

BALLARAT BASKETBALL ASSOCIATION INC.

COMMITTEE OF MANAGEMENT – SUMMARY OF MINUTES

448TH MEETING NOVEMBER 18TH 2009 AT 6PM IN LEGENDS ROOM, SOVEREIGN ROOM,
WIN MINERDOME

1 ATTENDANCE:

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

Apologies: M Batch

2 PREVIOUS MEETING

2.1 Minutes

Minutes of the previous Committee of Management meeting (447th) held on 21st October 2009 have been circulated.

Motion: That the minutes of that meeting be accepted as a true record of the business at that meeting.

Moved: C Chase

Seconded: B Powell

Carried

2.2 Matters arising

2.2.1 Brand

Progress report – meeting CEO, D Collard and N Grylewicz from BBC and P Eddy, B Powell and R Cleveland from BBA had a presentation at Adgroup Thursday Nov 5th. Next review planned for Nov 19th. Report to February meeting. BRP Committee also need to be engaged in discussion.

2.2.2 AdGroup

TheAdgroup – Quote for services tabled to meeting and discussed. Discussed at Clubs Executive – BBA CEO meeting on October 27th 2009. Meetings to be set with interested parties for December.

3. CORRESPONDENCE

- | | | |
|--------|---|----------|
| (i) | Minutes October Committee of Management Meeting and Summary of Minutes issued | |
| | OUT | |
| (ii) | Police Superintendent A Allen – Friday night security – discussed | IN / OUT |
| (iii) | Basketball Australia – NSBT | IN / OUT |
| (iv) | NTICP Players – US Tour | OUT |
| (v) | N Gudgeon – player review and agreement | OUT |
| (vi) | J Doye BVCC – retirement | IN / OUT |
| (vii) | Ron Holmes – thank you | OUT |
| (viii) | CEO BA – Reunion Book – congratulations | IN |
| (ix) | BVCC – appointment of junior state coaches – R Baker Ballarat | IN |
| (x) | BVCC – player endorsement for state programs | OUT |
| (xi) | BV – Clubs – Heat Policy | IN / OUT |
| (xii) | B Stone – thank you | OUT |
| (xiii) | ClubsVic – Romsey Hotel case in VCAT – discussed implications | IN |
| (xiv) | City Council – NSBT result – Bendigo successful. | OUT |

Moved G Keogh, seconded E Doherty that the inward correspondence be received and the outward correspondence endorsed

Carried

4. REPORTS

4.1 CEO Report

General:

CEO report to VMT issued.

Minerdome Roofing – Update issued to Committee on advice from J Pulford received 13/11/09. Hopefully CEO will get opportunity to progress further at City of Ballarat promotion at Parliament House on Nov 24th.

Meeting Clubs Executive Group October 27th. Minutes have been issued. The meeting included a presentation by Admin Manager on East Timor.

Nominations City Council Youth Awards – 2 basketball nominees – announcement Friday Nov 20th.

Basketball Managers Victoria Meeting Oct 29th – CEO attended. Minutes to be circulated.

Insurance – Minerdome – renewed via AON Brokers for year ending 30/9/10. Noted for review in coming year. Meeting set for late November to review.

Staff

All Managers Performance Appraisals completed this month.

Workcover review and audit completed.

BBA has three staff with ongoing Workcover programs – all are back at work as of 18/11/09.

Meeting with Hoops Lessee held Oct 13th to finalise plans for 2010. In principal agreement reached – to be finalised next week.

Post 2012

Covered in Finance Committee minutes.

Strategic Calendar – October / November

President reported on Performance Appraisal review with CEO held this month.

- Oct - First quarter review – Finance - actioned at Finance Committee meeting in November
Risk Maintenance Report – Mark Valentine will report in November – tabled. M Valentine to meet with E Doherty to review and finalise.
Performance Reviews – Managers completed and CEO review complete.
Planning of minor works maintenance schedule – Mark Valentine to review and update
November. Meetings held with S Murphy to plan / quote works. Report tabled. CEO and M Valentine to finalise plan of action. Quote from S Murphy for Sovereign Room kitchen / toilet space relocations discussed.
- Nov - State Conference – CEO to attend Nov 22
Review key BBA sponsorships – CEO to action.

4.2 Business Plan Report

Business Plan report will be consolidated and published after Basketball Manager Report to October 27th clubs meeting. To be issued January 2010. Discussion on process for beyond 2010 and CEO is to prepare a recommendation as part of his report for Committee for 2010 – 2011 period by which time Post 2012 position will be clear.

4.3 Key Stakeholder activities

(a) Basketball Area (members through to BA)

- (i) Basketball Department / Local
SPRC Chairperson to report
Basketball Department / competitions staff review meeting Nov 15th – progress report presented by CEO and timeline for finalisation of plan for 2010 set for 11/12/09. Meeting of all interested staff and night supervisors was very constructive. All aware that change will involve less people working more often, a shift of day staff

to cross over into working competition times and a need for better trained and more focused staff providing a higher level of customer service in 2010.

CEO asked all Committee of Management members to take an active interest in the Crawford Report which was handed down Nov 17th. This report looks into elite sports funding and discusses the future of sports funding and the balance of funding for elite sport and Health related grass roots programs. It is hoped that a new Sports Policy for Australia can be developed from this report process. May have a significant impact on local level sport so members need to understand debate.

- (ii) BVCC – Review of BVCC operations and structure is ongoing.
R Baker U/18 State Coach
- (iii) Basketball Australia – NSBT tender awarded to Bendigo.
BA letter and our response letter have been circulated.
Further discussion on our commitment to any opportunity to be involved in debate on Crawford Report.

4.4 Finance / Finance Committee

Finance Committee – Minutes of meeting held Nov 11th circulated. Treasurer spoke to minutes and highlighted key matters of interest.

Meeting with auditor November 12th to discuss 2008/09 audit fee and for advice on a club matter - discussed.

Graphs for the month of October issued Nov 15th.

2009 / 10 Budget – Version 2 and MYOB cash flow budget completed and issued. To be reviewed by Finance Committee at half year review.

September figures completed October 12th and issued. Reviewed by Finance Committee.

October figures, summary and variation report issues. To be reviewed by Finance Committee and approved. Pleasing results to date. Areas at significant variance to budget (positive and negative) discussed.

4.5 Minerdome Sports Club

Managers VMT report issued.

Report on bistro stove requirements for 2010 – Resolved to approve purchase as per quote from Thomas Catering.

Club and Bistro hours for Dec – Jan set and distributed.

4.6 Basketball Department

Managers VMT report issued

Basketball competitions review meeting held Sunday Nov 15th to plan for 2010. The need to have experienced, knowledgeable and committed staff to drive competition presentation, build media coverage and improve referee supervision, rostering and management is driving further change.

BVCC Affiliation Fee to be paid individually from July 2010. (Bendigo have made a similar decision from next season). Discussion on merit of clubs suggestion of off setting part of fee against a possible further reduction of one round in June 2011 competition season. To be further considered further before next Clubs Meeting.

4.6.1 SPRC – Minutes from October meeting issued. B Powell spoke to key issues. General discussion on policy and planning for competitions, especially A Grade level. Committee briefed on review group being planned to look at A Grade. R Borner nominated to recruit two additional A grade people to work in review group.

4.6.2. Referees / RAG –

Proposal on sub committee referee structure to manage referees from 2010 considered by Committee of Management and after discussion it was resolved to establish a Ballarat Basketball Referee Committee. CEO to prepare agreed guidelines into a draft for Committee to work to.

E Doherty also spoke to other matters noted in last RAG minutes from meeting held Nov 5th 2009.

4.6.3 BRP – Report presented by R Cleveland. Minutes to be issued.

BRP Newsletter – to be issued November. Participation Manager to copy newsletter to all members of Committee of Management.

Meeting held with U/18 Girls parents to outline changes to coaching positions.

4.6.4 BBC / Nuggets

C Chase reported on activities and off season work.

P Magee spoke to Teams Meeting and recruitment plans and activity.

Grant Spencer appointed coach of Nuggets D League Men's team.

4.6.5 Participation

Managers VMT report issued.

4.7 Events / Administration

Managers VMT report issued.

WSEC Roof – to be replaced in Nov – Dec – tenders received. No news on date for works yet.

Arch Sports Centre – pending transfer of ownership – meeting set with BHS for late November to discuss local issues and opportunities.

Admin Manager is receiving monthly website reports on traffic. To become part of monthly reporting to Committee of Management. M Valentine to establish a procedure and template for this. Traffic reports are being received.

Venue security staff booked for weekly attendance till end of 2009. Budget implications to be considered at half year review.

Reunion

Finance report to be presented – held over due to lack of time. To be completed and issued in next 7 days.

Grants applied for by MV:

As per VMT report

Tenders Outstanding:

NSBT – Bendigo was successful tender. Reason given was 7 courts on one location. Response on this sent to BA. Committee of Management supported letter sent to BA. CEO to follow-up in person at the appropriate time.

Moved E Doherty seconded B Powell that the reports as presented be received. Carried

5 GENERAL BUSINESS

5.1 Governance and accountability

In general discussion it was decided that BBA should have a more supportive Governance and Management plan to help ensure that Clubs comply with any legal or financial requirements and that members are protected. As the BBA has a responsibility to report to Basketball Victoria and to submit an Annual Report and audited financial report to BV it follows that we should look to adopt the same layer of support and education for clubs. CEO asked to prepare a plan for this to be discussed with clubs at the next Clubs – CEO meeting. It was also agreed that a member of the Committee of

Management (on a rotating basis) should attend each club AGM's along with a member of the basketball department.

MEETINGS:

Dinner Meeting Dec 16th 2009, Finance Committee to meet in January 2010.

Committee of Management February 16th 2010 at **6pm** in Legends Room at WIN Minerdome