committee.

Process of applying for new Venue Operator Licence has commenced. Hope to lodge by end of June.

Community Benefit Statement – training sessions in late June – CEO booked to attend.

CEO issued a report on the presentation made by the Gaming Minister on Monday May 19th to Clubs and Hotels in Ballarat in regard to the Post 2012 policy for Gaming.

4.3.2 Basketball Department

4.3.2.1 SPRC

SPRC Minutes 16/4/08 – minutes circulated.

Recommendation – item no 1 related to the Common Sense Provision of the BBA Rules and the proposal “that the existing BBA By Laws be amended to exclude Under 16 and Under 18A Grade teams from the Junior Common Sense sections”

The motion “that the By Law 11.06 and Appendix 9 be amended to exclude U/16 A Grade and U/18 A Grade competitions from the common-sense policy” was moved by B Powell (SPRC) but after lengthy discussion lapsed as there was not a seconder to the motion.

Recommendation – item no 2 ‘ that the Basketball Department review the results early every week. Teams that win or lose by 30 points plus are noted. If it continues over a few rounds, then the CDO and Participation Manager approach the teams concerned with the view of suggesting ways to improve their playing and training so that players and the competition is improved”.

This recommendation was considered along with Basketball Manager recommendation from the Fixtures Policy paper on Grading (1) that the

Association needs to seek out and appoint a number of experienced, volunteer grading officials with the capacity to look at the best interests of the competition and the teams when assessing gradings. To be trialed at 12/U & 14/U levels next season. Basketball Manager to coordinate and CDO and Participation Manager to be involved.

Basketball Manager has been asked to seek guidelines from other Associations on how they grade teams to achieve better balanced competitions.

Committee of Management also determined that as a general policy junior grades with only four teams are not preferred.

Moved B Powell, seconded C Chase that Basketball Department implements these concepts immediately. Carried

4.3.2.2 RAG. Meeting due May 21 postponed. Basketball Manager to re-schedule

A number of meetings held in past month to finalise new staff model for referees and communication between these staff, RAG and Basketball Staff. New system will continue to be monitored on a monthly basis for next 3 months.

4.3.2.3 B.B.R.P.

Dinner which was very beneficial way to thank those volunteers who have given so much of their time this year.

CDO has prepared a report on year, which will be presented to next BRP Meeting then issued to Committee of Management with BRP comments.

4.3.2.4 Tribunal – phone conference CEO & Basketball Manager with BV and Peter Kelly (local Chair) to discuss and confirm some policy and procedural matters.

4.3.2.5 Round 9 Player averages issued April – both senior and junior team averages up on budget and round 4 audit.

4.3.2.6 Player allocation notes issued to clubs.

4.3.2.7 Working with Children Checks – planning advanced. Clubs will all need to be aware of the legal implications for them if they do not ensure all volunteers are covered.

4.3.2.8 Fixturing Policy – finalised and circulated. Committee endorsed recommendations for first season of each year. Basketball Manager asked to prepare an alternative for season 2 each year when age groups do not change. Is a shorter review process possible in this season?

4.3.3 **BBC / Nuggets**

BBC AGM May 26th at 5.30pm.

G White - formal update on Nuggets operations for 2008 has been circulated to Committee.

4.4 Events / Administration

Tenders submitted for SEABL Conference Final in August 2008 – unsuccessful

Submitted tender for U/14 Boys National Club Championship in 2009 – pending although not expected that we will win tender given we have had the one Championship allocated to Victoria each year for the past three years.

Essential Services Register – quotes for annual audit being obtained.
1969 Building Plans - applied for copies from Council – roof review

Record entries – 255 with new pay up front structure (up from 224 in 2007).

100 Year Reunion planning is well advanced.

4.5 Venue Managers Reports

Circulated after last Venue Managers Meeting held 14/5/08

5.0 GENERAL BUSINESS

- 5.1 BBA Club Volunteer of the Year Award and additional proposal for Service Awards - C Chase, P Magee and P Eddy have drafted a paper and recommendation. Moved G Keogh, seconded M Batch that the Awards system as tabled be implemented. Carried. Clubs to be notified of Awards.
- 5.2 Employee of the Month Award program endorsed by Venue Managers Meeting. To commence from June 2008.
- 5.3 Venue security – thefts from members / refs room. Important that all incidents are reported and documented so any repeat offenders can be identified and dealt with.
- 5.4 Recent case involving Intervention Orders – being managed. Recent case involving members / families within one club. Process put in place to brief staff and competition officials of such cases and on how to manage them. Standards of behaviour and adherence to codes of conduct of any members involved in such cases needs to be monitored. Recent cases of personal matters / family disputes being brought into our venues and disrupting the enjoyment and well being of other members.
- 5.5 BBA Committee of Management and CEO have reached agreement on new contract.

6.0

NEXT MEETING: JUNE 18TH AT 7.15PM