

SOUTHERN BASKETBALL ASSOCIATION
MEETING OF THE BOARD

MINUTES

TUESDAY 21 APRIL 2020 – 7:30 PM – 9:30pm

Via Zoom (Video Conferencing)

Attendance: Phil McFarlane (President), David Hopkins (Vice President), Dean Cartwright (Treasurer), Anne-Maree Nunan (Secretary), Scott Harvey, Gerrik Gratz, Jason Shugg (until 9pm), Craig Weir (CEO – non-voting member)

Apologies: Nil

Guests: Nil

Chairperson – Phil McFarlane (President)

Meeting Opened – 7.40pm

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 16 March 2020 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: Gerrik Gratz

CARRIED

2. **Decisions Offline**

2.1. An emergency meeting of the Board was held on 7th April to discuss Covid-19 impacts and review the financial modelling scenarios prepared by the CEO and Treasurer. The Board unanimously supported the financial and staffing management strategy presented to address the Covid-19 pandemic.

3. **Decisions**

3.1. Nil

4. **Child Safety & Member Protection**

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

Basketball Victoria is holding a management meeting with Associations on Monday 27th April to plan resumption of basketball once restrictions are lifted. CEO to attend.

4.2. Grievance Procedure Update

A draft Grievance Procedure for SBA was circulated for Board feedback and updates made. Some details are still being finalised and once completed the procedure will then be recirculated for final Board approval.

A discussion of complaints management and reporting to the Board was held and it was determined that the CEO would provide a monthly summary of written complaints to the Board to gauge issues.

Action: Secretary and CEO to complete grievance procedure and circulate for approval. CEO to share summary of complaints as part of standard operations reporting.

5. Operations

5.1. CEO Report

The Sport Recreation Fund has made contact with Bayside Council regarding the application for new court funding and hoping for a decision by late May.

Basketball Victoria is holding a management meeting with Associations on Monday 27th April to plan resumption of basketball once restrictions are lifted.

CEO showed concept of a new Sabres Junior Competency Program that is currently being populated by Head Coaches to capture competencies, assessment and enable performance feedback for both players and coaches. It is planned that product will be ready for demonstration at the May Board meeting.

The President and CEO are meeting with Domestic Club Presidents on Wednesday 22nd April via Zoom. The President is also meeting with SBA staff to provide an update on Thursday 23rd April via Zoom.

The Sponsorship and Communications role is on-hold during the Covid restriction period and will be advertised once normal operations resume.

SBA has applied for and been approved for Job Keeper payments for a number of casuals.

Action: CEO to confirm superannuation obligations for staff covered by Job Keeper and implement.

6. Finance & Audit

6.1 Financial Reports – Financials were presented at emergency Board meeting on 7th April. Operational decisions and budget management over the past few years have ensured SBA is in a solid financial position to manage the current situation and support staff through the closure.

Sponsorship agreements will be extended to compensate for the closure period.

Action: CEO to look into opportunities to support sponsors and local businesses in the community impacted by Covid. President to prepare communication for members regarding update to situation for distribution w/c 27/4.

7. Strategy Progress Review

7.1. Independent Governance Advisory Update (PM)

A proposal from an external advisor on provision of governance review and advice was tabled and discussed. Other possible providers to be explored and further quotes to also be obtained.

Action: Board Members to provide feedback to President on proposal by 24th April. President to arrange for additional quote.

7.2. Draft Constitution

In preparation for finalising the draft constitution before the next AGM, President and Vice-President will discuss approach to finalise and report back to Board. David Hopkins (Vice President) will continue to lead work.

Action: David Hopkins to report back to Board next meeting on plan to progress.

7.3. Completion of Strategy Review

A separate Board meeting will be scheduled to complete strategy review work.

Action: Gerrik Gratz to organise Zoom meeting w/c 27 April.

8. Other Business

8.1. Nil

9. Next Meeting: Monday 18th May, 2020

10. Meeting Closed – 9.50pm

End.