

**SOUTHERN BASKETBALL ASSOCIATION  
MEETING OF THE BOARD**

**MINTUES**

**MONDAY 18<sup>th</sup> June 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), Jenny Mouat, Dean Cartwright (Treasurer)

**Apologies:** Nil

**Guests:** Nil

**Chairperson** – Peter Ryan (President)

**Meeting Opened** – 7:06pm

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

General Statement – Has been a busy month at the SBA. Lots happening. Good progress on the new courts projects has been made, the constitutional review has commenced and our CEO has been working hard to finalise the first phase of the operational review and that will be presented at this meeting. We also continue to see good progress with the Domestic Competition and By Laws review. Many positive things happening at the SBA.

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 21<sup>st</sup> May 2018 have been circulated.

**Motion:**

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

**Moved:** Scott Harvey    -    **Seconded:** Paul Dear    -    **CARRIED**

**2. Decisions Offline**

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

Corey Simpson attended BV's Annual General Meeting on 30 May 2018. Corey voted on behalf of the SBA on the 2 items on the BV's AGM agenda that required Associations to vote:

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

## **Outcomes:**

Item 1. Candidates Skelton and Lambert were elected to the BV Board.

Item 2. The resolution for Constitutional Amendments at item 2 of the BV Board Agenda were split in two with minor grammatical and formatting changes successfully carried and those amendments relating to Board composition defeated.

**Action:** Nil.

## **2.2. Marketing & Communications**

Directors met on 12 June 2018 with external Marketing and Communication firm to brief on needs and request a proposal (RFP) for services. The RFP is sort to assist with the development of a communication strategy in relation to the new courts project and general SBA communication with members, including a review of the website layout and social media streams.

**Action:** Nil - await RFP

## **3. Decisions**

**3.1. Policy & Procedures** – four (4) new policies were put forward for Board consideration and approval - refer 6.2 for detail.

**Decisions:** The Social Media Policy and Alcohol Policy will be sent to members for fourteen (14) day consultation period.

The Coach & Assistant Coach Selection Policy and Team Manager & Team Official Selection Policy were **approved** with minor changes. Policies will be become effective 1 July 2018.

**Action:** Secretary to circulate Social Media and Alcohol Policy to members. 14 Day consultation period

**Action:** Secretary to make minor changes to the Coach & Assistant Coach Selection Policy and Team Manager & Team Official Selection Policy then refer to the CEO for publishing and implementation of the policies.

## **4. CEO's Report**

### **4.1. CEO Operational Update**

**4.1.1. Child Safety Standards** – First session with Vic Sport has been scheduled for 12/7/18 at 6.30pm for Board Members, SBA Employees and member Club Presidents.

Vic sport to provide a schedule for training to be rolled out to all rep coaches through July/August in preparation of the 2019 rep season.

Organisation SALT will provide schedule for bullying and harassment training to all rep coaches, officials and employees.

**Action:** CEO to advise participants of schedule

**4.1.2. Credit Card** – To meet the current adhoc operational costs the CEO has been using his own credit card then seeking reimbursements from the SBA.

The CEO seeks approval for a corporate credit card to be issued to the CEO with an approval limit of \$2,000 for adhoc expenses.

The Board notes previous CEO's and employees have had a corporate credit card for adhoc operational expenses and that was not an unusual request.

The Board approved this request.

**Action:** The CEO will work with the treasurer to arrange a card.

**4.1.3. Mobile Phones** – CEO requested the Board approve a business mobile phone account to enable more effective communications between staff. The CEO believes 5 mobile phones would be required and a mobile phone use policy developed which defined company use.

The Board Approved CEO request for a mobile phone plan.

**Action:** CEO to organise plan with carrier.

**4.1.4. Association Year Book** – CEO sort approval to change the annual Sabres year book to a Southern basketball Association year book allowing domestic clubs to have a page to promote their clubs, teams, players and officials. There would be a cost associated with the page for each domestic club (TBA).

The Board approved the request.

**Action:** CEO to explore idea with Domestic Clubs and finalise cost.

**4.1.5. SEABL** – CEO provided an update regarding possible changes to SEABL.

Basketball Australia (BA) is currently reviewing the viability of SEABL. BA have publically stated that they did not believe it was viable to provide support beyond the 2018 season and were actively pursuing alternatives. BA have since given SEABL a reprieve and have publically stated it will support SEABL in its current format in 2019.

Separately, Basketball Victoria (BV) have been reviewing their Big V competition to ensure a second tier senior competition exists as a pathway to the NBL and/or beyond if SEABL was to cease. As such SBA will remain in the SEABL for the 2019 season. Whether the SBA stays in SEABL beyond 2019 will ultimately be determined by BA and BV during 2019.

The Board maintains its position in respect to supporting SEABL and continues to look closely at costs in the context of the whole Association.

**Actions:** Nil

**4.1.6. New Domestic Club** – CEO presented a request to register a new club with the SBA – “Glenn Eira Warriors”. At present the Warriors have one team registered in the domestic competition (u14 Boys A Grade). The CEO noted that the Warriors had previously played in another association and had fielded junior representative teams. The club had been caught in a protracted dispute that saw the club (almost) fold. However the dispute appears to have now been resolved and the founder is seeking to rebuild the club.

The Board requested additional information about the dispute and the proposed club viability before supporting the request. Also request club's seal of incorporation, its constitution, list of officer bearers, and financial position.

**Action:** CEO to seek additional information and present at the July Board meeting.

#### **4.1.7. CEO Operational Structure Review – Phase One**

CEO presented the findings and recommendations of the phase one operational structure review – coaching structure.

The Board voted unanimously to support the proposed changes noting that the changes would result in redundancies.

**Action:** CEO to action as soon as possible, seeking appropriate and necessary advice (FWC) ensuring effected employees are treated with respect and receive all statutory entitlements.

### **5. Finance & Audit**

**5.1. Financial Reports** – Presented by the Treasurer. SBA is tracking ahead of forecast with expenses remaining under budget. Revenues slightly up and costs trending down. Invoicing has presented a challenge however all invoicing for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of FY18 has now been completed. This will see increased cash flow in June.

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.

Issue noted with superannuation payments to employees. Payments have historically automatically been made in the Associations MYOB system. CEO advised in early June that payments have not been released by the financial institution to superannuation funds due to requirement for electronic signature to be used by SBA to release them. Funds were held in a suspension account pending SBA electronic signature. Previous Finance Manager, resigned without notice (February '18) and did not leave MYOB login details. CEO and new book keeper will work through issue. Every effort being made to ensure payments are made before 31 July 2018 as required by law.

Superannuation payment issue noted by Board members with direction to the CEO do whatever is necessary to ensure this issue is resolved.

For noting - the SBA's IT system was effected by an IT virus in May. The virus targeted SBA's finance system. SBA's external IT security support blocked the virus. Unfortunately before being detected a payment of \$24,250 was made to a 3<sup>rd</sup> party. The transaction was reported to the financial institution who investigated the matter and reimbursed the SBA in full immediately. There were no privacy concerns, member's personal details were not affected and the security of all personal data remains intact. The matter is now closed. System and data security is regularly tested by external IT support.

Margaret Bell has been employed as book keeper on a permanent 3 day per week basis. Margaret has extensive business experience, has run a large sized family owned business and has used MYOB extensively. Margaret will commence 18 June 2018.

**Action:** CEO to ensure superannuation payments are cleared by the financial institution to the superannuation funds as soon as possible and that employees are not disadvantaged in any way.

## **6. Governance, Risk & Planning**

### **6.1. Constitution Sub-Committee**

The Constitution Review Sub-Committee held its first meeting Monday 4 June 2018.

Minutes of the meeting were tabled with the Board. This includes a Turns of Reference (ToR). Next meeting scheduled for 25 June 2018.

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

### **6.2. Policy & procedures**

Four (4) policies were put forward for approval:

- Social Media Policy – based on BV Social Media Policy
- Alcohol Policy – based on Australian Sports Commission (ASC) – Play by the Rules policy template.
- Coach & Assistant Coach Selection Policy – Sabres (Rep) specific
- Team Manager & Team Official Policy – Sabres (Rep) specific

It was noted that the Social Media Policy was based on Basketball Victoria's (BV) policy. Also the Alcohol Policy was based on the Australian Sports Commission – Play by the Rules Alcohol Policy template.

The Social Media Policy and the Alcohol Policy are viewed by the Board as Association wide policies that required consultation with members. It was agreed that these policies would be circulated to members for a consultation period of 14 days.

It was agreed that the Coach & Assistant Coach Selection Policy and the Team Manager & Team Official Selection Policy relate specifically to Sabres Jnr and Snr representative teams (including all VJBL, Big V (VYC) and SEABL) and on that basis consultation with members was not required. The policies do not impact the domestic competitions or Member Clubs.

The Forms, Policies & Procedures section of the website is to be updated to include relevant BV By-Laws, Policies and Procedures.

**Action:** Social Media and Alcohol Policy to members for a 14 Day consultation period.

**Action:** Secretary to make minor changes then refer to the CEO for publishing and implementation of the policies.

**Action:** Secretary to be granted administrative rights to the website to make changes to Forms, Policies & Procedures sections.

## **7. People & Culture**

7.1. Nil

## **8. Community & Stakeholder Engagement**

8.1. Nil

## **9. Basketball Participation & Pathways**

### **9.1. Domestic and Representative Program Review**

Scott Harvey (Vice President) provided brief update – Domestic By-Laws review committee held first meeting on 9 June 2018. Mapped out key areas to be addressed. Each participate was to provide feedback via email for consideration at the next meeting. Objective will be to finalise a draft prior to next Board meeting.

Next meeting 25 June 2018.

## **10. Faculties & Infrastructure**

### **10.1. New Courts Project**

Paul Dear (Director) provided an update – Meetings with the Council to date have been positive. Discussion around funding arrangements have continue. There will be more to report on funding at the July Board meeting. PR Firm RFP has been sort to assist with the internal and external promotion of the new courts project. Several meetings with State MP's have been arranged. BV meetings have progressed well, design process continues. Positive media stories from council circulating about the new court development.

No significant risks to the project to report.

**Action:** Provide verbal update at next meeting.

**11. Next Meeting:** Monday 16 July 2018

**12. Meeting Closed** – 9:52pm

**End.**