

SUMMARY

Minutes of 430th Meeting - November 21st 2007 of Committee of Management of the Ballarat Basketball Association Inc.

1.0 ATTENDANCE

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

- 2.0 Minutes of previous meeting - 429th meeting of BBA Committee of Management held October 17th 2007 have been circulated.
Moved B Powell, seconded R Cleveland Carried

Committee of Management Portfolios and Sub-Committee appointments for 2007-08:

- P Magee – Finance Committee and Sports Club
- G Keogh – Finance Committee
- R Cleveland – Ballarat Representative Program Committee
- C Chase – BBC / Nuggets Committee's

- M Batch - Strategic Planning & Rules Committee)
- E Doherty – Strategic Planning & Rules Committee) these three to rotate through RAG meetings as well
- B Powell – Strategic Planning & Rules Committee)

3.0 BUSINESS ARISING FROM THE MINUTES

- 3.1 Three Year Plan –Draft business plan (2) for period September 2007 – August 2010 adopted at AGM. Summary of key priority items for first quarter reviewed and accepted. Managers to respond as required by December on first quarter activity so that this can be included in half year report. Report will be issued with half Year Finance Report around Jan 22nd 2008.
- 3.2 Area Parking – pending response to our offer from Ballarat City Council on additional parking options around venue
- 3.3 VCGR – CEO has notified VCGR of pending change to Associates Register.

4.0 CORRESPONDENCE:

- 4.1 Insight – BV News to clubs, all BBA officials / staff IN/OUT
- 4.2 Basketball Manager – assistance with Finals Presentations IN
- 4.3 Ballarat High School – thank you and congratulations on appointment of E Lowe as CDO and on how good he was with students. IN
- 4.4 Australian Government – confirmation of Water Grant - \$49,601 IN
- 4.4 Participation Manager – Parent Behaviour – CEO has issued a direction on contact to the staff and BRP volunteers OUT
- 4.5 VBRA – referees smoking in uniform in public IN/OUT
- 4.7 Centacare – family support IN/OUT
- 4.8 Neighborhood Watch News IN
- 4.9 ClubsVic Achievement Awards – MSC to attend IN/OUT
- 4.10 Saints BC – congratulations on reunion weekend OUT
- 4.13 VCGR News – to MSC staff IN
- 4.14 Celtic Tigers Newsletter IN
- 4.15 BRI – BDB Letter from J Murphy thanking BBA for its support of event IN
- 4.16 Council – letter supporting Ballarat West Plan OUT

5.0 REPORTS

5.1 Chief Executive Officer

Finance

Figures for July – October period circulated November 16th with summary and all other documentation / reports issued 19/11/07. Discussed at length and variation report and supporting documents tabled. On track with expectations and areas under review will be assessed at half year.

Audit report recommendations:

Waiting on Bank for paperwork / fees for dual authorisation system for direct credits to pay accounts. Limits to be set.

Property Valuation – review to determine if three review valuation practice is appropriate.

Authorisation limits / processes for CEO on non budget items confirmed.:

CEO reported on replacements under consideration:

New Floor Washer to be purchased to replace existing 20 year old unit

Portable large store shed for additional on site storage capacity – no recommendation at this time.

Sovereign Room guttering upgrade – to be completed in December / January period.

MSC and Hoops trade graphs to 11.11.07 issued. TAB graphs and results circulated and discussed.

Ongoing discussions with sponsors for sponsorship from 2008 outlined.

New ATM for Minerdome Basketball entry area should be in place by February 2008.

Other

Eureka Dinner – schools event focusing on Community support – excellent involvement for us.

Agreement with Yum Productions renewed for next two years for website maintenance and management along with Club websites and assistance with transition to Sporting Pulse.

Venue Managers Meeting – held 13/11/07. Summary of new Business Plan discussed and target areas for Oct – Dec 2007 identified and allocated to Managers to action. Action list of outstanding items including website review and update issued.

Design photo for display in MSC has been sent for framing. Should be in place in next 2 weeks.

Brand – report tabled along with picture mark samples. Update on progress to date and national conference set for November 29th to review further.

Australian Sports Foundation – agreement signed and Ballarat Basketball Foundation – Junior Development has now been established with tax deductibility status. Meeting to be set in next 2 months with representatives from BBA, BRP, BBC and D Foley to meet and plan next step and targets. Will launch in February 2008.

Bendigo Bank – Business Briefing Dinner – Excellent networking dinner with a number of local business leaders.

5.2 Basketball Department / Strategic Planning & Rules Committee

Next Referee Advisory Group Meeting 28.11.07.

Working with Children – report from G White – BRP officials have been requested to complete applications. Information also issued to clubs (Committee requires G White to set up a check list of all BBA and club officials required by law to comply with this legislation to ensure compliance at all levels). Committee of Management, Venue Supervisors and sub committee members along with adult referee body also to be actioned in next 3 months. G White to manage.

Wendouree West Renewal Program – G White has met with leaders of program and BBA is currently looking at a funded support program for both Wendouree West and Delacombe. Follow-up meeting to be planned in coming weeks.

5.3 Ballarat Representative (Junior) Program

Suggestion that a dinner be held for BRP coaches and Managers hosted by BBA as a thank you for efforts. G White and R Cleveland to arrange for current year volunteers - to be held in March 2008. To be added to strategic planner.

5.4 Events & Administration (including Maintenance)

M Valentine and G White attended BMV Meeting on 18/10/07. Report circulated.

Worksafe Issues – M Valentine has prepared a summary sheet for staff.

Maintenance Plan – Documentation has been completed and circulated by M Valentine. Trial of regularly cleaning activity expected has been set and is being assessed over month from 19.11.07.

CHW – water review underway. Excessive water use in recent months – underground leak has been found and fixed.

Meeting in regard to Courts 1 & 2 roof with TGM consultant John Gibcus. John supports concept of building over existing roof as proposed by L Hotchin / P Eddy. TGM asked to assess roof loads to ensure viability. Pending report.

Looking to tender for U/14 Boys Club Nationals in 2009.

Arch – update on management / maintenance.

M Valentine and CEO worked with BBC on SEABL fixturing to improve promotional aspects of draw.

5.6 Minerdom Sports Club

Concept plan and design layout for first floor has been developed to address short term and longer term building development and use. Plan dated Nov 20 2007 presented to meeting. New set of drawings have been reviewed by building inspector and given in principle approval. Committee discussed additional entry at length and resolved not to proceed with this as part of planning but to review as a later stage if required. Agreement that now that concept has agreement general maintenance of Sovereign Room should be addressed with re-painting and minor project work to maximise venue presentation and usage.

Agreements with security providers (across all areas and venues) are being reviewed and streamlined – CEO still to progress.

Christmas hours varied around public holidays. Bistro closed for 3 weeks (last time this will happen).

Dinner Dance planned for Saturday December 15th

Bistro staff to be outfitted in club uniform. .

5.7 BBC / Nuggets Report

Need at least one major fundraiser for Nuggets – to be planned for off season as a lead in to 2008. 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 plan.

BBC Report from C Chase on Big V Meeting. Next BBC Meeting is 26/11/07. SEABL AGM is 1/12/07.

C Chase also proposed a Volunteer of the Year Award to be sponsored by the MinerDome Sports Club. To recognise those local volunteers who work at BBC Home Games. Resolved to support award. C Chase tabled this recommendation at last BBC Meeting for endorsement – agreed to.

Discussion also on BBA Club Volunteer of the Year Award also to be sponsored by MinerDome Sports Club and possibly presented at a Club Awards Night Dinner to be held in the second season of each year. C Chase, P Magee and P Eddy to draft some concept plans for this award – to be done in next month.

T Westwood appointed to Lady Nuggets Head Coach.

Nuggets Head Coach and Miners Assistant Coach positions being re-advertised.

5.8 WSEC

WSEC open / close procedures document finalised and introduced. Will allow staff and Venue Supervisors to be assessed against set criteria and expectations.

6.0 General Business

- 6.1 Board Program – issued to Committee along with an amended version drafted by CEO as a discussion paper. Meeting resolved to develop a strategy to move the focus of Committee of Management meetings away from operational reporting and further towards strategy planning and governance. R Cleveland and CEO to meet in January to progress planning for re-formatting of meetings and reporting. Managers will also take a direct monthly reporting role to Committee on operational matters under their responsibility.
- 6.2 BBA Calendar and Report template discussed and adopted.
- 6.3 Smoke exclusion zone marking and enforcement rules – supported by all Committee members – not yet actioned, as style has not been agreed on.
- 6.4 BVCC Board Nominations and Agenda Items for 2008/09 Annual Meeting. Close 26.11.07. Proposed motions discussed and supported.
- 6.5 Discussion on clubs setting recruitment policies for junior players which are not inclusive and available to all members of the community. CEO to undertake a review of this matter in Dec / Jan 08.
- 6.6 CEO gave an update on recent thefts from venue. Culprits have been caught and referred to police. Some stolen items recovered. Membership review underway.

Next Committee of Management Meeting is December 19th (including Christmas Dinner)