# **Ballarat Basketball Association Inc.**

# **BOARD of Management**

### meeting 27 JUNE 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 Quinlan, T Walshe, C Moore and P Eddy

## Apologies: S Cornwell and N Grylewicz

## Declaration of any conflict of interest –

## Membership Applications:

The Committee of Management has resolved to accept those membership applications / registrations as lodged with the Basketball Office from 24/4/18 to 27/6/18.

Business of meeting suspended to receive a report from the Basketball Manager on the operations of the department and on plans and the Strategic Plan priorities for 2018/19. Report provided to each Director and questions taken from Directors at the end of the presentation.

## previous Meeting:

## Minutes

Minutes of the previous Committee of Management meeting held on 23rd April 2018 circulated.

Motion:

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

Moved: K Cassells, seconded K Quinlan CARRIED

**Priority – Measurables Record:**

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

**Other Actions from previous Meeting**

D Stuchbery and M Valentine to schedule new member Inductions for May. Meetings set by D Stuchbery for coming weeks.

S Cornwell / T Walshe and CEO to action BBA / BSEC Organisational Review in July. SC and TW met late May and TW has progressed planning while SC / CEO have been on leave. Urgent priority now that Corporate & Community Partnerships role is vacant.

After meeting with CEO this week T Walshe reported that he has arranged meetings with senior staff for week commencing 2/7/18 as part of this process.

Foundation activity – planning for 2018 has not progressed – new volunteer has not been able to commit, and Jacob Borner has resigned. This is a critical area that we need to address.

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| Consider & approve any Co-opted Board members – no urgent need to appoint additional members. Review needs July / August |
|  |
| Book May meetings with each sub group to plan priorities for 2018-19 – All Board members have actionedMembership of each sub-committee to be reviewed and 2018/19 membership to be endorsed at June Board meeting – All Board Members. Managed in reports. |
| Events Plan and Strategy for 2018-19 – Pending BSEC Rights which have been agreed to and we expect a formal lease document by end of June. VCGLR Approvals – Cameron actioned. Tim Walshe & Kim Quinlan – in progress. |

**REPORTS:**

1. **Finance (Xero report issued with remaining reports issued 25/6/18)**
2. **Monthly Report**

Xero Reports from 1/1/18 to 31/5/18 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 31/5/18 and Variation report and review of Payables and Receivables all discussed.
2. CEO and Finance Committee – Bendigo Bank Meeting – booked for 24th July.

With Finance Committee endorsement, it is moved by K Cassels, seconded C Moore that the Finance Report to 31/5/18 be received and endorsed. CARRIED

Treasurer spoke to draft Audit Management letter which will be formally tabled at July meeting.

Committee nominations for 2018/19 – K Cassells, R Cleveland, M Richardson, G Benn and P Eddy. Another member will be identified to add depth.

Treasurer spoke to her priorities for the Committee for 2018/19.

1. **STRATEGIC PLAN REPORT**

CEO will meet with Departments July 3rd then issue report to Board with a focus on any “Behind target” activities. Then to be reported on to monthly Board meeting by CEO – action from July

Basketball Manager presented a Competitions focused report against Strategic Plan to the Board Meeting earlier in meeting.

1. **REPORTS**
2. **CEO Report – LSL last 6 weeks**

Meetings booked with Regional Development Minister (25/6) and Shadow Sports Minister and local candidates (26/6) to update Stage 2

lobbying. CEO also has a meeting with SRV Director 12/7/18 for an update on Department funding planning. Attending function with Minster Eren July 6th.

Action items to address:

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

Venue Managers Meeting 3/7/18 and Strategic Plan update to be issued after this.

½ year Council Partnership Review to be completed June 30th

Clubs Meeting to be booked for July CEO to set date with D Stuchbery.

Communities of Respect & Equality – meeting July to join as a leading Sports Partner. M Thomas to be our longer-term representative here.

National Wage Adjustments to be actioned by 10/7/18.

1. **Competition & Programs –** DS – Report issued

Clubs Consultative Paper approved by Board. To be progressed to club meeting in July. CEO and Chair to arrange.

Committee Nominations – M Valentine, M Newton, M Rudd, S Harricks, N Price / M Florakx and T Davies.

Free Club Clinic Skills Days being offered for domestic juniors again this term break.

Noted that a member has had membership withdrawn under the Three strikes policy.

1. **Marketing & Communications** – TW - Report Issued
2. **Junior Elite Teams** – CM / KH - Report Issued

JET meetings for the year which coincides with VJBL calendar.

August 29th 6pm

October 31st 6pm

M Valentine secured two travel grants from SRV for JET budget.

1. **Senior Elite Teams –**  CM / KH - Report Issued
2. **Major Projects Report** – Report Issued

Committee nominations – NG to consider for July meeting

Position around Brand needs to be considered in coming months.

CEO and M Valentine attended a site meeting at BSEC on 26.6.18 and all is on track for June ’19 opening.

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

Directors – RSG training and accreditation discussed.

renew it.

MSC - Venue Design Review – OTIS report received and TGS Post 2022 costs forecast are being considered. N Grylewicz is planning next stage of cost assessment for new MSC entry and lift.

MSC – TGS Update – Kym Cassells reported on her briefing to Finance Committee.

Gaming Machine Venue Licence – renewal due August 2018. Forms will be issued to all Directors to complete and return to CEO to lodge with application.

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

Tender lodged for National Event in 2019.

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

SRV Grants (3) reviewed – all are via Council.

Pick My Project Grant application made for Ballarat West programs.

Planning Community Camp and WNBL Game Sept 7 and 8

1. **Venue Manager Reports** – Meeting July 3, 2018.

Regular weekly meetings with Basketball, MSC and Events have resumed from 25/6/18.

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

1. **GENERAL BUSINESS**
	1. BVC Conference @ Bendigo June 23 and 24th. Key staff and Directors attended, and M Thomas presented to Conference on our Community Ambassador Programs and was very good. Report will be circulated after VMT meeting. Video Clip presentation of J Burke, P Hooley and S Short showcasing Community Ambassador Roles and our links to all ages in the region.
	2. Winter My Ballarat Magazine – excellent coverage on BSEC project.
	3. Parachute App – about carpooling within teams for parents to help get kids to sport. To be launched for our members next week.
	4. D Stuchbery and the Board extended their best wishes and thanks to Maxine Eddy for her service to the Association over 38 years.

**Schedule 2018 -** Important Dates:

Note change of date for next meeting

**July 23rd, 2018 at 5.30pm (Finance) and 6.30pm (Board)**

Meeting closed at 9.10pm