

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

**SUMMARY OF MINUTES**

**447TH MEETING OCTOBER 21<sup>ST</sup> 2009 AT 6PM IN LEGENDS ROOM,  
SOVEREIGN ROOM, WIN MINERDOME**

**1 ATTENDANCE:**

Present: R Cleveland (chair), C Chase, B Powell, E Doherty, M Batch, P Magee (from 7.15pm) and P Eddy

Apologies: G Keogh

**2 PREVIOUS MEETING**

**2.1 Minutes**

Minutes of the previous Committee of Management meeting (446th) held on 19<sup>TH</sup> August 2009 have been circulated.

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

Moved: B Powell

Seconded: E Doherty

Carried

**2.2 Matters arising**

**2.2.1 Brand**

Progress report – meeting CEO, D Collard and N Grylewicz held Monday October 5<sup>th</sup> to progress planning. Next meeting at the AdGroup early November – BBC and BBA invited to send representatives.

**2.2.2**

**3. CORRESPONDENCE**

- |        |  |          |
|--------|--|----------|
| (i)    | Minutes August Committee of Management Meeting and Summary of Minutes issued   | OUT      |
| (ii)   | Clubs – Gaming issues, staff implications and fees   | OUT      |
| (iii)  | Clubs – Agenda for Executive Meeting Oct 27 <sup>th</sup>  | OUT      |
| (iv)   | Graphs for September – Committee   | OUT      |
| (v)    | Herald Sun – Country Footy neglected by AFL  | OUT      |
| (vi)   | BVCC – Applications for Intensive Training Program   | IN / OUT |
| (vii)  | Parent group – U/16girls – referred to BRP for decision / response   | IN / OUT |
| (viii) | Membership warning – 2 senior members  | OUT      |
| (ix)   | Membership review – result of court case   | IN       |
| (x)    | G Coffey – thank you – retirement as Regional Academy volunteer  | OUT      |
| (xi)   | BV – notice of General Meeting – CEO to attend   | IN       |
| (xii)  | .....– concerns re personal security   | IN / OUT |
| (xiii) | ClubsVic Annual report / meeting – M Harper attended   | IN / OUT |
| (xiv)  | BV Insight magazine – circulated   | IN / OUT |
| (xv)   | BV – Basketball Plus Newsletter – ID program – circulated  | IN / OUT |
| (xvi)  | Lakers Football Club – support for planning application for new change rooms<br>between ovals 1 and 2 at Wendouree Reserve | IN / OUT |

- (xvii) Ron Holmes – Reunion and Hall of Fame. Thank you for award and congratulations on Dinner. R Holmes also advised of his retirement as BBA Historian. CEO to respond to R Holmes.

Moved C Chase, seconded M Batch that the inward correspondence be received and the outward correspondence endorsed

Carried

#### **4. REPORTS**

##### **4.1 CEO Report**

###### **General:**

Roofing – Update letter sent to Minister for Sport on Oct 5<sup>th</sup> 2009 after Post 2012 / Finance Meeting held on 30/9/09, copied to J Pulford and K Overington. Strategy to try to achieve a satisfactory response to funding request discussed at meeting.

Details of meetings with neighbouring sporting bodies presented. Responses sent to each group after Post 2012 / Finance Meeting 30/9/09 outlining our position in regard to future development requirements and on the possible linkage of memberships to a club rebate system. No further membership negotiations with neighbouring bodies until after July 2011.

Meeting Clubs Executive Group set for October 27<sup>th</sup>. This meeting will include presentations by Basketball and Admin Managers.

Memo issued to group 15/9/09 expressing concern that only 4 of 7 clubs attended last meeting.

Foundation Function Sept 8<sup>th</sup> – very successful networking night. Follow-up meeting held Oct 1<sup>st</sup> and Foundation Committee meeting Oct 15<sup>th</sup>. Relationship with Ballarat Telco has been established as a result of the networking function.

Basketball Managers Victoria Meeting Oct 29<sup>th</sup> – CEO to attend and present constitutional changes.

Attended Fair Work Commission and new Award training program October 7<sup>th</sup> – good learning experience on new award guidelines. The new award is the Registered & Licensed Clubs Award 2010 and it will take effect from 1/1/2010. It will merge 3 awards we currently use into one award. There will also be fundamental changes associated with the new award.

Attended Australian Sports Hall of Fame Dinner Oct 8<sup>th</sup> as guest of Basketball Victoria. Linked this opportunity to a meeting with Brian Mott (ex SRV) to advise BBA on strategy for approaching Council to open dialogue on South West area 4 court stadium development. Meeting held with Council on October 16<sup>th</sup> to progress planning on this project.

Also had a side meeting with Ned Coten to discuss Brand work and how best to link this with work done on BA / BV brand.

Insurance – WSEC has been renewed with Horsell Insurance. Current to 1/9/2010.

Insurance – Minerdome – renewed for year ending 30/9/10. Cost increase of \$5,113 this year which is higher than expectations. Noted for review in coming year.

Department of Justice – Annual Return after Annual General Meeting completed and lodged

###### Staff

Changes to MSC staff with 2 staff leaving and new staff being recruited.

Bistro staffing / leadership – ongoing work

Workcover review and audit completed.

BBA has three staff with ongoing Workcover programs which are being reviewed and managed

BBC / BBA share role – position of Elite Program Manager finalised and alignment of duties reviewed recently. Refinements and clarification of roles between G Molloy, G White, M Valentine and R Burns will continue.

Meeting with Hoops Lessee held Oct 13<sup>th</sup> to finalise plans for 2010.

## Post 2012

1. Expenditure review as part of budget planning is continuing.
2. Bank policy on new Gaming landscape still to be finalised.
3. Update on property valuation requested for bank loan consideration – actioned and received.
4. Report on Moore Stevens presentation to club venues on financial services analysis provided by Moore Stevens through Tabcorp partnership. This report will provide details on the viability and projections linked to Gaming pre-auction and bidding processes. Will be very beneficial to Post 2012 sub- committee.
5. Bendigo Bank requirements – total funding capacity projected over next six years. Initial requirements for next two years are capped. Moved E Doherty, seconded C Chase that Association negotiate a loan to be available from mid 2011 to meeting venue and gaming requirements. Loan to be taken over 10 years with full principal and interest repayments. Carried
6. Department of Justice Pre-auction offer as detailed in the papers received August 2009 discussed. Moved B Powell, seconded M Batch that the Association resolves to accept our entitlement offer. Carried

## Strategic Calendar – Sept / October

- Sept – AGM, Annual Return and follow-up work completed  
Business Plan update – after Oct 27 meeting  
Sign off Year 3 Business Plan – after Oct 27<sup>th</sup> meeting  
Review budget – in progress
- Oct - First quarter review – Finance. To be actioned at Finance Committee meeting in November  
Committee of Management roles – finalised  
Risk Maintenance Report – Mark Valentine will report in November  
Performance Reviews – Managers to be completed by end of October with CEO review planned for November.  
Planning of minor works maintenance schedule – Mark Valentine to review and update November

### 4.2 Business Plan Report

Business Plan report will be consolidated and published after Basketball Manager Report to October 27<sup>th</sup> clubs meeting.

### 4.3 Key Stakeholder activities

- (a) Basketball Area (members through to BA)  
Discussion on options of surveying broad membership base to determine satisfaction levels against key indicators. We could include a club component to give clubs access to this same survey for feedback on their performance as assessed by members – to be discussed with clubs Oct 27<sup>th</sup>.
- (i) Basketball Department / Local  
Size of grades and gradings in one level of competition - SPRC Chairman asked to discuss with Basketball Manager and report. Changes made to U/14 Blue / Red Boys have been completed.  
SPRC Chair conducted an audit of a team which had complaints lodged against it. Highlighted issue of referee management and control having a significant impact on player behaviour.  
Two basketball members given final warning by CEO in regard to their behaviour and of the understanding of playing with the spirit of the rules.  
Discussion on merits of U/10 competition vs U/11 competition. To be reviewed by Clubs and SPRC before 2010 season grades offered – agenda item for Clubs meeting on October 27<sup>th</sup>. Committee of Management comfortable with U/10 structure.
- Request for review of suspension – Player has requested a review of his current playing membership restrictions. Resolved to allow player to resume playing effective immediately subject to signing a code of conduct agreement setting out penalties for any future breach of the code of conduct.

- (ii) BVCC – Review of BVCC operations and structure is ongoing. BVCC AGM Items as previously approved amended – items 2 & 3 withdrawn in view of overall BVCC review which is bringing about change. EPM is establishing closer ties with BVCC / NITCP programs
- (iii) Basketball Australia – NSBT tender submitted. BA has opened process up to all states and abandoned state by state allocation. Four bids from Victoria (Ballarat, Bendigo, Geelong and Kilsyth) plus Albury, Newcastle and one from Queensland. BA Fee of \$10,000 for each of the two years. City of Ballarat has guaranteed \$6,000 for each year if we are successful. Also offered two new initiatives as added value to strengthen our bid.

#### **4.4 Finance / Finance Committee**

Finance Committee – Next meeting to be set for November. Meeting September 7<sup>th</sup> with auditor to receive audit report and to adopt key recommendations of report. All such recommendations are now in progress. Meeting Sept 30 reviewed Post 2012 plans and other finance matters.

Auditor has also recommended the establishment of a separate and dedicated bank account to be used solely for the purpose of receiving and distributing income received into the BBA that is actually owing to the BBC or BRP programs. Potential for same to apply to any money belonging to clubs paid into the BBA. Approved by Committee for Finance Officer to establish with the Bendigo Bank a BBA Holding Account.

Graphs for the month of September issued.

2009 / 10 Budget – Version 2 and MYOB cash flow budget completed and issued. To be discussed by Finance Committee.

September figures completed October 12<sup>th</sup> and issued. To be reviewed by Finance Committee. Noted that MYOB report to 30/9/09 did not include budget figures for Cost of Goods Sold for Bar, Bistro and WSEC Hoops. To be amended and reissued with a summary of accounts to 30/9/09.

#### **4.5 Minerdom Sports Club**

Bistro review – next report due to be presented to Finance Committee on Nov 2009.

Bingo Annual Return completed, audited and returned to VCGR.

Gaming Community Benefit Statement finalised, audited and lodged with Victorian Commission for Gaming Regulation by due date.

New Wagering contract signed by CEO September 2009

#### **4.6 Basketball Department**

Season progressing well with staff managing leave load and keeping on top of daily requirements.

M Hunt has provided a report on operations under current structure as at October 19<sup>th</sup> which will be discussed at a review meeting set for October 27<sup>th</sup>. This will be followed by a joint planning meeting of basketball staff, venue supervisors, referee operations staff and CEO on November 15<sup>th</sup> to look at best staff profile for 2010. We have made some minor adjustments to see basketball staff working more across competition times in 2009 and this will be extended as part of the review in 2010.

The need to have experienced, knowledgeable and committed staff to drive competition presentation, improve referee supervision, rostering and management is driving further change.

**4.6.1 SPRC** – 11/8/09 meeting report issued 19/8/09 and minutes from October meeting – B Powell spoke to key issues.

Operations Manual review complete – on website.

Discussion on junior finals and clashes with a number of events planned for December by tour groups and with National Schools competition.

#### **4.6.2. Referees / RAG** – minutes of meeting September issued.

Further review of strategic planning activity set for November 5<sup>th</sup> after October 26<sup>th</sup> RAG meeting.

Meeting advised that Referee Development Officer Mitch Harris had resigned this week. Review of who can best do this role to be part of RAG and 2010 competitions review on November 5<sup>th</sup> & 15<sup>th</sup>.

#### **4.6.3 BRP** – September meeting report to be presented by R Cleveland

BRP Newsletter – to be issued November

U/14 Girls – 6<sup>th</sup> in the nation – excellent result.

Request for second VJBL team – referred to BRP Committee to action. R Cleveland advised that this would not be happening in 2010.

#### **4.6.4 BBC / Nuggets**

C Chase to report

Joint presentation to Council by R Burns and CEO – very successful – 3 year agreement reached.

CEO, EPM and BBC have been planning for SEABL fixturing to get best model possible for teams, marketing and club. To be complete by 28/10/09

#### **4.6.5 Participation**

Focus has been on supporting / covering staff leave and transition from CDO role to EPM role and picking up extra responsibilities.

Planning for BRP season and set-up for 2010 tryouts underway along with a review of training venues.

Holiday Camps – financial report tabled. Very successful with an average of 70+ kids for each of the three days.

#### **4.7 Events / Administration**

Article on Ainaro and basketball partnership in City of Ballarat Community Magazine and Ballarat Courier was excellent.

Report on East Timor visit published. CEO and M Valentine to review later this year to decide on any ongoing commitment or involvement.

WSEC Roof – to be replaced in Nov – Dec – no news on date for works yet. Tender just advertised in Courier October 10<sup>th</sup>.

Arch Sports Centre – pending transfer of ownership – no action.

Signage at basketball entrance upgraded at same time repair works to foyer roof leaks undertaken.

Maintenance work completed at basketball entrance, under floor court 3 & 4, and to wall panelling.

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.

Passageway and rooms use report presented and recommendations adopted. To be in place by 2010. M Valentine to prepare an action plan and timeline.

Venue Security – paper issued by CEO about incidents at venue Oct 9<sup>th</sup> discussed and recommendation to approve quote to establish a new set of exit doors in MinerDome area has been approved subject to a Council permission to relocate exit doors and then be able to secure passageway to MinerDome Sports Club. Once in place BBA policy will be to establish basketball entry as sole access point to MinerDome courts from 3pm to 6.30pm Monday to Thursday and from 3pm to 11pm Friday and all day Saturday and Sunday. Arrangements to be made for access between areas for event activities (VJBL suppers etc).

Venue security staff also booked for weekly attendance and from October 23rd which will be reviewed again in four weeks.

### **Reunion**

Report and recommendations from Mark Valentine received. Resolved to adopt recommendations. Committee of Management wishes to express its appreciation to Reunion Committee and in particular to Ron Holmes and Mark Valentine as the key persons responsible for the planning and operation of the reunion which made it such an overwhelming success.

### **Grants applied for by MV:**

Nil

### **Tenders Outstanding:**

NSBT – tender prepared by M Valentine. Result pending.

### **4.8 Venue Managers Reports**

Meeting September 30<sup>th</sup> 2009 – M Valentine has issued reports  
Motion on Reports

Moved E Doherty seconded C Chase that the reports as presented be received. Carried

## **5 GENERAL BUSINESS**

- 5.1 Ballarat Volleyball Association – invited to be involved in discussion on South West corridor
- 5.2 Damascus College – tentative booking on Tuesday & Wednesday nights to manage our future growth options. To include planning for BRP, Nuggets etc.
- 5.4 Portfolio Allocations 2009 / 2010. President to finalise.
- 5.6 Storage King – dedicated store for archives and records booked at Storage King. \$112 per month. Will allow old strongroom under stairs to be opened up as a separate office for MSC Manager thus freeing up MSC admin office (next to BBC Office) for EPM Manager.

NEXT MEETING:

November 18th 2009 at **6pm** in Legends Room at WIN Minerdome