



14 October 2024 Meeting Minutes Coffs Harbour Board of Management

Meeting: Coffs Harbour Basketball Association Board of Management
Convened by: President
Attendees: Board of Directors
Location: Sports Central
Apologies: Michelle Parker
Minutes by: Natalie Ballard

AGENDA

| No. | Agenda item |
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| 1 | Meeting Open and Welcome: 605pm |
| 2 | Attendance: Joel Shannon, Adam Jones, Nathanya Fall, Natalie Ballard, Felicity Cook |
| 3 | Apologies: Michelle Parker |
| 4 | Adoption of previous minutes: Adam Jones Sarah Schmidt Carried Business Arising: Ref instructor, we had requested for Clare Kelly to be able to be included in the Referee Instructors course. |
| 5 | Correspondence in/out: Complaint via email. – Actioned Natalie. Email from Administration regarding changes in Employment status – As below Sarah Addressing. |
| 6 | Electronic Voting: Nil for this month |
| 7 | Treasurers Address: Staffing: Discussion in relation to Staffing levels and work tasks, only one staff member working full time limits coverage for leave, customer focus needs to be a priority, office hours to be looked at for coverage and also to ensure a redundancy in systems use. More than one person to be able to administer systems such as Connect, Competitions, Registrations and the like. Action: Sarah to liaise with fair work to discuss reduction of hours and change of contract. 20hrs per week, Permanent Part Time Accounts Manager is going on a period of leave, temporary fill in to undertake this position one day a week as is now until Accounts manager back from leave. Member is meeting with Michelle to go over the accounts process. |

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| | Adjustment to work hours during the school holidays with the centre closing at 3 pm Sam to finish at same time and clear out some of her TIL. Also has been asked to schedule some leave as leave balance is getting high. |
| 8 | Coaching Report: As attached. |
| 9 | BNSW Meeting with CEO: Wednesday 16 th October at sports central, CEO has meeting with sports centre manager and will take the opportunity to meet with the CHBA board while she is in town. |
| 10 | <p>General Business:</p> <p>Constitution: Commencement on the review of the Constitution has begun, Les has been working on the board composition and put together the process of the new composition.</p> <p>Strategic Plan Draft: There are still some figures that need to be added, Rachel Hendrick has been contacted to obtain the historical data for Aussie Hoops.</p> <p>Grants/Fundraising/Sponsorship Cass Wilson has kindly offered to be the lead on the working group for Grants Funding, Sponsorship, Troy Keays will be assisting Cass in the Sponsorship area, Jo Plater has been approached for assistance on the working group with fundraising and Hollie Sens due to her expression of interest to assist in this area.</p> <p>Competitions Committee: As previously discussed, clear delineation between the Clubs meetings and Competitions Committee and the role of the committee in relation to our strategic plan and desired outcomes, Cristi Juffermans has indicated a willingness to assist with the Competitions Committee. Board endorsed Cristi being apart of the competitions committee Action: Natalie to respond to Cristi and pass on Competitions Director contacts.</p> |
| 11 | Next Meeting Scheduled Meeting 18 th November 2024 |
| 12 | Meeting Close: 740pm |