BALLARAT BASKETBALL ASSOCIATION INC.

BOARD OF MANAGEMENT

MEETING 21 FEBRUARY 2018

SUMMARY OF MINUTES

ATTENDANCE:

Present: D Stuchbery, K Cassells, C Chase, B Powell, S Cornwell, N Grylewicz and P Eddy

Guest: Finance Committee Members R Cleveland and G Benn also joined Board meeting for item 1 – Gaming 2022

Apologies: Kim Holloway

Declaration of any conflict of interest – none

MEMBERSHIP APPLICATIONS:

The Committee of Management has resolved to accept those membership applications / registrations as lodged with the Basketball Office from 23/11/17 to 21/2/18.

PREVIOUS MEETING:

Minutes

Minutes of the previous Committee of Management meeting held on 24th January 2018 circulated.

Motion:

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

Moved: C Chase, seconded K Cassells CARRIED

Other Actions from previous Meeting

Gaming Ministers offer of Gaming Machine Entitlements for period from 2022 held over from joint Board and Finance Meeting 24/1/18

MSC Manager presented an update on Gaming performance, marketing plan and spoke to TGS Half Year Report that was issued to all members with agenda.

CEO also spoke to the Post 2022 paper he presented to January 24th meeting. CEO then recommended to Board that they accept the Ministers offer.

Following discussion, it was moved by N Grylewicz and seconded by S Cornwell that the Association accept that Gaming Minister's offer to apply for 35 new Gaming Machine entitlements that take effect on or after August 16th, 2022 and that the CEO and Treasurer be authorised to complete the Deed.

Carried Unanimously

Following this matter being concluded the Finance Committee members left the meeting.

Priority – Measurables Record:

Foundation activity – planning for 2018 underway – new volunteer has been recruited to review our structure and Foundation offer.

JET – CEO Meeting due Jan – not yet held – set for March 7th.

Board Director terms and options – 2018 AGM – Chair to discuss with each member.

- *From the 2018 AGM all positions become three-year terms and the cycle is then in place for the following years.*

At the 2018 AGM – the positions declared vacant would be Vice Chairman and 2 Board Directors (S Cornwell, C Chase and B Powell)

Risk Management Report presented by M Valentine – document issued. To be reviewed again if BSEC comes under our management.

Annual Report – M Valentine has set timelines for reports to be lodged.

Life Membership considerations – referred to Life Membership committee for discussion and any recommendation to March meeting.

REPORTS:

1. **Finance (reports to be issued 16/2/18)**

a. **Monthly Report**

Xero Reports from 1/1/18 to 31/1/18 plus Variation reports and Payable / Receivable reports presented to Board following the Finance meeting which precedes the Board Meeting. Treasurer K Cassells reported to Board from Finance Meeting on key matters:

a. Acceptance of XERO Reports to 31/1/18 and Variation report and review of Payables and Receivables which are in a good position.

b. Cashflow Budget – update on position given by K Cassells – Treasurer and CEO are close to finalising this report.

c. Now that the decision on Gaming Post 2022 has been made the CEO and Finance Committee will provide a report to Board on our strategies to manage finance and reduce debt in 2018. Update due for March meeting.

With Finance Committee endorsement, it is moved by K Cassells, seconded B Powell that the Finance Report to 31/1/18 be received and endorsed.

CARRIED

2. **STRATEGIC PLAN REPORT**

Reports from VMT on Strategic Plan activity circulated along with updated status report at November meeting. CEO to provide a similar assessment and update to March meeting.

Basketball Manager will present a report to the March Meeting.

Scope of Strategic Plan Review:

- Key staff to be invited to meetings to speak to their key areas of report
- All Red flags to be discussed every second meeting
- Selection of Blue flags also to be discussed each meeting

3. REPORTS

a) **CEO Report – Report issued with Agenda 16/2/18**
CEO and M Valentine both commented on support and buy in from all senior staff on developing their knowledge of the various department budgets and financial reporting requirements.
CEO has been invited to meet with SRV Director 28/2/18 for an update on project work.
Policy document to allow creation of new clubs is being prepared by CEO as a draft for consideration at the next Board meeting.
CEO meeting with Saints about their lack of training court facilities and options.
FedUni MOU to be finalised at a meeting March 1st and submitted to next Board meeting for endorsement
MOU with Phoenix College is expected to be finalised by April.
CEO has had discussions with SRV Events Manager re funding support to host a National Championship in 2019.

b) **Competition & Programs – DS**

Positive discussions being held with new resident to Ballarat who is a Level 2 Referee Educator to help BBA and current referee body to further develop and improve its structure.

c) **Marketing & Communications** – meeting monthly with J Borner. Budget Stretch targets and renewals now close to being met or exceeded. CEO reported that Jacob has done an excellent job in securing this funding base for 2019.

d) **Junior Elite Teams** – Status report from B Powell and G White

Vic Country Champs – Under 18s Men and Women both won Championship last weekend.
Under 16 Boys ended up 3rd
Under 16 Girls ended up 7th

In VJBL competition:

3 teams through to Championship division
Under 18 Girls
Under 16 Boys
Under 16 Girls

Crossover games this Friday with Under 14 boys and Under 18 boys who can also still make Championship division.

Under 14 Girls could make Division 1

Under 16 girls could also make division 1 (would be great with other team in Championship already)

Other number 2 teams will hopefully play VJBL 2-4 grades and none in regional.

Pretty good effort overall.

JET meetings I have locked in for the year which coincides with VJBL calendar.
March 7th 6pm
May 30th 6pm
August 29th 6pm
October 31st 6pm

e) Senior Elite Teams – S Cornwell has issued a report.
Urged all Directors to attend season launch on March 14th.

f) **Major Projects Report** – N Grylewicz spoke to report that he and CEO would be presenting Feb 23rd to Council for BSEC Management Rights.
Also reported that works are underway on BSEC construction.

g) **Minerdome Sports Club** –
MSC Half Year Report – TGS and MSC Promotional Plan presented earlier in meeting by MSC Manager.
Updated promotional plan also circulated.
CEO attends weekly meetings with MSC Manager and Assistant Manager and there has been a high level of activity from these meetings to build club trade and increase memberships.

h) **Facilities, Events & Grants –**
M Valentine has been busy liaising with Council and Nicholson's re the BSEC construction site.
Draft MOU's being developed for FedUni for BSEC.
Draft MOU / Use agreement for Phoenix College Gym from July 2017 also being prepared.
March Tournament entries on par with last year.

i) **Venue Manager Reports** – Meeting November – reports issued. Next meeting April 2018. Regular weekly meetings with Basketball, MSC and Events are our focus at this time.

Moved B Powell, seconded C Chase that the reports be received. CARRIED

4. GENERAL BUSINESS

a. Policy Review Paper – M Valentine circulated paper and spoke to how this work is evolving.

b. MSC - Venue Design Review – preliminary report due for March meeting.

MEETING CLOSED AT 7.57pm

Schedule 2018 - Important Dates:

March 28th, 2018 at 5.30pm (Finance) and 6.30pm (Board)

AGM – Wednesday April 11th at 7pm

Monday April 23rd, 2018 at 5.30pm (Finance), 6.30pm (Board) CHANGE OF DAY / DATE

June 27th, 2018 at 5.30pm (Finance) and 6.30pm (Board)

July 25th, 2018 at 5.30pm (Finance) and 6.30pm (Board)

August 22nd, 2018 at 5.30pm (Finance) and 6.30pm (Board)

Sept – Sub Committee Planning Month

Oct 24th, 2018 at 5.30pm (Finance) and 6.30pm (Board)

Nov 28th, 2018 at 5.30pm (Finance) and 6.30pm (Board)

Dec 12th, 2018 – Dinner Meeting