



16 December 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
3	Apologies: Adam Jones, Daniel Leaver
4	Adoption of previous minutes: Moved: Michelle parker Second: Sarah Schmidt Carried. Business Arising: Strat Plan to be discussed in GB. Draft Amended Constitution to be discussed in GB. Staffing Restructure to be discussed in GB.
5	Motion: Move that Samantha Amos be removed from all Coffs Harbour Basketball Bank Accounts and Visa card at National Australia Bank. Move Sarah Schmidt to be added to the visa card and new card ordered. Mover: Natalie Ballard Seconded: Joel Shannon Carried.
6	Electronic Voting: Signage for Stadium and also the box on court 1. unanimous
7	Treasurers Address:

	<ul style="list-style-type: none"> • Job descriptions have been drafted for BOM to go through, input from current staff in relation to split has been included. • Draft formats discussed with a few minor changes. • Sam Amos has accepted a full-time role and will be finishing with CHBA prior to Christmas, Coverage of office will be undertaken by KB as she has been filling in for Michelle and undertaking handover from Sam. • Full time hours on a temporary basis will be covered by KB and advertisement of new structure will be done in January after the Christmas period. • Letter to be sent to KB to offer the full time temporary position until positions are advertised and filled. • Unsuccessful with Defib grant. • Looking to secure grant for a new cage for equipment this will allow airflow and also visibility for all domestic and rep coaches.
8	<p>Representative report:</p> <ul style="list-style-type: none"> • Waratah Junior League and JPL nominations have been collated. • Referees' nominations have been sent up.
9	<p>Domestic Competition:</p> <ul style="list-style-type: none"> • Completed for 2024 • Snr Domestic Competition EOI has been sent out. • U9 competition EOI have been sent out. • Sponsored referee shirts have been received referees who are refereeing 2/4 nights a week will have one to take home others will be handed out on the night and returned to be washed due to the number of referee shirts given out to refs who then no longer referee. • Woolgoolga primary schools' competition will run the same in Term 1, competition to be adjusted in Term 2 onwards to be worked on with Cristi moving forward. • Referee course recently run in conjunction with Woolgoolga High 12 participants undertook the course correspondence with Ryan Twigg to include follow up with referees for 2025.
10	<p>General Business:</p> <p>Constitution: Went through formatting and areas where changes made by the working group including the he/him to their, entry of CHBA in areas where were listed as BNSW only, formatting of table of contents and headers to bring into alignment and consistency throughout the document, insert amendment of suggested changes for composition of board and election cycles of 2 years. Looked at the life members section in conjunction to other association Life members section Board would like to keep it as it is as it fits our assoc better. Once these have been completed to be sent out to the members via social media with summary of suggested changes, for consultation Once feedback collated send out via Email to members for further feedback. The staged approach will mean more significant feedback opportunities. At the completion of consultation to be put together and special general meeting called for the adoption of the amended constitution.</p> <p>Strategic Plan: Draft has been completed board approve it being posted on social media and on our website for consultation with members leave open until 15th January this gives</p>

	<p>in excess of 21 days for feedback and suggestions. Once feedback collated send out via Email to members for further feedback. The staged approach will mean more significant feedback opportunities.</p> <p>Staffing: The Operations role was reviewed and the Operations Manager and Board agreed that the association is not in a position to have this role at this time, discussions with current and previous staff in regards to having 2 administrative roles and an accounts role is what is best suited to the association and financially viable for our members.</p> <p>Role descriptions were workshopped, information from current staff and previous staff has been included to ensure it has been captured and the cross over of tasks is included to ensure coverage where staff are on leave, provisions of the award and wage components discussed. Office hours to be adjusted and advertised for the Christmas holiday period, advertising of new structure roles to be done in January.</p> <p>School Holiday camps being finalised. BNSW camps to be advertised and promoted for these holidays as well.</p> <p>Feedback given to Sports Stadium Manager for support for grant submission and CHBAs voting on priority items as per request.</p>
10	Next Meeting Scheduled Meeting 20 th January 2025
11	Meeting Close: 1900hrs