



**18 November 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:**  
**Minutes by:** Natalie Ballard

**AGENDA**

No.	Agenda item
1	Meeting Open and Welcome: 1800hrs
2	Attendance: Joel Shannon, Natalie Ballard, Sarah Schmidt, Felicity Cook, Michelle Parker, Daniel Leaver
3	Apologies: Adam Jones
4	Adoption of previous minutes: Business Arising: Division of Domestic Competitions Completed. Cass Wilson Email has been responded to Referee Sponsorship signage has been completed and will be done shortly Referee shirts with sponsors have been ordered.
5	Correspondence in/out: Constitution Recommendation Les Gough. Terms of Reference – Competitions Committee Follow up of Ausie Hoops Figures for Strat Plan.
6	Electronic Voting: Split of Junior Domestic into Divisions. Unanimous Invitation of Dan Leaver as an appointed director of the board Unanimous Invitation of Hollie Sense as an appointed director of the board unanimous
7	Treasurers Address: Staffing update – KB has been doing a great job in Michelles Absence, she is also putting together some process documents this will help with any transition. Discussed changes in office structure and award, working with Fair Work Australia in relation to awards and process' for restructure of roles to enable balanced work, office hours coverage. Job descriptions and Structure has been discussed with current staff and their input has been received. Grants, Sponsorship and Funding group have been working on different grants and looking at sponsorship packages, TK has sent in some proposals.

8	Coaching Report: As attached.
9	Representative report: Teams nominated in Division 1 will be combined EJL and NJL Div 2 will be NJL standalone. Teams were given the option to trial for JPL. Bronwyn Vigors tournament 16 teams nominated.
10	Domestic Competition: <ul style="list-style-type: none"> <li>• Club Delegates meeting re divisions completed and email sent to club presidents to advise teams.</li> <li>• Competitions Committee meeting</li> <li>• 100club – Fundraiser Connect will be running on domestic comp nights will continue to run this to raise funds for a family day for domestic families.</li> </ul>
11	General Business: Constitution: <ul style="list-style-type: none"> <li>• Meeting with Les, Sarah and Natalie completed Les sent through the process for the elected officers section.</li> <li>• Cosmetic and Formatting to be completed once this has been done will be bought to the next Meeting for discussion and then sent out to the members for comment.</li> </ul> Strategic Plan: <ul style="list-style-type: none"> <li>• Draft Strat plan almost complete, BOM to go through and see if there is anything else that should be put in</li> <li>• Figures from differing areas have been compiled.</li> <li>• Once draft in place to be sent out to Members for feedback anticipate this will be sent by December with feedback period to close off in January via social media and then direct.</li> </ul> Competitions Committee: <ul style="list-style-type: none"> <li>• Cristi Juffermans has agreed to undertake the Chair of the Competitions Committee</li> <li>• Competitions Committee Terms of Reference in draft format.</li> <li>• Clubs Bylaws have been completed in draft format.</li> <li>• Referee payment structure to be deferred to next meeting.</li> </ul>
11	Next Meeting Scheduled Meeting 16 <sup>th</sup> December 2024
12	Meeting Close: 1940