

# SUMMARY

## Minutes for 429<sup>th</sup> Meeting on October 17<sup>th</sup> 2007 of Committee of Management of the Ballarat Basketball Association Inc.

### 1.0 ATTENDANCE

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

### BUSINESS ARISING FROM THE MINUTES

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.

Area Parking – pending response to our offer (21/6/07) from Council on Grevillea Rd parking and once this is locked in we will progress negotiations on parking at rear of venue through Hollioake Park Sports Association. Meeting with Mayor and senior Council Managers to review progress in July. Further follow-up 28/9/07 by CEO seeking a timeline. Pending response.

VCGR – change to Associates Register – Bill Powell to be added and K Squire deleted. B Powell is actioning paperwork. Will meet with P Eddy next week to finalise.

### CORRESPONDENCE:

Basketball Managers Victoria Meeting agenda for October 18 <sup>th</sup> – M Valentine and G White to attend. Report will be issued	IN
Letters to all players in U/14 team that went to Townsville. (similar from BBC)	OUT
Australian Sports Foundation–additional paperwork/endorsements to qualify	IN/OUT
BGT invitation to AGM / Industry Centre Opening	IN
Oscar Matthews – fundraiser	IN/OUT
Principal's Ballarat Schools Dinner invite to CEO	IN/OUT
Saints Reunion Invite to CEO and President	IN / OUT

### REPORTS

#### Finance

Budget including bistro budget has been circulated. Accepted as presented. To be reviewed at half year as usual with any budget to actual adjustments to be considered at that time.

Figures for July – September period circulated October 13<sup>th</sup> with summary and all other documentation / reports issued 16/10/07. Performance for first quarter in line with expectations.

Audit sign off to June 30<sup>th</sup> 2007 has been complete. Audit report with any recommendations to be requested by CEO/Treasurer.

MSC trade graphs to 29/9/07 - issued.

#### Other

Insurance Renewal – Aon – upgraded cover for new venue

In process of renewing agreement with Yum Productions for next two years for website maintenance and management along with Club websites and assistance with transition to Sporting Pulse.

CEO reported on replacements under consideration – deep fryer for kitchen (already purchased), agreement on Brothers In Arms equipment in bistro which we have purchased (\$4,000), second hand deep fryer for Hoops, Floor Washer to replace existing 20 year old unit (\$6,500) and

relocatable shed for additional store (\$8,500). Not in budget at present and would have to be factored in at half year review.

Venue Managers Meeting – held 9/10/07. Summary of new Business Plan discussed and target areas for Oct – Dec 2007 identified and allocated to Managers to action. CEO very pleased with progress of Venue Managers Meetings – has led to a much improved understanding of each other's work areas as well as better communication and advance planning by managers.

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

Minutes of SPRC Meeting 19/9/07 issued. Proposed rule changes to be considered at November Committee of Management meeting. M Hunt and M Valentine to finalise report to be considered at Meeting.

Minutes of RAG Meeting 25/9/07 received – issued to Committee of Management.

RAG has proposed closer relationship and membership with SPRC. Basketball Manager to discuss further and finalise any change to the relationship / membership with both groups. Allocations for 2007-08 sub-committees will influence this – refer to decisions made in general business.

BV – DVD on tribunal training. M Hunt to arrange training and distribution

Lengthy discussion on Hoopy Programs – format and presentation. Review undertaken over holidays and a meeting planned for next week to revamp.

Holiday Program also disappointing in September and needs review.

R Cleveland willing to help with advice in this area.

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

Minutes of September BRP Meeting tabled.

R Cleveland reported on Parent information days held in September – very successful.

Discussion on squads and tournament commitments – varying views but Participation Manager is ultimately responsible after consultation with Coach Development Officer.

Suggestion that An annual dinner be held for BRP coaches and Managers hosted by BBA as a thank you for efforts.

E Lowe has presented a report on U/14 Boys National Club Championships.

#### **Events & Administration (including Maintenance)**

Annual floor maintenance schedule for December has been finalised. Need to work around December 22<sup>nd</sup> WNBL match commitments and any on court signage work.

Maintenance Plan – most of documentation has been completed by M Valentine. Documentation of Maintenance Plan to be circulated prior to November Meeting.

CHW – water review underway. Excessive water use in recent months – not able to be explained. Internal / external testing underway. Leak located undergone on 17/10/07 and repairs will be arranged.

CEO attended a 2 day OHS training course last week. Very beneficial and a good reminder of areas that we need to work on. M Valentine to attend a course in 2008.

Meeting Notes on Sovereign Room guttering, Courts 1 & 2 roof and additional toilet for 1<sup>st</sup> floor discussed.

Special Olympics event last weekend was very good promotion for the organisation, athletes and for our venue. Same comments for Belly Dance Bazaar Fundraiser and Rotary Year 10 Youth Day. All events supported by MinerDome and feedback from those attending and local civic leaders was very positive.

#### **5.6 MinerDome Sports Club**

In line with our revised (upward) expectations of venue. Report tabled at meeting and strong performance against peer group noted.

Concept planning and design for first floor is being developed to address short term and longer term building development and use. Meetings with L Widdison (building inspector) and John Stevens have been held to check what is possible having regard to the regulations.

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

### 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.

BBC Report from C Chase on their October Meeting.

C Chase also proposed an Award to be sponsored by the Minerdome Sports Club. C Chase to table this recommendation at next BBC Meeting for their endorsement.

C Chase attending Big V AGM in Warrnambool on Nov 10<sup>th</sup>.

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.

### 5.8 WSEC

M Valentine has been working with Floor specialists and Council on overseeing remedial works at WSEC. This stage of the works has now been completed and we are very happy with the results. To be monitored over time to ensure the problem has been rectified. Long term solution is for re-roofing of WSEC.

## 6.0 General Business

6.1 Committee of Management Portfolios and Sub-Committee appointments for 2007-08 were considered and adopted. The structure reflects a strong focus on basketball competitions as our core business.

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 )

6.2 Sub – committee appointments for 2007-08:

<u>Referee Advisory Group</u>	<u>BRP</u>	<u>SPRC</u>
M Hunt (if GV not attending)	R Cleveland	M Hunt
G Vadayattu	G White	E Doherty
J Kearle	J Haire	M Batch
E McCuskey	R Reid	B Powell
J Hoffman	M Findlay	C Grawich
J Moore	T Bennett	K Crick
C Crosbie	<b>Need a treasurer</b>	
One member of Management Committee		G Vadayattu (or Erin McCuskey if GV unavailable to attend)

Meetings to be held bi-monthly unless required more frequently for urgent business.

Proposed that meetings of SPRC and RAG be held on alternate months from 6pm to 7pm on the third Wednesday of the month immediately prior to Committee of Management Meeting.

M Hunt to confirm all RAG & SPRC appointments in writing to nominees and set meeting dates for November, January, February and March.

G White to confirm all BRP appointments in writing to nominees and set meeting dates for November, January, February and March.

- 6.3 Board Enhancement Program – issued to Committee – for discussion in November
- 6.4 BBA Committee Activity Register – for discussion in November with 6.3
- 6.5 Ballarat United Sports Group – discussion on our involvement. M Valentine attended first meeting held Oct 12<sup>th</sup>. Report circulated.
- 6.6 Smoke exclusion zone marking and enforcement rules – supported by all Committee members – not yet actioned, as style has not been agreed on.
- 6.7 Policy of registering juniors coming to Ballarat – adopted at July Meeting.  
M Valentine and M Hunt to add to rules. To be finalised by November  
G White to establish register of players meeting this criteria and then to start work on allocating these players to clubs for 2008. G White to have written to all eligible players and their parents by the end of November.
- 6.8 BVCC Board Nominations and Agenda Items for 2008/09 Annual Meeting. Close 26.11.07.  
BBA to table motions on quarterly reporting against business plan and urgent work to counter threat to funding by outdoor sports lobby.  
BVCC Minutes from meeting 1/9/07 issued - request from CEO for action in regard countering threats from outdoor sports lobby for funding and Country Football / Netball alliance was tabled and then referred to BV Board.

**Next Committee of Management Meeting is November 21<sup>st</sup> Remaining 2007 Meeting Date:**