

SOUTHERN BASKETBALL ASSOCIATION  
MEETING OF THE BOARD

MINUTES

MONDAY 10 FEBRUARY 2020 – 7:00 PM – 9:00pm

Basketball Stadium, 150 Tulip Street, Cheltenham

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

**Apologies:** David Hopkins

**Guests:** Nil

**Chairperson** – Phil McFarlane (President)

**Meeting Opened** – 7.00pm

---

**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.

All Board Members agreed.

**1.1. Declarations of Conflict of Interest** – based on agenda

No conflicts were declared.

**1.2. Minutes of Previous Meetings:**

Minutes of the previous Board meeting held on 5 December 2019 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:** Dean Cartwright

**CARRIED**

**2. Decisions Offline**

**2.1.** Nil

**3. Decisions**

**3.1. Parent Membership Application** – An application for membership was received from Kristen Ower (parent of a Sabres player) on 24 January 2020 for voting rights at future general meetings.

**Motion:** That the parent member application be approved.

#### 4. Child Safety

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

CEO advised that Beaumaris Sharks (100+ teams) and Highett Bulldogs (5 teams) were the only Clubs not using Everproof as the formal WWCC register and child protection database. CEO advised he had written to both Clubs again to request use of the system. Beaumaris Sharks advised they will action this for Winter Season.

CEO advised one of the benefits of Everproof is the automated weekly checks of all WWCC in the system to ensure currency and compliance. Using Everproof to manage compliance helps ensure the safety of both teams on the court and hence the importance of all Clubs to comply with usage.

Board expressed concern about the two remaining clubs not using Everproof given that this has been a request since early 2018 without a clear plan. It was suggested that a plan be put in place with Sharks in particular to ensure that they meet the new season deadline that they have proposed (i.e. first step is SBA to load all Coach and TMs WWC registration into Everproof on behalf of Sharks).

Also, it was suggested that the requirement to use Everproof could be added into the by-laws to ensure Club and entity team compliance.

**Action:** Adopt a risk register for SBA. Explore updating of by-laws with requirement for Everproof compliance for all Coaches and Team Managers. Create a communication for website regarding child safety, Everproof and Play by the Rules courses. Chairman to contact President of Beaumaris Sharks to discuss an agreed plan.

##### 4.2. Member Protection Officer

CEO advised of the need to find a new MPO for the SBA. The current MPO (Ian Fullagar) will continue to fill the role until a replacement is found.

**Action:** CEO to advertise for Expressions of Interest on website. CEO to talk to McKinnon Basketball Association to understand who is their MPO and explore possible opportunities to work together.

#### 5. CEO's Report

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

A Club Presidents meeting will be held next Thursday 13<sup>th</sup> February to discuss most recent funding model options for the Courts. Half have confirmed attendance to date.

CEO has had multiple meetings with uniform supplier to address the issues with cut and sizing and will continue to actively manage to resolution.

CEO recommended that the SBA Board build relationships directly with Bayside Councillors. Some options were discussed including inviting Councillors to the Grand Final weekend (21<sup>st</sup> -22<sup>nd</sup> March) to present awards etc. Other engagement activities were discussed and need to be agreed upon.

A VYL/ NBL1 season launch will be arranged on a Sunday morning with Sabres teams before the season kicks off in April. Domestic Clubs will also be invited to attend. Date TBC.

Chairman attended an Operations meeting last week to meet with the team and share the Board philosophy and to provide active support and assistance to the team as needed.

**Action:** Chairman to send reminder to Presidents of meeting on 13<sup>th</sup>.

## 6. Finance & Audit

**6.1. Financial Reports** – Consistent with agreed process Treasurer and CEO discussed financial position by exception.

**Action:** Include Revenue and Expenditure risks in financial report summary if applicable.

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

## 7. Governance, Risk & Planning

**7.1.** The Chairman discussed the need for governance training for the Board, as per the recommendation from Bayside Council.

**Action:** Chairman to look into suitable training options for Board within the next 2 months.

## 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.** Nil

## 12. Other Business

**12.1.** A Strategy Review and Planning session will be held by the Board on Sunday 16<sup>th</sup> February.

**Action:** Populate spreadsheet provided (in Dropbox) with ideas in preparation for Review session and submit by COB Friday 14<sup>th</sup>.

**13. Next Meeting:** Monday 16<sup>th</sup> March, 7pm

**14. Meeting Closed** – 9:00pm

End.