

SOUTHERN BASKETBALL ASSOCIATION
MEETING OF THE BOARD

MINUTES

MONDAY 16 MARCH 2020 – 7:00 PM – 9:00pm

Basketball Stadium, 150 Tulip Street, Cheltenham

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

Apologies: Nil

Guests: Nil

Chairperson – Phil McFarlane (President)

Meeting Opened – 7.00pm

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

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 10 February 2020 have been circulated.

Motion:

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

Moved: Gerrik Gratz

Seconded: Jason Shugg

CARRIED

2. **Decisions Offline**

2.1. Nil

3. **Decisions**

3.1. Nil

4. **Child Safety & Member Protection**

4.1. **COVID-19 Update and Planning**

The decision to close the SBA on Friday 13 March (the first Association to do so) was communicated to and endorsed by external stakeholders including Bayside Council, Brad Rowswell (State MP) and Tim Wilson (Federal MP). Positive feedback was also received from SBA Members and playing community.

CEO reported winter season registrations have been put on hold. A meeting of Associations with BV is scheduled for Tuesday 17 March and a meeting of approximately 8 Associations is scheduled for Thursday 19 March.

Regular communications will be released to members during this phase (at least twice per week).

Planning is underway to address the temporary stadium shutdown and the situation will continue to be monitored and the situation addressed as the situation evolves and information released.

Action: CEO to explore and action cost savings during period of closure.

4.2. Child Protection Compliance Progress

CEO advised that Beaumaris Sharks are in the process of entering WWCC information into Everproof. Next step will be to focus on capturing WWCC information from Entity teams into Everproof.

Action: CEO to follow up with Highett Bulldogs regarding provision of WWCC for Coaches and Team Managers prior to commencement of winter season. CEO to review process for capturing Entity team WWCC information (e.g. during registration).

4.3. Appointment of Investigation Officer

Secretary explained the roles of a Complaints Investigation Officer and Member Protection Officer (who is not the person who investigates matters, advises or advocates for a complainant but is the first point of contact to advise on the complaints process). It was recommended that an external Investigation Officer be appointed to deal with complaints requiring independent investigation.

Grievance process currently sits within the SBA Constitution (section 11 – Disputes and Mediation) and the BV Member Protection By-Law (part 2 - Member Protection Tribunal). It was discussed that a separate grievance procedure be drafted for the SBA to ensure clarity and transparency of process for handling off-court incidents and complaints.

Action: CEO to obtain proposal from potential independent investigation officer and confirm professional indemnity insurance. Board members to provide sample grievance procedures to CEO if appropriate. Draft separate SBA grievance procedure.

5. Operations

5.1. CEO Report

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

A scheduling review has commenced in preparation for the new four court development, with all competitions under review.

Head Coaches to present on pathways and progress of work at next Board meeting (April).

The need for a Sponsorship / Communications Administrator role was proposed and discussed on a part-time (two day/week) basis. The objectives of the role include growing a sponsorship pipeline and revenue, and develop website, social media and other communications.

Decision: The Board unanimously supported the proposal to recruit for the role **CARRIED**

Action: CEO to advertise for the role of Sponsorship / Communications Administrator.

5.2. Court Funding Progress

Member Clubs were presented with court funding options at a meeting and all voted on 'option 1' to leave current SBA registration fees unchanged. The additional revenue will be allocated to the new court savings fund.

State funding application has been submitted and decision expected April/May.

6. Finance & Audit

6.1 Financial Reports – Consistent with agreed process Treasurer and CEO discussed financial position by exception. Covid-19 will impact the SBA's financial position, although it is unknown how significant given the rapidly changing situation.

Noting: Board noted current financial position as advised by the Treasurer and CEO.

Action: CEO and Treasurer to generate a number of financial modelling scenarios reflecting the impact of Covid-19 and report back to the Board as soon as possible

7. Strategy Progress Review

7.1. Bayside Council has provided a contact to deliver governance training and advice to the Board. A proposal is currently being prepared and is expected by the end of the week for consideration.

8. Other Business

8.1. Life Member's contributions to the SBA and potential ways to recognise Life Members was discussed. Scott Harvey suggested that a plaque for Basil Cervi be prepared to describe who he was and his significant contribution to the SBA. This would be made in consultation and approval of his family.

Moved: David Hopkins **Seconded:** Scott Harvey **CARRIED**

Action: Scott Harvey to contact Sandra Hilford to discuss and seek input to contents of plaque. CEO to arrange quote.

9. Next Meeting: Monday 20th April, 2020

10. Meeting Closed – 9:45pm

End.