

COFFS HARBOUR BASKETBALL

16 October 2023 Meeting Minutes Coffs Harbour Board of Management

Meeting: Coffs Harbour Basketball Association Board of Management
Attendees: As per Item 2

Location: Sports Central

Date and time: Monday October 16, 1800hrs

Apologies: Natalie Ballard

Minutes by: Treasurer Sarah Schmidt

Minutes

No.	
1	Meeting Open and Welcome: Meeting Opened 1815hrs
2	Attendance: Sarah Schmidt, Nathanya Fall, Michelle Parker, Adam Jones, Felicity Cook and Eliot Plater
3	Apologies: Natalie Ballard
	<p>Address from Admin and Operation Manager:</p> <ul style="list-style-type: none"> • Website - hoping to get it finished shortly, Logo being finalised. • Clubs are rolling along. • Financial Planner meeting to be scheduled with OM also in attendance. • Conversations have been had regarding “prize” sponsorships for Senior Competitions have been had with WShore Hospitality group. • Member Protection Officer position– Neil OM advised he has this qualification and will review it is up to date.
4	<p>Adoption of Previous Meeting Minutes: Minutes from the 23rd August. Moved: Michelle Parker Second: Eliot Plater Carried</p>
5	<p>Business Arising Previous Minutes / outstanding items / open items:</p> <ul style="list-style-type: none"> • Financial Advisor – Meeting to be booked for plan proposal. • Review / Creation of policies to be undertaken – Conflict of Interest Register, Complaints Register, CHBA Constitution (ensure correct version on website), Referee Policy (commitment to CHBA as first priority). • All Directors to complete the Director Course sent by Sam before next meeting. Felicity Cook only one to complete so far.
6	<p>Correspondence in/out:</p> <ul style="list-style-type: none"> • Sports Central Hire Agreement- Email reply reviewed by board has been sent by Eliot. (Need to follow up on info from Les Gough regarding a significant financial contribution from CHBA in the past with the promise rent would not be charged. OM and President to follow up with Judy Smith and / or Julie Avery for any information.)

	<ul style="list-style-type: none"> Email from F45 gym with offers for senior teams to train. Felicity Cook has responded and will follow up. Email sent to Maria BNSW – regarding Valley Braves operating in Coffs Harbour LGA. Reply sent stating training can occur anywhere however Trials etc must occur in Macksville area.
7	<p>Electronic Voting:</p> <ul style="list-style-type: none"> Blake Kelly Sporting School Coach – Approved via Electronic vote. Acceptance of 3rd teams for Rep in U12B, U14G, and U14B discussed and accepted via Zoom. Zoom Meeting to discuss remuneration for Operations Manager and Director Roles.
8	<p>Financial Report:</p> <ul style="list-style-type: none"> Profit and Loss reports emailed Friday 13th October. OM discussed P & L figures from previous years, spoke about plans to increase revenue.
9	<p>Coaching Director Report:</p> <ul style="list-style-type: none"> As per Email Reviewed Request from Coach Merinda Rhodes for purchase of outdoor / portable basketball hoop. Request denied by board at present time. Admin / OM to reply to email. Majority of teams have an Assistant Coach, working towards each team having this in place before 2024 season. Board advised of coaching change in U16b age group. No new coaching appointment made yet. Next year's presentation night for Rep – look to move to a larger more formal venue. (Review the possibility of obtaining a grant to assist with this cost).
10	<p>Representative Director Report:</p> <ul style="list-style-type: none"> Majority of teams have Managers. Dates for JPL pre-season qualifier now undecided. Will advise Coaches and Managers as soon as this is locked in. JPL trials are not being run with Coastal Classic this year.
11	<p>Referee Director: As per report.</p> <ul style="list-style-type: none"> Community Referee Course to be held. Referee Supervisor – Training Analysis being completed. ACJBC – Clare Kelly requesting assistance. (Review if this is classified as a national event.) OM Suggested requesting assistance from BNSW Ref Fund. Bus from Hotel group being provided for Ref Action Day on 19th Nov 2023. Require a CHBA policy regarding refereeing outside of CHBA as first commitment. Seaside Classic Referee Nominations to be completed.
12	<p>Competitions Director Report:</p> <ul style="list-style-type: none"> Club jerseys have been distributed. Narwhals and Mantas to come in the following weeks. All clubs have completed team disbursements and divisions are being finalised. Raffles are looking to begin across the clubs- OM to meet with presidents to remind them of the weekly obligation to commit as well as the Financial Policy. Competitions Directors to draft email up for Club presidents to share regarding Zero Tolerance / Spectator Behaviour.

13	General Business: <ul style="list-style-type: none">• New director roles announced S Schmidt and N Fall – Competitions directors A Jones - Sponsorships
14	Next Meeting Scheduled Meeting 22 November 2023 – Christmas party.
15	Meeting Close: 2051