



**Williamstown Cannons Basketball Club Inc**  
**Registered No A0031670Z**

Minutes of the general monthly Committee meeting held on Tuesday 23<sup>rd</sup> July 2019 at Santorini Restaurant, Williamstown.

Meeting commenced 7.42pm

Present:

- |                                    |                                |   |
|------------------------------------|--------------------------------|---|
| Shaun Huntington – President       | Darren Knight – Vice President | Lauren Dittmar – Secretary (Minute Taker) |
| Karen Mathers –Registrar           | Sam Ladd – Treasurer           | Chris Herreich – Committee Member         |
| Jeremy Barnes – Committee Member   | Leon Suslov – Committee Member |   |
| Georgie Evanson – Committee Member |                                |   |

Guests:

None

Apologies:

Loretta Laudato – Committee

**Welcome Cannons Committee Members and Confirm Meeting Minutes**

The Minutes of the previous meeting on 21<sup>st</sup> May were confirmed.

Minutes Authorised: \_\_\_\_\_

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Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
01	7.43pm	Treasurer Update <b>Attachments 1a, 1b &amp; 1c</b>	<ul style="list-style-type: none"> <li>○ Financial update.</li> <li>○ Discussion on budgeting approach.</li> <li>○ No changes to fees proposed at this time.</li> </ul>	<ul style="list-style-type: none"> <li>● Sam to prepare &amp; circulate monthly budget breakdown.</li> <li>● Shaun &amp; Sam to review budget and share at next Committee Meeting.</li> </ul>
02	8.13pm	Registrar Update	<ul style="list-style-type: none"> <li>○ Handover continues.</li> <li>○ Age Coordinator session scheduled for Thursday – date may be changed.</li> <li>○ Registrar noted that her response times may not be as fast as people are used to, given she works full-time. President acknowledged that we’re all volunteers and we do the best that we can with the time that we have. President also acknowledged the consideration of some admin support, to be discussed in a later agenda item.</li> <li>○ Feedback received about the grading of some teams seems too high.</li> </ul>	<ul style="list-style-type: none"> <li>● Expectations of Age Group Coordinator role to be discussed at Age Group meeting by Registrar.</li> <li>● IT Support required to Registrar to fix email access issues.</li> <li>● Darren to liaise with Westgate on team grading feedback.</li> <li>● Karen to liaise with ABBA with Coaches permission to moderate teams moving.</li> </ul>
03	8.32pm	Secretary Update	<ul style="list-style-type: none"> <li>○ Committee Changes &amp; Vacancies – Girls U10 Age Grp Coord; Coaches Equip; Sponsorship, WWCC. We don’t have volunteers for these roles at this time. We will continue to call for them in our communications to members. Lauren recommended that the WWCC be held by a member of the Committee and suggested she take this on for now. The Committee agreed.</li> <li>○ Club Representatives at Meetings – Westgate &amp; Altona. Agreed that Darren would move from Altona to Westgate rep &amp; Karen would take on Altona rep.</li> <li>○ Check-in on our Committee Meeting – feedback on day and start time. Agreed that the meetings are starting and ending to late in the evening and we would trial a meeting time of 6.45pm for a 7pm start.</li> <li>○ Club &amp; Committee Communication Trial (Slack &amp; TeamApp) including feedback from Georgie. Everyone agreed to trial TeamApp and park Slack for now. Most Team Managers &amp; Coaches are now on TeamApp. Need to keep referring people to TeamApp.</li> <li>○ AGM Preparation. AGM date to be identified for some time in October.</li> <li>○ Possibility of a paid admin role. Given the size of the club and the large amount of administration time spent by a number of members of the Committee, do we need to look into a paid administration role for a few hours a week, specifically to maintain records associated with registration, team lists, databases,</li> </ul>	<ul style="list-style-type: none"> <li>● Lauren to liaise with Kim Hoy for WWCC handover.</li> <li>● Darren to commence as Cannons Rep for Westgate.</li> <li>● Karen to commence Cannons Rep for Altona.</li> <li>● Lauren to advise Westgate and Altona of the change in Cannons Reps.</li> <li>● Lauren to schedule next Committee meeting at new time of 6.45pm for 7pm start.</li> <li>● Shaun/Sam/Lauren to prep for AGM including identifying date.</li> <li>● Lauren &amp; Karen to review the option of a paid administration role and make a recommendation.</li> </ul>



Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
			<p>communications, fee follow up, uniform follow up, sponsorship meetings etc. An action was taken for Karen and Lauren to review and make a recommendation.</p> <ul style="list-style-type: none"> <li>○ Privacy Policy to be covered in separate item.</li> <li>○ WWCC matter to be covered in separate item.</li> </ul>	
04	8.51pm	President Update	Covered in other agenda items.	
05	8.52pm	Uniform Update <b>Attachments 5a &amp; 5b</b>	<p>Decisions required</p> <ul style="list-style-type: none"> <li>○ Endorsement of timeline – Committee agreed to the proposed timeline.</li> <li>○ Agreement on supplier agreement including duration of contract – Committee agreed to a 1 year contract with a further 1 year at Club’s discretion; exclusivity on uniform only, to be reviewed in the future. Karen had further suggested edits that she agreed to mark up and send to Shaun.</li> <li>○ Agreement on costs – Georgie moved a motion to charge the wholesale price. Committee voted 7 to 2 in favour of charging the wholesale price. Committee agreed to charge the wholesale price (noting that the supplier is providing a one-off lower wholesale amount for the initial bulk order and the wholesale amount will increase after this). The Club will not profit from the selling of these uniforms. Discussion was then had on whether the Club should be subsidising further costs associated with the uniform changeover. Two proposals were put forward. Proposal 1 was no subsidy. Proposal 2 was to subsidise the postage. Committee voted 5 to 4 in favour of Proposal 2 to subsidise the postage. It was agreed that postage would be subsidised in the initial bulk order only and the Club would not subsidise the postage costs ongoing.</li> <li>○ Endorsement of comms to members including management of member emails and mobile phone numbers – to be covered in the Privacy Policy discussion.</li> <li>○ Discussion on the accuracy of the members database. Lauren &amp; Karen suggested it requires a review and update to ensure previous players have been removed.</li> <li>○ Discussion was then had about how to manage some of the other stock with the previous supplier, specifically Training Tops, Polos and Coaches Bags of a cost of</li> </ul>	<ul style="list-style-type: none"> <li>● Lauren to prepare the uniforms communications to members.</li> <li>● Lauren to liaise with Lucy &amp; Karen on uniform changeover plan.</li> <li>● Shaun to liaise with First Ever on the contract changes and reach agreement.</li> <li>● Karen to send through her suggested changes marked up in the contract to Shaun.</li> <li>● Lauren &amp; Karen to discuss and agree on the best way to keep the member database current, noting the system limitations with SportingPulse.</li> <li>● Shaun to liaise with previous supplier on the purchase of some of the other stock.</li> </ul>



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			~\$2,400. Committee agreed that these items would be used and it was agreed to purchase these from the previous supplier.	
06	9.54pm	Sponsorship Update	<ul style="list-style-type: none"> <li>o Interest and next steps in sponsorship</li> <li>o Exploring Community Grants as a potential funding avenue for costs of uniform changeover</li> </ul>	<ul style="list-style-type: none"> <li>• Jeremy to compile a list of local businesses in the area and commence some meetings.</li> </ul>
07	n/a	Committee Changes and Vacancies	Covered in Secretary Update.	<ul style="list-style-type: none"> <li>•</li> </ul>
08	9.56pm	Privacy Policy <b>Attachments 8a &amp; 8b</b>	<ul style="list-style-type: none"> <li>o Committee reviewed the Privacy Policy drafted by Lauren with some external guidance. The Committee agreed to introduce the Policy ahead of the Uniform Changeover plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Lauren to publish and circulate the Privacy Policy to members. The communications must include the ability for members to opt-out of having their details shared with the First Ever (uniform supplier).</li> </ul>
09	10.09pm	Working With Children Matter Update	[Content redacted.]	<ul style="list-style-type: none"> <li>• [Content redacted.]</li> </ul>
10	10.31pm	Code of Conduct	<ul style="list-style-type: none"> <li>o Discussion was had about a number of matters that had been raised across the club relating to conduct of our own teams and other teams.</li> <li>o We noted the Club's codes of conduct that are available on the website and that we would reinforce these messages at Coach, Team Manager and Age Group Coordinator events, as well as including the acknowledgement in the next registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Karen agreed to attend 2 games against other clubs where the behaviours in those clubs had been raised as a concern, to observe.</li> </ul>
11		Program for Children With Special Needs	Deferred.	<ul style="list-style-type: none"> <li>•</li> </ul>



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12		Review of Action Items from last meeting	Deferred.	<ul style="list-style-type: none"><li></li></ul>

Meeting concluded 10.42pm - Next Meeting: Tuesday, 3<sup>rd</sup> September 2019 at the new time of 6.45pm for a 7pm start.

Actions from previous meetings – 5<sup>th</sup> March 2019 and 21<sup>st</sup> May 2019 plus the new items from 23<sup>rd</sup> July 2019.

*Note: Action items were reviewed by the Committee via email after the last meeting and completed tasks were removed.*

Responsibility	Action Items
<b>Sam</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Kim to follow up an Auditor to review the past 2 financial year records. (5/3) Status: In progress with Sam.</li> <li><input type="checkbox"/> Sam to prepare &amp; circulate monthly budget breakdown. (23/7)</li> <li><input type="checkbox"/> Shaun &amp; Sam to review budget and share at next Committee Meeting. (23/7)</li> <li><input type="checkbox"/> Shaun/Sam/Lauren to prep for AGM including identifying date. (23/7)</li> <li><input type="checkbox"/></li> </ul>
<b>Shaun</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shaun and Lauren to arrange thanking Penny for her contribution and liaison on the SportTG review and feedback submission. (21/5)</li> <li><input type="checkbox"/> Shaun to review the Grant program this year. (12/5)</li> <li><input type="checkbox"/> Shaun &amp; Sam to review budget and share at next Committee Meeting. (23/7)</li> <li><input type="checkbox"/> Shaun/Sam/Lauren to prep for AGM including identifying date. (23/7)</li> <li><input type="checkbox"/> Shaun to liaise with First Ever on the contract changes and reach agreement. (23/7)</li> <li><input type="checkbox"/> Shaun to liaise with previous supplier on the purchase of some of the other stock. (23/7)</li> <li><input type="checkbox"/></li> </ul>
<b>Lauren</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lauren to liaise with Kim and Karen to formalise any paperwork required. (21/5)</li> <li><input type="checkbox"/> Lauren to liaise with Kim Hoy for WWCC handover. (23/7)</li> <li><input type="checkbox"/> Lauren to advise Westgate and Altona of the change in Cannons Reps. (23/7)</li> <li><input type="checkbox"/> Lauren to schedule next Committee meeting at new time of 6.45pm for 7pm start. (23/7)</li> <li><input type="checkbox"/> Shaun/Sam/Lauren to prep for AGM including identifying date. (23/7)</li> <li><input type="checkbox"/> Lauren &amp; Karen to review the option of a paid administration role and make a recommendation. (23/7)</li> <li><input type="checkbox"/> Lauren to prepare the uniforms communications to members. (23/7)</li> <li><input type="checkbox"/> Lauren to liaise with Lucy &amp; Karen on uniform changeover plan. (23/7)</li> <li><input type="checkbox"/> Lauren &amp; Karen to discuss and agree on the best way to keep the member database current, noting the system limitations with SportingPulse. (23/7)</li> <li><input type="checkbox"/> Lauren to publish and circulate the Privacy Policy to members. The communications must include the ability for members to opt-out of having their details shared with the First Ever (uniform supplier). (23/7)</li> <li><input type="checkbox"/> [Content redacted.]</li> </ul>
<b>Chris</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chris/Leon to explore a Coaches Training session through the guest speaker around the start of the 19/20 Summer Season around early October 2019. Secure date then Committee can identify venue and advertise before school breaks. Chris to advise Committee by 6<sup>th</sup> August.</li> </ul>
<b>Darren</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Darren to commence as Cannons Rep for Westgate. (23/7)</li> <li><input type="checkbox"/> Darren to liaise with Westgate on team grading feedback. (23/7)</li> </ul>



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<b>Jeremy</b>	<input type="checkbox"/> Jeremy to compile a list of local businesses in the area and commence some meetings. (23/7)
<b>Leon</b>	<input type="checkbox"/> Leon to forward Lauren the questions/feedback on GameDay accuracy. Lauren to follow up with ABBA & Westgate. (5/3)
<b>Karen</b>	<input type="checkbox"/> Karen will liaise with Kim and Valeria on Handover. (21/5) <input type="checkbox"/> Karen and Valeria to read SportTG review that Lauren circulates via email. (21/5) <input type="checkbox"/> Expectations of Age Group Coordinator role to be discussed at Age Group meeting by Registrar. (23/7) <input type="checkbox"/> IT Support required to Registrar to fix email access issues. (23/7) Complete. <input type="checkbox"/> Karen to liaise with ABBA with Coaches permission to moderate teams moving. (23/7) <input type="checkbox"/> Karen to commence Cannons Rep for Altona. (23/7) <input type="checkbox"/> Lauren & Karen to review the option of a paid administration role and make a recommendation. (23/7) <input type="checkbox"/> Karen to send through her suggested changes marked up in the contract to Shaun. (23/7) <input type="checkbox"/> Lauren & Karen to discuss and agree on the best way to keep the member database current, noting the system limitations with SportingPulse. (23/7) <input type="checkbox"/> Karen to check and follow up all outstanding fees for members. (23/7) <input type="checkbox"/> Karen agreed to attend 2 games against other clubs where the behaviours in those clubs had been raised as a concern, to observe. (23/7)
<b>Future Agenda Items</b>	<input type="checkbox"/> Gators Feedback Letter (5/3)