

SOUTHERN BASKETBALL ASSOCIATION  
MEETING OF THE BOARD

MINUTES

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

Via Zoom (Video Conferencing)

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

**Apologies:** Nil

**Guests:** Nil

**Chairperson** – Phil McFarlane (President)

**Meeting Opened** – 7.00pm

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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 19<sup>th</sup> October 2020 have been circulated.

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

**Moved:** Kath Fordham-King

**Seconded:** Dean Cartwright

**CARRIED**

1.3. **Action Register**

Action register was reviewed and updated with progress.

2. **Decisions Offline**

2.1. Nil

3. **Decisions**

3.1. The proposed U21 Coaches are George Romancz (Girls) and Mark Williamson (Boys). Both are experienced parent coaches and are supported by the Head Coaches and CEO.

**Decision:** The Board unanimously endorsed the proposed U21.1 Girls and Boys Coaches

#### 4. Child Safety & Member Protection

4.1. Nil

#### 5. Operations

##### 5.1. CEO Report

A detailed plan to return to basketball has been prepared commencing Monday 23<sup>rd</sup> November dependent on the state government announcement on Sunday 22<sup>nd</sup>. Activities include beeball, Sabre Cubs, 3x3 competition, casual shooting and representative tryouts. School holiday camps and 3x3 tournaments will be offered in January and a return to domestic competitions in February. All activities throughout November, December and January will be held at Tulip Street. Communication of these activities will be communicated to Clubs and via social media and website.

Covid plans are in place for the reopening of the stadium, the video on process for entering and exiting the stadium has been updated and QR code system is up and ready.

Sabres Representative tryouts are scheduled to be run during December. Basketball Victoria / VJBL are yet to confirm the start date for the representative season. We are also waiting on firm dates for the YL and NBL1 season.

An information session via Zoom is to be held this week for Parents new to the rep program.

The Eltham-Dandenong tournament is going ahead over Australia Day (Sunday 24<sup>th</sup>, Monday 25<sup>th</sup> and Tuesday 26<sup>th</sup> January). This tournament will be optional for teams.

The online uniform shop has been launched and orders are able to be placed via the website.

No objections have been received for the proposed new four court development. The plan remains to start construction between April and June 2021.

The Board expressed appreciation to Craig and staff for all the work done to plan for the return to basketball and their commitment and support during the shutdown.

##### 5.2 Risk Assessment Matrix

Jason has added a Governance section has been added to the Risk Assessment Matrix and started populating with risks. Kath and Jason will continue to work on populating the governance risks and link back in with Craig and the operational risks.

**Action:** JS to develop a decision tree for board v operational risks (criteria). JS and KFK to work on populating governance risks.

#### 6. Finance & Audit

October financial report is waiting on some journal entries to be posted – Dean will distribute the monthly report for Board review later in the week when this has been completed.

The end of year financial statements will be signed off this week in preparation for the AGM. Dean submitted a series of questions for the Auditor and received a response today. The cash balance remains at over \$900k (over \$600k in long term investment account). Without JobKeeper and cash boosts the SBA approximately broke even for FY20 and importantly we were able to keep our staff employed.

## **7. Strategy Progress Review**

### **7.1. Governance - AGM**

Planning for the AGM is continuing. The notice was issued on the 6<sup>th</sup> November and the annual report is currently being compiled. The question of whether to change the meeting from a Zoom meeting to face to face was debated given the expectation that restrictions would be eased before the AGM. However it was felt that given the logistical and Covid compliance requirements, and the fact that workplaces are still restricted in numbers and asked to avoid interactions in enclosed spaces, it was prudent to continue to hold the AGM online.

### **7.2. People & Culture – Board Position Descriptions**

Work has progressed on the Board Position Descriptions for President, Vice President, Treasurer, Secretary and Director. Feedback has been incorporated.

It was discussed and agreed that an external Board evaluation and review should be conducted every two years

**Actions:** All Board Members to review the PDs and advise any by Friday 4<sup>th</sup> December – PDs will be finalised and formally adopted at next board meeting.

## **8. Other Business**

### **8.1 Nil**

## **9. Next Meeting:** TBC – Board meetings will be scheduled after the AGM for 2021

**Meeting Closed** – 8.50pm

**End.**