

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

## **SUMMARY OF MINUTES – OCT 2008**

### **1 ATTENDANCE:**

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

Apologies: P Magee

### **2 PREVIOUS MEETING**

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

2.2.1 BA / NBL Review and Brand – meeting Nov 8<sup>th</sup> to formalise new BA / NBL joint board. New BA interim board appointed. Brand release now start of 2009.

### **3.0 CURRENT MATTERS**

#### **3.1 Strategic Calendar Update**

Current items:

Fixed Assets Register update – Spreadsheet record has been finalised. Physical checks and update of assets undertaken in June / July and a report and recommendations finalised in September. Next review December 2008.

Basketball Foundation Report – Launch 8/10/08. Good publicity and launch was successful. Now the hard work begins. Timeline of target group activity (lawyers, reunion guests, current member's etc) to be developed by 30/10/08. Significant donations / pledges already made. Other verbal and written pledges made to date to be formalised and collected this month.

Strategic calendar reviewed and reported on:

Review of AGM Minutes – actioned

Adoption of 08/09 budget – Draft 4 circulated. To be reviewed by Finance Committee on 20/10/08 and a report issued to Committee.

Review of Business plan activity to date and planned to end of 2008 – actioned

Staff Performance Appraisals – all completed

Risk & Maintenance 6 month report – M Valentine on leave to Nov 5 – deferred.

## **4.0 REPORTS**

### **4.1 CEO Report**

#### **(A) Overview**

Annual MinerDome / Association Insurance renewal proposal has been finalised with AON. Bulk of increase due to Fire Service Levy cost increase.

Annual WSEC Netball Competitions Insurance renewal has been finalised

Bingo Return / audit completed and lodged

Gaming Community Benefit statement / audit completed and lodged.

Bingo license renewal completed and lodged.

Minor Gaming Permit (Lucky Envelope etc) completed and to be lodged 13/10/08.

Visit to Geelong Basketball Association 20/9/08 – minutes of meeting circulated.

CEO and Basketball Manager have completed a review meeting with Mitch Harris to assess RDO role and any additional support required. Key dates for schools and end of year / start of year duties have been set.

#### **Post 2012**

Post 2012 research and planning continuing. Meetings being shared with M Harper who will attend next meeting on 21/10/08. Not a lot of new activity until Government guidelines announced between December and March.

Local clubs have formed an information sharing network.

CEO has had positive discussions with other bodies in area in regard to future planning.

#### **Other**

Managers reporting processes are being elevated to higher levels so CEO is getting weekly reports to review which clearly show how each department is performing (warts and all). Current processes are a little ad hoc but from 1/12/08 must be clear, detailed and regular. Managers have submitted plans for reporting and internal relief of each department and have until December 1<sup>st</sup> to fine-tune these processes.

## **Finance**

CEO has submitted a final complete budget (draft 4) to the Finance Committee for review 20/10/08.

Venue Managers Meeting held 10/9/08 - report papers circulated to Committee after that meeting by M Valentine. No meeting in October with next meeting scheduled for November.

### **(B) Key correspondence**

Inward correspondence

- (a) Member complaint in regard to referee standards. No name or contact details supplied and suggested facts in letter were clearly false. CEO spoke to letter at AGM. No further action.
- (b) Basketball Australia / NBL "Commercial Reform of Basketball in Australia" – Sept 2008 (copied to members)
- (c) BV – Notice of State Conference November 30<sup>th</sup> 2008. CEO to attend.
- (d) BV – Women in Basketball Lunch and Awards – referred to R Cleveland and C Chase to action as appropriate.
- (e) BVCC – Council Board Nominations & Invitation Tournament nominations 2009/10 (Tournament nominations returned 11/9/08)
- (f) Advice re City Council Elections
- (g) VBRA Forum – report circulated to Committee, RAG and MH.
- (h) State Rep – thank you for donation
- (i) Basketball Victoria – meeting 18/10/08 Big V & SEABL future planning. Working Party meeting 14/10/08 resulted in some friction between parties involved. Slow progress.

Outward correspondence

- (a) S Murnane – membership withdrawal and notice to clubs and staff
- (b) Committee of Management minutes issued 21/8/08
- (c) Summary of Committee of Management minutes issued 21/8/08
- (d) Minutes of 41<sup>st</sup> AGM held 17/9/08. Circulated to Committee, clubs and website.
- (e) BVCC – request for information on events in 2009 / 2010 that are available for tender.
- (f) Courtside – Sept edition published and circulated

## **(C) Business Plan Report**

Next report due end of December – to be published with half-year financial review by 31/1/09.

## **(D) Key Stakeholder activities**

- (a) Basketball Area (members through to BA)
  - (i) B Powell to report on progress of Grading Group & SPRC who were due to meet on 8/10/08 with final recommendations on policy and role back to Committee of Management for 15/10/08 meeting. Refer Item 2 on Grading Policy.  
Moved B Powell, seconded C Chase that recommendations on policy guidelines recommended to Committee be adopted.  
Carried.
  - (ii) B Powell to report on work he is completing on By Law document review and minor works to consolidate, correctly number and note any conflicting rules or policies. New Grading Policy to be included in this housekeeping review. B Powell, C Chase and M Valentine to be responsible for reviewing B Powell's editing and correction and for approving final update of documents.
  - (iii) BVCC Link Forum – Held at Bendigo on September 7<sup>th</sup>.  
Motions submitted were discussed at length and minutes of meeting have been issued. Much now hinges on the finalisation of the BV Strategic Plan to see if any real progress on recommendations can be achieved for Country Associations.
  
- (b) MSC (members - TAB)
  - (i) Tabcorp report and figures for September circulated for discussion.  
Sydney Gaming Conference & Expo was well worthwhile. Report issued to Post 2012 Working Party.

## **4.2 Finance Committee**

Finance Reports for the months of July, August and September issued via email by 13/10/08. All graphs to end of September have been circulated 8/10/08. MYOB reports for period July to September inclusive has been issued.

Independent Audit by Rob Glass has been completed and received. Positive report to be reviewed at Finance Committee meeting 20/10/08.

Australian Fair Pay Commission decision and revised pay rates implemented as required from first pay after 1/10/08.

## **4.3 Other Sub-committees Reports**

### **4.3.1 Minerdome Sports Club**

Trade performance is strong.

Audit of premises and equipment by Trade Measurement Inspector. Complied with all requirements.

Business Name Renewal completed

BBC has arranged a contra sponsorship to allow blinds for Bistro to be installed in coming months.

### **Basketball Department**

Manager and CEO are reviewing budgeted and actual match fees to player audits.

Thursday capping policy has been noted on 2009 entry form and it will be strictly enforced.

Committee endorsed recommendations for first season of each year. Basketball Manager has prepared an alternative for season 2 each year when age groups do not change. Referred to B Powell to discuss with M Hunt Grading Group and SPRC and then to agreed on a shorter review process if possible.

Sporting Pulse – club training night (M Hunt to arrange) for early next season to highlight information available to clubs via system. Basketball Manager has set date for training and advertised to clubs and within venue.

Saints Basketball Club – meeting with M Hunt and G White after new Committee elected to offer support.

Revised player audit issued to update player audit

4.3.1.1 SPRC – meeting due October 08. B Powell to report on activities.

Discussion on Item 1 submitted by B Powell in regard Club Championship weekend and on the option of withdrawal of junior round.

General discussion agreed in principle to review this matter well before 2009 event. Issues such as number of teams effected, financial implications and needs of the teams who do not go to Club Championship discussed. Matter of two week break and then event weekend off then a bye means a month off for some teams. Some discussion on options for other competition based activity for kids not involved if round is not held. Clubs to be asked to notify number of teams committed to event with new season entries so impact can be considered on a year by year basis.

4.3.1.2 RAG - Meeting held 2/9/08 and minutes issued.

Meeting held October 13<sup>th</sup> 2008. E Doherty attended and presented a verbal report pending minutes being issued. CEO also attended and provided some input. Follow-up work by CEO and E McCuskey to be done in next week.

4.3.1.3 BRP – meeting held October. R Cleveland reported on activity of BRP.

### **4.3.2 BBC / Nuggets**

C Chase reported on recent meeting of BBC.

CEO reported on SEABL / Big V working party report and direction this is taking. Next meeting to discuss this matter has been called by Basketball Victoria for October 18<sup>th</sup>.

Nuggets Coaches for 2009 announced.

List Management Group – update given on progress of the women's group by CEO.

### **4.4 Events / Administration**

Essential Services Register – quotes for annual audit by Firewatch has been accepted subject to his certification of his accreditation to complete this work. This is for both MinerDome and WSEC.

TGM have confirmed re-roofing project is feasible and they have completed 3 on site visits to finalise measurements. Expect a report shortly.

Reunion planning is well advanced – group is meeting regularly. Mailout to 400 past players and contacts sent 15/10/08.  
Date set for 17/10/09 and venue will be Doherty's Lodge.

**Ballarat Basketball Hall of Fame** – Need a specific focus group chaired by a BBA Committee of Management member to be involved on this group. Members asked to consider involvement so this group can be formalised.

#### **Grants applied for by MV – Sept / Oct 2008:**

BV Association Grant Scheme - \$1950  
Local History Grant Scheme (Reunion) \$6,000  
Vic Govt Volunteers Grant Scheme \$3,000  
Fed Govt Volunteers Grant Scheme \$18,400  
Victalent Grants \$1,000

External Bodies – Hire Rates. Reviewed in line with other venues and increased. No impact on our clubs.

### **4.5 Venue Managers Reports**

Reports from September meeting have been circulated.

## **5.0 GENERAL BUSINESS**

5.1 Ballarat Sports Weekly – ceased production

5.2 Referee performance (individual) - Progress report from M Harris 7/10/09 has been very positive.

5.3 Submission put to sponsor to support Tournaments. Meeting next week.

5.4 Discussion on concern expressed by a club coach in regard to worry of losing players to stronger club. Matter to be referred to Participation Manager for further attention. B Powell to see G White.

**6.0 NEXT MEETING:**

**WEDNESDAY NOVEMBER 19<sup>TH</sup> (BALLARAT CUP)**

Time 7.15pm