

**SOUTHERN BASKETBALL ASSOCIATION
MEETING OF THE BOARD**

MINTUES

MONDAY 16th July 2018 – 8:00 PM – 10:00pm

150 Tulip Street, Cheltenham

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

Apologies: Nil

Guests: Nil

Chairperson – Peter Ryan (President)

Meeting Opened – 8.15pm

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

General Statement – The Board meeting followed a forum with Member Club Presidents and Life Member's which provided those in attendance an opportunity to openly discuss matters involving the SBA. Discussion focussed on SBA finances and the new courts project. This was a well-attended and positive interaction and discussion. Actions to follow that meeting will be discussed at this meeting of the Board.

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 18 June 2018 have been circulated.

Motion:

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

Moved: Dean Cartwright - **Seconded:** Jenny Mouat

2. Decisions Offline

Nil.

3. Decisions

3.1. Stronger Communities Program – A government grant of \$8,000 to install floor level portable seating on courts 1 and 4 has been approved and monies deposited into SBA account. Approval was based on the Association matching the grant (or return of funding). Decision for the Board is to approve additional funding (\$8,000) Refer 4.1 CEO's Report for detail.

Decisions: Board unanimously voted in favour of matching the funding based on grant requirements. Noting that the funding request had been submitted over 12mths ago and money had been deposited.

Actions: CEO to commence design work and implementation plan. Note design may vary from original.

- 3.2. Australian Junior Championship** – U14.1’s Girls Sabres team have qualified for the Australian Junior Championships. Strict guidelines from Basketball Australia are in place for each team including uniform etc. Decision for the Board to support the team with funding and fundraising efforts. Total funding required (approx. \$3,500). Refer 4.1 CEO’s Report for detail.

Decisions: Board unanimously voted in favour of the proposed (shortfall) funding based on the fund raising model outlined at 4.1.2 of the CEO’s Report.

Actions: Operational team to work with U14.1 Girls team officials and parents to ensure all needs are met.

- 3.3. SEABL End of Season** – Nathan Crosswell’s last home game 21 July 2018. CEO is seeking funding to host a send-off party for Nathan which will include an open bar (beer and wine – gold coin donation to u14.1 Girls AJC campaign – refer 3.2 and 4.1.2 of CEO report) at the end of the game for friends and family. Funding request (\$1,000). Refer to 4.1.5 of CEO Report.

Decisions: the Board unanimously voted in favour of the proposed event and funding to (\$1,000).

Actions: Operational team to arrange – CEO to ensure appropriate liquor licencing in place and responsible serving of Alcohol requirements are observed.

SEABL end of season lunch held by SEABL (Basketball Australia). SBA required under contract to purchase 20 tickets at a cost of \$85 each (total costs - \$1700). Decision for the Board to approve funding.

Decisions: the Board unanimously voted in favour of the proposed funding on the basis that it is required under contract.

Actions: CEO to purchase tickets and offer to SBA representatives (team officials and players). CEO to follow-up with SEABL to understand ongoing contractual obligation to purchase tickets (FY19).

- 3.4. Bendigo Bank** – Account requires change of signatories.

Decisions: Board agreed to change signatories, removing those current signatories and replace them with Peter Ryan (President), Dean Cartwright (Treasurer), Jenny Mouat (Assistant Treasurer) and Craig Weir (CEO). Any two can sign.

Actions: Decision to be minuted and CEO to advise Bendigo Bank of change.

4. CEO’s Report

4.1. CEO Operational Update

- 4.1.1. Stronger Communities Program** – for decision (3.1) - In 2017 an application was submitted by SBA to Department of Industry, Innovation and Science (DIIS) for an \$8,000 grant to

design and implement portable floor seating for courts 1 and 4. The grant was approved by DIIS and monies deposited into SBA bank account.

The CEO was contacted by DIIS in June and advise that because the monies had not been used funds would need to be returned. No documentation for this project could be found and the Operational Team was unaware of the funding grant. An extension has been granted by DIIS to 30/9/18 for completion.

To complete the project the SBA is required to match the funding (\$8,000).

Actions: Refer to decision 3.1. Funding has been approved.

4.1.2. Australian Junior Championships – for decision (3.2) and noting - **U14.1 Girls** have qualified for the Australian Junior Championships.

Basketball Australia (BA) provide strict guidelines on team participation. This includes purchase of uniforms, track suits, clash uniforms etc.

Total funding required is approx. \$3,500.

The team is planning a series of fund raising efforts including a BBQ on Domestic Grand Final day. Team will man the BBQ.

The CEO also proposes a gold coin donation for purchase of drinks at Nathan Crosswell's farewell game on 21/7/18 and also proposes to contribute all door takings from the night to the team.

The team is seeking support from the SBA to fund any shortfall and assist with fund raising efforts.

The Board noted this information and congratulates Coach Erik Wickstrom, all Team Officials and especially the U14.1 Girls and parents on a fantastic effort to reach the AJC.

The Board supports the CEO's current proposals for fund raising and support.

Actions - Refer decision 3.2 and 3.3.

4.1.3. PR Consultant – For noting – CEO sort an RFP from PR firm WMC Public Relations. The RFP was to outline provision of support to SBA in the following areas:

- General communication with members
- Social media management
- Review and upgrade of SBA website
- Communication plan for the new courts project

CEO has now engaged the firm on a fee for service basis per the RFP. Services provided for general comms, social media and website upgrade will be funded from the budgeted part time Marketing and Communications role that has been vacant since January 2018. Services relating to the new courts projects will be capitalised.

Actions: Nil.

4.1.4. Child Protection/Safety – for noting - First SALT training course has been booked for 23/7/18. SBA staff, SBA Board and Member Club Presidents to attend. The course is called ‘Positive Club Culture’ and will cover child protection, bullying & harassment and discrimination.

Further courses will be scheduled for Sabres rep coaches, including online courses run by ‘Play by the Rules’ website. These courses will be compulsory for all 2018/19 Sabres volunteer and permanent coaches, team officials and SBA Staff.

Board agreed to add Child Safety as a standing item to the Board agenda going forward.

Actions: Nil.

4.1.5. SEABL – for Decision (3.3) and noting – Nathan Crosswell will play his last home game on 21/7/18.

CEO proposes an after game farewell celebration for Nathan attended by select family and friends. SBA to fund costs with gold coin donation for drinks to the u14.1 Girls AJC campaign and all door taking to be donated to the girls.

The Board acknowledges Nathan’s significant contribution to the SBA and SEABL. Noting he has provided outstanding leadership and support to his team mates and the Association through his playing career, and through his coaching and engagement of junior domestic clubs and players. The Board and the SBA thanks Nathan for his contribution and looks forward to the next chapter of his career as a coach and administrator with the SBA.

Refer decision 3.3. The Board unanimously supports the CEO’s proposals.

SEABL end of year function - an awards lunch will be held on 22/7/18 from 12.00pm to 3.00pm at the Emmerson Hotel, South Yarra.

As part of the contractual obligations each SEABL club is to purchase 20 tickets at a cost of \$85 each to attend the lunch.

Whilst the Board supports the SEABL men’s and women’s program it is unclear why such an obligation is imposed on clubs at a total cost of \$1,700. The general view expressed by the Board was that this cost, if fixed, should be part of in the annual fees paid to SEABL, not an extra. The Board requested the CEO follow-up with SEABL management on this issue.

CEO advised of this obligation and requested permission to purchase. Refer decision 3.3.

4.1.6. New Sponsorship Package – for noting – CEO presented new sponsorship pack to be sent to perspective sponsors.

The Board noted and endorsed the sponsorship package.

Actions: Nil.

4.1.7. 2018/19 Rep Coach & Assistant Coach Selection – for noting – CEO advised that the selection process for 2018/19 rep coaches and assistant coaches had commenced with an advert for expression of interest being placed on the website.

Actions: Nil

5. Finance & Audit

- 5.1. Financial Reports** – Presented by the Treasurer. Financial position remains strong ahead of forecast with expenses tracking under budget. Financial position presented to Member Club Presidents and Life Members at Open Forum. Several questions asked about specific line items relating to SEABL expenses, coaches' salaries and legal costs incurred.

The financial focus remains on a) improving the operational position by increasing revenue and reducing cost, and b) laying the financial foundations for new court project.

Bendigo Bank advised that the account required a change of signatories to enable roll over term deposit. Board agreed to signatories and that 2 signatures required at least one being the Treasurer or Assistant Treasurer.

Treasurer advised that the auditor who had been appointed at the last AGM to audit the Associations FY18 accounts had been sold and had advised that they would not be able to carry out the audit. Treasurer is reviewing options and will report back at the next Board meeting including process of appointment.

Actions: refer decision 3.4. Treasurer to report back to next Board meeting of Auditor options.

6. Governance, Risk & Planning

6.1. Constitution Sub-Committee

The Constitution Review Sub-Committee held its second meeting Monday 25 June 2018.

Minutes of the meeting were tabled with the Board. Next meeting scheduled for 30 July 2018.

Actions: Nil.

7. People & Culture

- 7.1.** Nil

8. Community & Stakeholder Engagement

- 8.1.** New sponsorship pack presented to the Board. Refer 4.1.6.

Actions: Nil

9. Basketball Participation & Pathways

9.1. Domestic and Representative Program Review

Scott Harvey (Vice President) provided brief update – Domestic By-Laws review committee has progressed and draft is close to finalisation. The committee had met several times and were close to finalising changes. Rep points remained an area requiring further agreement. An outline of changes was provided to the Board for comment and discussion. The final draft will be presented to the Board at the August 2018 meeting.

Actions: Vice President is to provide draft with track changes to the Board ahead of the next Board meeting in August 2018.

10. Faculties & Infrastructure

10.1. New Courts Project

Paul Dear (Director) provided an update – Meetings continued with the Council, local MP's and BV. Discussion around funding arrangements will be finalised shortly.

The project was outlined to the Member Club Presidents and Life Members at the open forum prior to the Board meeting. Positive engagement about the project took place with questions centring on the design process and funding.

There are no significant risks to the project to report.

Actions: Provide verbal update at next meeting.

11. Next Meeting: Monday 20 August 2018

12. Meeting Closed – 9:53pm

End.