

**SOUTHERN BASKETBALL ASSOCIATION
MEETING OF THE BOARD**

MINTUES

MONDAY 21st MAY 2018 – 7:00 PM – 9:00pm

150 Tulip Street, Cheltenham

Attendance: Peter Ryan (President), Paul Dear, Scott Harvey (Vice President), David Hopkins (Secretary), Corey Simpson, Craig Weir (CEO).

Apologies: Jenny Mouat, Dean Cartwright

Guests: Nil

Chairperson – Peter Ryan (President)

Meeting Opened – 7:15pm

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

The Chairperson noted two (2) Apologies for this meeting. The Chairperson declared a quorum was present and the meeting could proceed.

General Statement – Clear focus has been on the appointment of the CEO and the separation of the operations from the Board. With the CEO appointment now completed the Board welcomes Craig Weir as a permanent member of the Board, without voting rights. Clear separation appears to have been achieved with all operational matters being managed by the CEO and the Operational Team. Sub-committees are forming and the work set out in the Vision and Strategy has commenced.

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 Board Members agreed.

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

1.2. Minutes of Previous Meetings:

Minutes of the previous Board meeting held on 23 April 2018 have been circulated.

Motion:

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

Moved: Corey Simpson – **Seconded:** Scott Harvey **CARRIED**

2. Decisions

2.1. Basketball Victoria (BV) AGM – Representation and Voting

Attendance at BV's Annual General Meeting scheduled for 30 May 2018. Specifically there are 2 items on the BV's AGM agenda that required Associations to vote:

- Item 1. Election of Directors; and
- Item 2. Constitutional Amendments.

Decision: The SBA Board delegated Corey Simpson to attend BV's AGM on the SBA's behalf.

In respect of the Election of Directors at item 1. The Board voted unanimously **in favour** of the Election of candidates Skelton and Lambert.

In respect to the Constitutional Amendments at item 2. The Board voted unanimously **in favour** of all recommended changes to BV's Constitution put forward by BV's Board.

Action: Corey Simpson to attend the AGM and vote accordingly on behalf of the SBA.

3. Decisions (Offline)

- 3.1. Appointment of CEO** – the appointment of Craig Weir to the position of CEO was confirmed as finalised with all reference checks completed and a contract of employment provided to Craig for his signature. The Contract has been returned by Craig signed. Start date is effective 14 May 2018.

The CEO's appointment is on a performance based contract reviewed annually.

The Board welcomed Craig to the position of CEO and as a fulltime member of the Board (without voting rights).

4. CEO's Report

4.1. CEO Operational Update

- 4.1.1. Domestic Winter Season** – Grading process has been completed after four (4) rounds. Some residual issues remain but otherwise successfully completed.

- 4.1.2. Coach the Coaches Program** – Developed and implemented by Simon Giovanni. A program directed at supporting domestic club coaches. Take up by domestic clubs has been good – 11 clubs either completed or scheduled.

Note - The Board noted the terrific work being undertaken by Simon Giovanni and the positive feedback received from Domestic Club Presidents about this program.

- 4.1.3. Policies & Procedures** – The Operations Team has commenced a review of all existing policies and procedures. A hierarchy is being developed and a plan to re-write, develop and implement a new structure and set of Policies & procedures is being developed. In terms of process, those policies that relate to Association wide matters will need to be put out for consultation to the members i.e. Social Media, Alcohol etc. Those that relate specifically to the Rep program require only Board approval.

All Board members endorsed this work and acknowledged its importance. All Board members agreed with the process.

- 4.1.4. Complaints Process** – a new complaints process is being developed. A draft will be provided at the July 2018 Board Meeting.

- 4.1.5. Coach, Assistant Coach, Team Manager and Team Official Selection Policies** – New selection policies are being developed for the selection of coaches, assistant coaches, team

managers and team officials for the 2019 rep season. Basis of the process will be to document and formalise existing policies and procedure ensuring an open and transparent process exists. Draft policies will be presented at the June 2018 Board Meeting.

4.1.6. Child Protection Policy and Procedure – A review of existing policies is underway. The objective will be to ensure these policies align with BV, Basketball Australia (BA) and relevant legal requires and standards.

4.1.7. Child Protection, Bullying & Harassment Training – Had been scheduled to roll out to all rep coaches and team managers and officials. However there is a delay due to provider availability. Rescheduling underway with the provider and will be confirmed at the June Board Meeting then communicated to participants.

4.2. CEO Operational Structure Review

4.2.1. CEO outlined progress to date on the review of the Operational Structure. The review will be broken into 2 parts. 1 is the Coaching Structure, and 2. The rest of the operational team (customer service, marketing, finance etc.). The CEO sort permission to finalise part 1 of the review as outlined and put forward final coaching structure at the June 2018 Board Meeting for approval.

The Board voted unanimously to support the CEO in the process.

5. Finance & Audit

5.1. Financial reports – Not available for April 2018.

6. Governance, Risk & Planning

6.1. Constitution Sub-Committee

The Secretary advised that 6 nominations for the Constitution Review Sub-Committee had now been received. 2 Life Members and 4 Club Members.

Committee members are: Michael Bourke (Life Member), Mark Mitchell (Life Member), Jacque Philips (Moorabin Tigers – Lawyer), Bruce Allen (President – Pacers), Julie McMahon (Sandy Saints – Lawyer), Phil McFarlane (President – Sandy Saints), Jenny Mouat (Board Member), David Hopkins (Board Secretary).

First meeting to be held Monday 4 June 2018.

Action: Secretary to finalise agenda, hold meeting and report back to the Board on progress.

6.2. Vision & Strategy

Final draft Vision and Strategy document had been circulated to Board members. No further feedback had been provided. The document would be finalised and released on the website.

The CEO and the Operational Team are required to develop a draft action plan including targets and measures and realistic implementation timeframes for the Board's signoff.

Action: Vision & Strategy to be published on the website.

Action: CEO to draft action plan for Board's consideration for July 2018 Board Meeting.

7. People & Culture

7.1. CEO Recruitment update and confirmed decision (refer 3.1)

8. Community & Stakeholder Engagement

8.1. Nil

9. Basketball Participation & Pathways

9.1. Domestic and Representative Program Review

Scott Harvey (Vice President) provided an update - An email has been sent to all Presidents requesting:

- Bylaw changes and improvement
- General Junior Domestic Improvements

At this stage emails have been received back from only 4 clubs - Data yet to be collated.

EOI to participate in the review has been placed on Website and CEO has emailed all presidents (due date May 23rd). Four nominations have been received at this time.

Actions before next Meeting:

- Select Sub - Committee Members
- Host Domestic Clubs bylaws review - With the view to have a draft ready for Website publication.
- Meeting with CEO to discuss Sabres Program (REP) FY19.

10. Faculties & Infrastructure

10.1. New Courts Project

Paul Dear (Director) provided an update – Several meetings planned with Council and State Government MP's regarding progress and funding in June. Council to finalise budgets and release to the public. There will be a strong media campaign from Council in support of the decision to fund the courts. A positive partnership/relationship has been formed with Council.

Positive article in the 'Let's talk bayside' magazine to be placed on the website.

The design process with support of BV and Council is underway.

Action: Provide verbal update at next meeting.

11. Next Meeting: Monday 18 June 2018

12. Meeting Closed – 9:40pm

End.