

**SOUTHERN BASKETBALL ASSOCIATION
MEETING OF THE BOARD**

MINUTES

THURSDAY 5 DECEMBER 2019 – 7:00 PM – 9:00pm

Basketball Stadium, 150 Tulip Street, Cheltenham

Attendance: Scott Harvey (Vice President), David Hopkins (Secretary), Dean Cartwright (Treasurer), Anne-Maree Nunan, Gerrik Gratz, Jason Shugg, Phil McFarlane (7.05pm), Craig Weir (CEO – non-voting member)

Apologies: Nil

Guests: Nil

Chairperson – Scott Harvey (Vice President/Acting President)

Meeting Opened – 7.02pm

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

Chairperson asked if all present had received the agenda. All acknowledged receipt. Chairperson advised that the purpose of the meeting was to work through the agenda as set. Chairperson welcomed new members who had filled casual vacancies.

All Board Members agreed.

1.1. Declarations of Conflict of Interest – based on agenda

Anne-Maree Nunan advised that her son had been nominated as an assistant coach for u14.4 girls' representative team and would not vote or participate in the discussion regarding coaching appointments.

1.2. Minutes of Previous Meetings:

Minutes of the previous Board meeting held on 27 May 2019 have been circulated (only those who were present at the previous Board meeting can move or second the minutes of that meeting).

Motion:

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

Moved: Scott Harvey

Seconded: Dean Cartwright

CARRIED

2. Decisions Offline

2.1. CEO two year contract extension effective 1 September 2019 to 31 August 2021 was agreed and confirmed offline 29 May 2019.

Decision: The relevant Board members endorsed this decision via email.

CARRIED

Action: President to provide new contract to the CEO.

3. Decisions

3.1. Board Positions – With the filling of casual vacancies effective 2 December 2019 the Chairperson acknowledged the need to fill office bearer positions in accordance with constitutional requirements. The Chairperson therefore proposed to declare all office bearer positions vacant.

Decision: Board members unanimously agreed. **CARRIED**

It was proposed that the following Board members fill positions through to the AGM:

President	–	Phil McFarlane
Vice President	–	David Hopkins
Secretary	–	Anne-Maree Nunan
Treasurer	–	Dean Cartwright
Director	–	Scott Harvey
Director	–	Jason Shugg
Director	–	Gerrik Gratz

Decision: Board members unanimously agreed. **CARRIED**

Phil McFarlane as new President assumed the position of Chairperson of the meeting from this point forward – 7.35pm

Action: Announcement of Board positions to be placed on SBA website.

3.2. Annual General Meeting (AGM)

Chairperson proposed that the 2019 AGM be set for 29 January 2020.

Decision: The Board unanimously agreed. **CARRIED**

3.3. Representative Coaches, Assistant Coaches and Team Official Approvals

The CEO presented to the Board a list of proposed Representative Coaches, Assistant Coaches and Team Officials for the 2019/20 VJBL, Big V and NBL1 season per relevant policy and procedure.

CEO confirmed all required checks had been undertaken for each individual - including Working With Children Checks (WWCC) and signed Basketball Victoria Member Protection Declarations.

Chairperson proposed that the Board approve all Representative Coaches, Assistant Coaches and Team Officials for the 2019/20 VJBL, Big V and NBL1 season.

Decision: The Board unanimously approved all. **CARRIED**

3.4. 2019/20 Operational Budget

CEO and Treasurer presented 2019/20 Operational Budget to seek endorsement from the Board. It was noted that the budget had previously been presented to the Board in May 2019 however not formally voted on. The CEO had been operating on the proposed budget based on previous board

agreements. The CEO noted that no major or material financial decisions had been made 20 June 2019 to 5 December 2019.

The Chairperson proposed that the Board approve the 2019/20 Operational Budget.

Decision: The Board unanimously approved the 2019/20 operational budget. **CARRIED**

3.5. Annual Finance Audit – 2019

In preparation for the AGM the Treasurer advised that he needed to engage Tudor & Co to undertake 2019 annual financial Audit.

The Treasurer requested that he immediately engage Tudor & Co to undertake 2019 annual financial audit.

Decision: The Board unanimously agreed to the Treasurers request. **CARRIED**

3.6. Finance - New Courts Project

CEO advised that the council was meeting on 17/12/19. Prior to the meeting it was recommended that a further document be prepared for Members and Council to outline proposed finance arrangements.

Decision: The Board unanimously agreed **CARRIED**

Action: CEO to provide dot points to President. President to draft formal letter and send to Secretary to finalise. Once agreed, letter to be sent to Members and Council. President and CEO to attend Council meeting.

4. Child Safety

4.1. Everproof – Working With Children Check (WWCC).

CEO advised that almost all member clubs were using Everproof as the formal WWCC register and child protection database. CEO advised that the Beaumaris Sharks used an excel spreadsheet and had advised the SBA that they manage this process internally.

Board members raised concerns about inconsistency of Everproof usage and requested the CEO provide additional information on compliance at the next Board meeting.

CEO proposed that the Board should require all member Clubs to use Everproof as the preferred method of managing WWCC obligations.

Decision: The Board unanimously agreed **CARRIED**

Action: CEO to provide additional information to the Board on Member Club compliance to WWCC obligation and draft a communication to Member Clubs seeking full compliance before commencement of the next Winter Domestic Season.

5. CEO's Report

5.1. CEO provided general update on the SBA's operations and recent activity.

Jnr Sabres Representative Coaches, Team Manager and Team Officials completed. List of recommendations included for Boards review per policy and procedure.

Jnr Sabres Players completed successfully. There may be some further changes due to long-term injuries and players deciding to not play.

Note: An EOI for NBL1 Assistant Coaches, Team Mangers and Team Officials will be advertised in February 2020 prior to the season commencement.

The stadium would be closed 18 December 2019 and reopen on Monday 13 January 2020.

The summer Domestic competition will break as normal over the Christmas period and recommence 28 January 2020.

SBA School Holiday Supercamps – Advertising has commenced and already had a good response. Further notices will be placed on the website over the holiday period.

East Coast Challenge – Several Jnr Sabres players were accepted into Victorian Youth Development Program. Those players will compete in the East Coast Challenge to be held in NSW in January.

Eltham Dandenong (Australia Day) Tournament – All Jnr Sabres Teams will compete in the Eltham Dandenong Tournament commencing 24 January 2020.

U20 National Championships – Several Sabres Players have been selected to represent Victoria in the U20 National Championships to be held in February 2020.

Action: Nil.

6. Finance & Audit

6.1. Financial Reports – Consistent with agreed process Treasurer and CEO discussed financial position by exception. Budget remains ahead of forecast. Treasurer requested permission to engage auditor to finalise audits for 2018/19 financial period.

Action: Nil

Noting: Board noted current financial position as good per advice from the Treasurer and CEO.

7. Governance, Risk & Planning

7.1. Nil

8. People & Culture

8.1. Nil

9. Community & Stakeholder Engagement

9.1. Nil

10. Basketball Participation & Pathways

10.1. Nil

11. Faculties & Infrastructure

11.1. Player & Spectator Comfort – Proposed Air-conditioning units

CEO advised that they had been trialling a portable air-conditioning option over the previous 4 weeks (at no cost). The air-conditioning units worked on an evaporative cooling process and has proved to be successful with significant variation in temperatures experienced by players and spectators in combination with ceiling fans on court 1 (where trial was undertaken).

CEO proposed that 4 units be purchased at a cost of approximately 2K per unit. Plumbing would be required to manage water fill and spill. Total capital investment would be approx. 10K.

Decision: The Board unanimously agreed to the Treasurers request.

CARRIED

Action: CEO to purchase units (neg price) and arrange plumbing in.

11.2. Roof Leaks & Skylight Cleaning

CEO advised that in consultation with Council an agreement had been reached to fix several leaks in the roof and clean the skylights. The Council agreed to undertake this work at no cost to the SBA. CEO estimates significant electricity savings (to be established) post cleaning the skylights.

Board noted appreciation for the council's assistance.

Action: Nil

12. Other Business

12.1. Nil

13. **Next Meeting:** TBA

14. **Meeting Closed** – 9:05pm

End.