# **Ballarat Basketball Association Inc.**

# **BOARD of Management**

### meeting 23 JULY 2018

### summary

**OUR VISION:**

**To be Ballarat’s leading and most respected indoor sports community**

**OUR PRINCIPLES:**

**LEADERSHIP: We will stay focused at a strategic level**

**HONESTY: We will provide an open and empathetic environment, encourage honesty and communicate fairly**

**RESPECT: We will value all points of view and be accountable and responsible to each other**

**INTEGRITY: We will do what we say**

**COMMITMENT: We will commit to make a difference and honour our responsibilities as directors**

**VISIONARY: We will be innovative, strategic and forward thinking**

### ATTENDANCE:

## Present: D Stuchbery, K Cassells, K Holloway, S Cornwell, N Grylewicz, C Moore, T Walshe and P Eddy.

## Apologies:

## 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 28/6/18 to 23/7/18.

## previous Meeting:

## Minutes

Minutes of the previous Committee of Management meeting held on 27th June 2018 circulated.

Motion:

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

Moved: T Walshe, seconded K Cassells. CARRIED

**Priority – Measurables Record:**

All matters for July are or in hand as per calendar requirements. Calendar updated by the CEO after last meeting.

Workcover Certification and WIS Inc Incorporation renewal are priority matters to attend to.

**Other Actions from previous Meeting**

New member Inductions – IN PROGRESS. D Stuchbery to action.

Organisation Review

S Cornwell / T Walshe and CEO have progressed this review. T Walshe reported on progress which was endorsed by the Board.

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| --- |
| Foundation activity – This is a critical area that we need to address. Strong focal point in first new position to be advertised. |

**REPORTS:**

1. **Finance (Xero report issued with remaining reports issued 20/7/18)**
2. **Monthly Report**

Xero Reports from 1/1/18 to 30/6/18 plus Variation reports and Payable / Receivable reports presented to the Board following the Finance meeting which preceded the Board Meeting. Treasurer K Cassells reported to Board from Finance Meeting on key matters:

1. Acceptance of XERO Reports to 30/6/18 and Variation report and review of Payables and Receivables
2. CEO and Finance Committee – Bendigo Bank Meeting – booked for 24th July. Preliminary meeting held 10/718 for handover to new Business Manager Aaron Burford.
3. Audit Management Letter – considered and accepted.

With Finance Committee endorsement, it is moved by K Cassels, seconded S Cornwell that the Finance Report to 30/6/18 be received and endorsed. CARRIED

1. **STRATEGIC PLAN REPORT**

Report issued and discussed.

CEO will meet with Departments August 7th then issue report to Board with any Venue Management updates.

Wi-Fi is a key priority now that NBN has been connected to both venues.

1. **REPORTS**
2. **CEO Report – Issued**

Action items to address:

WorkCover Certification for 17/18 to be actioned.

Workcover forecast for 2018/19 to be prepared after June 30th

WIS Inc – to be actioned this month – move to calendar year financials and consider name change.

Clubs Meeting booked for July 30th.

Communities of Respect & Equality – to join as a leading Sports Partner. Meeting 9/8/18

SRV Community Loans Scheme – application and briefing process – Minerdome to be a home base for Wheelchair Sport and possibly Volleyball. Board endorsed progressing this project work. CEO invited to attend SRV presentation 27/7/18.

Council Youth Sport Awards – BBA has continued its sponsorship of this award. Launch attended by Sam Short and Joy Burke.

Meetings – RDV, BV and BA to support lobbying for Stage 2 project.

Bendigo Stadium visit 8/8/18 – CEO and N Grylewicz attending.

Peak Sport – Visit 8/8/18

1. **Competition & Programs –**

Clubs Consultative Plan and Ballarat West planning to be discussed with Clubs 30/7. Minutes will be issued.

Free Club Clinic Skills Days being offered for domestic juniors again this term break – 124 club athletes invited with 50 attending.

Referee / Behaviour issues – Geelong Basketball and Soccer have gone public with their concerns.

1. **Marketing & Communications** – Meeting 10/8/18
2. **Junior Elite Teams** – Operational Matters this month – nothing to report

JET meetings for the year which coincides with VJBL calendar.

August 29th 6pm

October 31st 6pm

1. **Senior Elite Teams –** Operational Matters this month – nothing to report

Committee nominations – to be deferred until C Moore / K Quinlan get to know the members and understand needs.

1. **Major Projects Report** – N Grylewicz presented a report to meeting.

Committee nominations – NG to consider for August meeting

Position around Brand needs to be considered in coming months.

Project Control Group meeting set at BSEC for 9/8/18.

1. **Minerdome Sports Club** – CEO / KC

Directors – RSG training and accreditation discussed. Details under.

This is now a 2-step process. The first step is online, and can easily be done by logging onto this website: <http://rsgonline.vic.gov.au>

The second step, after successful completion of Module One, is attending a session run by CAFS.

Module Two will be arranged to be delivered here of an evening and all the Board could attend that one session. Once completing Module Two, the certificate is valid for 3 years, then only a refresher will be required to renew it.

VCGLR Venue Audit by Gaming Inspectors – all in order

Gaming Machine Venue Licence – renewal due August 2018 – lodged 13/7/18. Just finalising matters with two Directors.

VCGLR – 50/50 split Clubs and Hotels has changed to 48.5 / 51.5% in favour of hotels from July.

1. **Facilities, Events & Grants –** SC / CEO

CEO and SC to meet 10/8/18 to draft charter

Draft MOU / Use agreement for Phoenix College Gym – in progress.

SRV Community Loan Grants reviewed and EOI submitted. Reported on earlier.

Pick My Project Grant application made for Ballarat West programs.

Follow-up info has been requested.

Planning Community Camp and WNBL Game Sept 7 and 8 – in progress.

S Cornwell to consider subcommittee membership by September.

Staff workshop 7/8/18 to begin planning of court allocations and available space / new user groups at BSEC and across 4 courts at BSEC, 4 courts at Minerdome and 1 Court at Badminton.

Workshop will also plan launch of programs at Phoenix College for Ballarat West.

CEO met with ACU rep to start discussions about use of BSEC.

1. **Venue Manager Reports** – Next Meeting August 7th, 2018.

Moved N Grylewicz, seconded T Walshe that the reports be received, and subcommittee nominations as presented be accepted. CARRIED

1. **GENERAL BUSINESS**
   1. Shane Langdon Builders – apprenticeships. CEO to discuss with Clubs
   2. BA Registration Fee structure to be discussed with clubs.
   3. House Fundraiser for 2019 under consideration.
   4. Board briefed on possible extra event for Sept 2018.

**Schedule 2018 -** Important Dates:

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

Meeting closed at 8.06pm