

COFFS HARBOUR BASKETBALL

17 July 2023 Meeting Minutes Coffs Harbour Board of Management

Meeting: Coffs Harbour Basketball Association Board of Management
Convened by: Chair
Attendees: Nathanya Fall, Felicity Cook, Sarah Schmidt, Natalie Ballard, Adam Jones, Michelle Parker.
Location: Sports Central
Date and time: Monday 17th July 1800hrs
Apologies: Nil
Minutes by: Secretary Natalie Ballard

Minutes

No.	Agenda item
1	Meeting Open and Welcome: 1810hrs Present to Sam for her 1 year anniversary appreciation for Sam and what she has done for the association.
2	Attendance: Nathanya Fall, Felicity Cook, Sarah Schmidt, Natalie Ballard, Adam Jones, Michelle Parker (Via Zoom),
3	Apologies: Elliott Plater
4	Address from Admin: <ul style="list-style-type: none"> Rep -spring development went out today and trials will go out next week, week after, just updating the player guide JPL and NEJL and where you may travel to. Players need to fill in the questionnaire prior to being eligible to trial. All Division 1 teams will be trailing for JPL. Potential to have an information session on the Sunday trials. Logo – waiting to hear back in regards to colour change Clubs- looking ok every club has delegates, Wednesday delegates will be announced. 9 people to fill the roles, committee younger children coming through as well. Email address' set up and domain names are completed delegates. Meeting with delegates, information sheet and workshop and bring back to the board. Google form expression of interest to go to all registered players. Clubs day meet and greet BBQ to be organised. Apply for Grant to see if we can reduce costs of uniforms. Snr Competition 915 games for Men will not get the referees, will need to play on a Tuesday and forfeit the A women timeslot. When information posts are put up remove the option to comment.
	Adoption of Previous Meeting Minutes: Minutes from the 19th June Meeting be accepted. Move: Felicity Cook Second: Sarah Schmidt

	Carried.
5	<p>Business Arising Previous Minutes / outstanding items open items: *fix up the sentence in Item 17.</p> <ul style="list-style-type: none"> • Financial Advisor – Discussion as to what we invest and at what risk level, look to take a low risk level and have the plan developed and review at the end of 12 months. Prepare a plan with \$100K invested and seek plans to proceed with 50/50 • Move: dda – Adam Second Michelle Carried. Action: Sarah to Follow up and put in place. • YLM Financials- letter to bec finalised. • Presidents Shield – Email sent to les. • Email Domain – Done • Logo – Sam with on colours • Development Officer/Operations Manager Discussion- Board supported advertising through all medium, Felicity to discuss with Jarrod Moore Salary to be determined and discussed with Board for final approval board to make decision in 14 days. • Disciplinary Tribunal - • Zero Tolerance cards and promotion- No FB CHBA to develop tiles etc. for Social Media.
6	<p>Correspondence in/out:</p> <ul style="list-style-type: none"> • Sports Central Hire Agreement – to be signed Admin to be in contact in relation to some items that have been addressed additional items need to be addressed through sports centre management/user group.
7	<p>Electronic Voting: Nil</p>
8	<p>Financial Report: Financial Policy: Sarah to work with Michelle to develop the financial policies and then bring back to the board, including delegations, v BAU. Business Continuity Plan – look at doing the risk analysis and dynamic risk assessments and look to develop the BCP, to be looked into further.</p>
9	<p>Coaching Director Report: As per Email.</p>
10	<p>Representative Director Report: Admin and Sara to work on revamping the Rep Sponsorship document to be aligned across the Junior and Senior teams including more visual, current times an options, digital marketing and streamlined package. Discussion as to the Association sponsoring the Snr Teams further discussions to be had and draft proposal to be put to the board. Finals next weekend Rep Photos be ready by presentation. 18W through to finals. NEJL 8 teams through to finals.</p>
11	<p>Referee Director:</p> <ul style="list-style-type: none"> • Referee program Draft Document for discussion. • Will got his Advanced. • Jamboree Referee Nominations have been sent out to prospective refs and some have submitted EOI. • NEJL Finals Referees selected and roster has been sent out.
12	<p>Competitions Director Report:</p> <ul style="list-style-type: none"> • Clubs progress as per Sam.
13	General Business:

	Policies etc to have - QR codes paper etc. – look at this once web page up. Customer service. Discussions as to Roles and invited director in axillary roles.
14	Next Meeting Scheduled Meeting 21 st August 2023.
15	Meeting Close 2106hrs.