



**SOUTHERN BASKETBALL ASSOCIATION
MEETING OF THE INTERIM BOARD**

MINTUES

MONDAY 26th February 2018 – 7:00 PM – 9:00pm

SBA BASKETBALL STADIUM: 150 Tulip Street, Cheltenham

Attendance: Peter Ryan (President), Jenny Mouat, Paul Dear, Scott Harvey (Vice President), David Hopkins (Secretary), Dean Cartwright, Corey Simpson, Craig Weir (A/CEO).

Apologies: Nil

Guests: Nil

Chairperson – Peter Ryan (President)

Meeting Opened – 7:00pm

1. Welcome – Chairperson set the context for the meeting and outlined the agenda.

General Statement - Operational issues are now being worked through by the CEO and the operational team. This has allowed the Board to focus on a more strategic agenda. Positive messages received from SBA community regarding the Vision & Strategy document. Positive announcement from Bayside Council re the decision to return land from the adjacent golf course for use by SBA in the new court project. The CEO recruitment process is progressing well.

Chairperson asked if all present had received the agenda. Chairperson advised that the purpose of the meeting was to work through the agenda as set.

All Interim Board Members agreed.

1.1. Declarations of Conflict of Interest – No conflicts of interest were declared.

1.2. Minutes:

Minutes of the previous Committee of Management meeting held on 29th January 2018 circulated.

Motion:

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

Moved: Scott Harvey – Seconded: Jenny Mouat

CARRIED



2. Decisions

2.1 Operational Focus Areas.

The Board agreed that the key operational focus areas were to ensure the domestic and representative programs were being effectively managed. That there was good engagement with Domestic Club Presidents and other key stakeholders. To engage with other Associations and review their operations and look for opportunities to develop relationships. The Interim CEO had been instructed by the President to maintain current staffing levels and to establish an 'as at' understanding of the SBA's operation.

2.2 Vision & Strategy

General discussion - It was agreed that the Board would commit time to a further half day session to consider the written feedback received from stakeholders. To be held on Monday 5/3/18 to develop final draft.

2.3 Vision & Strategy Rollout

Refer 2.2.

2.4 Board Sub- Committee Structure

The Board agreed to adopt the following Sub-Committee Structure

- Finance & Audit Committee
- Governance, Risk & Planning Committee
- People & Culture Committee
- Community & Stakeholder Engagement Committee
- Basketball Pathways & Participation Committee
- Facilities & Infrastructure Committee

2.5 Ventilation System

Refer 4.2

3. Decisions (Offline)

Nil



4. CEO's Report

4.1 CEO General Update

4.1.1 FIBA Rule changes - Some rule changes have occurred and will be applied at rep level immediately. However the SBA will not adopt changes for the Domestic competition until the Winter Season. This is in line with Basketball Victoria's correspondence to affiliated Associations.

4.1.2 Rep Program – Coach and Team Official Vacancies - Where there is a vacancy for coaches and team managers (team officials) of representative teams (Senior and Junior) an internal process has been agreed and adopted. All positions must be advertised and applications considered. The operational person responsible for the role will make a recommendation to the CEO and the SBA will have final sign off on all appointments (CEO and Board). All decisions are final and there is no appeal process.

4.1.3 Facilities & Infrastructure – Ambulance Victoria have advised that an access ramp at the court exit (next to referees office) to enable effective is required. Council have been advised and they will manage, with no cost to SBA. Disruption to be minimised.

4.1.4 Labour Day Weekend Tournament - Final arrangements in place for Labour Day weekend tournament. Hosting with Casey and Pakenham. SBA have 6 Rep teams entered. SBA will receive 16% of revenue from the tournament.

4.2 Facilities – Ventilation System

Significant complaints received from players, parents and visiting teams regarding the heat at the stadium.

Operations team undertook external investigations of the original stadium design and its ventilation system. They received recommendations for improvement.

Key recommendations included: improving cross flow of air by opening up windows above the stands. Clean outside court ventilation. Install large ceiling fans to circulate air.

Quotes received to allow approved fire safety grills to be placed over the windows at the top of the stands to allow air to escape the stadium (per original design). This will include the cleanout of vents at the side of the courts to improve cross flow.

Quotes received for the installation of large ceiling fans above each court and in the stand. A further quote is being sort. The CEO requested permission to proceed with the concept.

Total estimated cost to fix and improve ventilation system - \$70K

Motion: To approve expenditure of up to \$70K to fix and improve the ventilation system

Moved: Paul Dear – Seconded: Dean Cartwright

CARRIED



4.3 Working with Children

Previous CEO had signed the SBA up with Software Company BlueQ (now Everproof) to assist with the management of working with children checks. This was released to the domestic clubs however take up has been low.

The SBA recognises its responsibilities in respect to child safety and its role in ensuring all participants comply with requirements.

CEO advised the Board of the need to follow-up with Domestic Clubs and to ensure the rep program and operational staff have working with children checks in place. The CEO also recommended that the Everproof software system be endorsed by the Board.

The Board agreed and requested an audit be undertaken of the rep program and operational staff to ensure compliance.

Action: The Board endorsed the use of the Everproof software system as the primary method of capturing and monitoring working with children checks for the SBA. CEO to follow-up with Domestic clubs and undertake an audit of rep program and operational staff by April Board Meeting.

5. Finance & Audit

The Treasurer presented the financial reports as at end January 2018. Budget forecast remains on track and there were no exceptional financial matters or pending risks to report.

Action: Reports were accepted by the Board and entered into the record.

6. Governance, Risk & Planning

Refer 2.2, 2.3 and 2.4

7. People & Culture

CEO Recruitment update was presented by Director Corey Simpson. Several applications had been received. The recruitment agency had short listed 4. Corey intended holding initial discussion with those 4 and then make a recommendation to Board on next steps.

Action: Further update to be provided to the Board at the next meeting.

8. Community & Stakeholder Engagement

At the time of this Board Meeting existing major sponsor Nunn Media had not committed to extend their sponsorship of the SBA beyond 1/3/18. Several communication attempts had been made by the CEO however the sponsor had not provided a clear indication of intent.

Action: The CEO will write to Nunn Media and ask that they formally advise of their intentions.



9. Basketball Participation & Pathways

Nil

10. Faculties & Infrastructure

New Courts Project – Director Paul Dear provided a verbal update of the new courts project. He advised that he and the President had attended the Bayside Council meeting on 20/2/18. On the agenda of the meeting was the decision for Sandringham Public Golf Course to hand back land to the council and for this land to be set aside for use by the SBA to expand the stadium (new courts). The President spoke to the meeting on the SBA's behalf.

Whilst there was some objection ultimately the motion was carried by the council and the land will be returned. This will enable the new courts project to proceed.

The next stage of the project is to establish a working party and seek expressions of interest (EOI) from the SBA Community to participate.

Bayside Council will undertake preliminary design work in consultation with Basketball Victoria.

Action: The Board noted the update and agreed that a notice would be sent to all SBA members by email and would be posted on the website. An EOI would be drafted and placed on the website to join the working party before the next Board meeting (19/3/18).

11. Next Meeting: Monday 19/03/18

12. Meeting Closed – 10.00pm

End.