



Minutes of the general monthly Committee meeting held on Monday 6th July 2020 via Skype.

Meeting commenced 7.35pm

Present:


- | | | |
|-----------------------------------|---------------------------------|---|
| Shaun Huntington – President | Darren Knight – Vice President | Jeremy Goldin – Registrar |
| Chris Herreich – Committee Member | Sam Ladd – Outgoing Treasurer | Georgie Evanson - Committee Member |
| Jeremy Barnes – Committee Member | Danny Gotama – Committee Member | Lauren Dittmar – Secretary (Minute taker) |

Apologies:

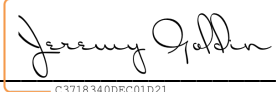
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| Guest then Committee Member: | Loretta Laudato – Committee Member |
| | Leanne Chapple – Uniform & Merchandise Coordinator |

Welcome Cannons Committee Members and Confirm Meeting Minutes

The Minutes of the previous meeting on 3rd June 2020 were confirmed. (Leanne & Darren)

Minutes Authorised:

16/08/2020

Danny Gotama

Minutes Authorised:

16/08/2020

Jeremy Goldin



Williamstown Cannons Basketball Club Inc

Registered No A0031670Z

Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
01	7.36pm	Review of action items from previous meeting (Lauren)	<p>Action: Working Group of JG, LD, CH & GE to meet and prepare the Covid Action Plan. Ongoing, refer to separate update.</p> <p>Action: SH to commence advertising the Coach & Player Development role. Ongoing, refer to separate update.</p> <p>Action: LD to see if there are higher res images on hard drive & share with DG & LC Complete.</p> <p>Action: DG to be appointed as Club Web Design/Social Media Coordinator, LC to partner with him. DG to propose costs for approval. DG & LC to form the working group. Ongoing, refer to separate update.</p>	
02	7.38pm	Key dates review (Lauren)	<p>4th July: Option 1 of 2 for Coaches to collect sanitisation materials. 6th July: Committee Meeting. 7th July: Option 2 of 2 for Coaches to collect sanitisation materials. 10th July: Players registered with BV and Cannons via PlayHQ. 10th July: Playing fees due (notional date). 13th July: Training commences. 17th July: Teams need to be confirmed and registered with ABBA. 24th July: Altona Winter Season Commences Round 1 31st July: Refunds and Credits to be processed by (notional date) 19th September – 4th October: Term 3 School Holidays 16th/17th October: Round 11 (last fixture round) 23rd/24th October: Grand Final Round</p> <p>Insights from teams: Some age groups are continuing mainly with most players. Some age groups are 50/50. It appears families are waiting to see what happens.</p> <p>Approach to managing court hire:</p>	<ul style="list-style-type: none"> • LD to send a reminder to Coaches for the sanitisation collection time tomorrow night. • JG to schedule Age Group Coordinator meeting to be added prior to 24th July. • JG liaising with AGCs and AGCs need to confirm by Friday 10th.



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			<p>Need to consider best approach to managing court hire if we have less teams playing this season.</p> <p>Estimate we will have approximately 50 teams (so dropping by about one third). Recommend that we prioritise Williamstown North Primary School and Williamstown High School. Everyone voted in agreement with this.</p> <p>Last season: 41 hours of training slots per week.</p> <ul style="list-style-type: none"> • 20 Williamstown High • 8 WNPS • 7 ANPS • 5 Newport Gardens 	<ul style="list-style-type: none"> • GE to liaise with schools in the second week of term.
03	8.06pm	Covid Working Group Update (Jeremy G, Georgie, Chris & Lauren)	<p>Items complete:</p> <ul style="list-style-type: none"> • Health & safety guidance issued to Coaches and families including Cannons Minimum Training Guidelines. • Operational guidelines received from ABBA for how their competition will run. High level guidelines shared with families. • Registration fees and process shared with families. • Process for requesting refunds and credits shared with families. • Sanitisation materials available for Coaches to collect. • Team App selected as the technology to record attendance. <p>Items outstanding:</p> <ul style="list-style-type: none"> • Confirmation of registrations/teams known. • Fee for children of coaches to be agreed. • Refunds and credits to be processed. • Remainder of sanitisation material to be collected. • Hiring agreements with schools to be finalised including training court capacity required. • Club Covid Coordinator – Melissa Mee has volunteered. Nurse at Werribee Mercy Hospital. Role is to be a central point regarding our current protocols, if there are breaches etc. 	



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			<p>Discussion: What is our position on schools that have someone test positive for COVID? Response: Children can not attend training and games until they hear from DHHS. Anyone with respiratory symptoms at all, choice 1 is they get tested and don't attend training or games until that test is negative. Choice 2, if they don't get tested, they should be sitting out for 14 days from the onset of the symptoms, and only return if the symptoms have been gone for 72 hours.</p>	<ul style="list-style-type: none"> Working group to communicate treatment of positive test situations with schools in the next round of communication. Refer to JGs communication provided to Gators on this topic. JG organise to brief Melissa Mee and then the Covid Working Group will meet with her.
04	8.21pm	Coach and Player Development Sub Committee Update (Shaun, Darren, Chris, Jeremy B)	<ul style="list-style-type: none"> Job description shared through local networks. Club has received two applicants. Contact Sedale Threat has indicated he may have some referrals. SH to get the JD up on the BV website. Aiming to have Director of Coaching by the start of summer season otherwise it will push into 2021. Interview panel – Chris Herreich, Mark Peverall, Dale Malein (former president of Williamstown Magic) 	<ul style="list-style-type: none"> SH to get the JD up on the BV website.
05	8.25pm	Website/Social Media Sub Committee Update (Danny, Leanne)	<ul style="list-style-type: none"> Update per Danny's email sent to Committee on 26th June 2020: Domain name and hosting Wordpress/web design template Mailchimp for communications To proceed, need approval for costs of \$69USD as a one off template set up then \$9.99USD per month for MailChimp subscription. Could increase to \$15/\$20 per month once you get significant increase in subscribers. Need to manage the process for transferring contact details/emails and transferring the website content. President moved a motion that if DG and LC accept it, I'd like to partner you with JB and provide an initial budget for \$2,000 to make this happen. Create a standing sub committee to work in that space. Committee voted unanimously in agreement with this motion. Motion approved. <p>Uniform update:</p> <ul style="list-style-type: none"> LC has designed a full uniform range (beanies, caps, new coach polos, new coach hoodies, new coach bags and player bags, drink bottles). 	<ul style="list-style-type: none"> LC to come back to SH with the cost of the bottles before ordering.



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			<ul style="list-style-type: none"> • Able to get drink bottles with 30 year logo on for ~\$2.40. • Would love to be able to give these bottles to our returning players this year. • Two week lead time to get those bottles made. Hoping to have samples in the next week to show the Committee. 	
06	8.44pm	President Update (Shaun)	<ul style="list-style-type: none"> • Committee changes <ul style="list-style-type: none"> ○ LS has resigned from the Committee. We thank him for his time and contribution to the Committee. ○ LC has been involved with us for a little while now, doing a terrific job with uniforms, merchandise and working with DG on digital items; and she has been formally invited to join the Committee, which she has accepted. Welcome LC. ○ Looking for permanent Treasurer appointment. SL kindly staying on completing some tasks behind the scenes until we find a replacement. 	
07	8.47pm	Registrar Update if required (Jeremy G)	<ul style="list-style-type: none"> • Queries regarding fees for Coaches children. Normally \$100. JG recommend it remains at \$100. All Committee voted yes. • Queries from Coaches whether they can have more than 8 players in their team and only have 8 players turn up on the day for games. • Need to try to have teams locked in, in the next week. • JB asked if there was any mention of different playing times with the netball competition not running ie. earlier in the afternoon. 	<ul style="list-style-type: none"> • JG to write something to Joan at ABBA to clarify if we can have more than 8 people registered in the team, and rotate up to 8 players each week. • Committee to let JG know if any teams are interested in the earlier game times rather than evening times, for JG to share with ABBA.
08	8.54pm	Treasurer Update (Sam)	<ul style="list-style-type: none"> • P&L statement saved in dropbox. • Draft Cannons Financials for FY20 saved in dropbox. • Just under \$40,000 in the bank. • Term deposit continuing ~just under \$800 interest for the last financial year. • Fees are slowly coming through - since 1 July, 7 people have paid the new rate of \$150. • Financial statements lodged with accountant and received draft back today. • SH to review and approve. • BAS lodged and completed for 30 June 2020. • Due to no fees and season not commencing yet, club made a loss of \$1,553.60 for FY ending 30 June 2020. 	<ul style="list-style-type: none"> • LD to review bank statements and plan for refunds and advise Committee of the cost of refunds. SL offered to assist. • LC to liaise with LD on communication for selling existing stock.



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			<ul style="list-style-type: none"> SH asked Committee to review the financials. SH advised that the Club received \$1,000 grant from the government, received last FY which was allocated to put towards club uniforms, merchandise and supplies. YoY we're about \$73,000 down on fees and merchandise. 	
09	9.08pm	Secretary Update if required (Lauren)	<ul style="list-style-type: none"> Updating Committee & Volunteers Contact Page Access to Cannons Facebook Page 	<ul style="list-style-type: none"> LD to investigate & recommend Cannons debit/credit card. Committee to send LD their photo and information for inclusion in the Contacts Page
10	9.11pm	ABBA Meeting Update (Danny Gotama) if applicable	<p>Key meeting updates:</p> <ul style="list-style-type: none"> 5 clubs indicated they would like to return to games. Altona Netball decided not to have a Winter Season, and not continue for 2020. Ensure locked down suburbs are not entering the stadium. Should be monitored and managed by the Clubs. Target start date 24 July. Register teams by 17 July. 11 week season. Clubs able to Register their teams up to 5 weeks into the season. More courts available due to Netball being absent. 	<ul style="list-style-type: none">
11	9.12pm	Westgate Meeting Update if applicable	<p>Key meeting updates:</p> <ul style="list-style-type: none"> Meetings focussed around preparation for new season – home and away rounds plus two weeks of finals. Things changed quickly prior to last week's meeting. Westgate is located around the hot spots. Issue with access to Whitten Oval. Unlikely to get approved. Recwest Braybrook was considering later Saturday and Sunday games. Eventually plans were discarded due to cancellation of the Winter Season. Updating the by-laws, still working through them. New rings at Recwest Braybrook. Westgate considering bringing summer season forward. Keen to return. 	



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12	9.16pm	Sponsorship update if applicable (Jeremy B)	<ul style="list-style-type: none"> New Sponsor: Floor Care Australia. Thank you to Chris and Jenny Herreich. Recognised as a Community Sponsor for 12 months. Providing the sanitisation materials for our teams. First official club communication has gone out with Community Sponsors featured. Physio Symmetry will feature on the new polo and hoodies + Return to Sport news. 	<ul style="list-style-type: none"> JB to follow up with prior conversations that were underway with other potential sponsors, when the timing is right.
13		Any other business	<ul style="list-style-type: none"> None 	
14			Meeting closed: 9.22pm Next meeting date agreed for: to be confirmed for four weeks' time. May required one sooner.	



Actions from previous meetings.

Responsibility	Action Items
Sam	<input type="checkbox"/> Treasurer to make decision on hardship cases with the approval from one other committee member (26/3)
Shaun	<input type="checkbox"/>
Lauren	<input type="checkbox"/> Assign portfolios to each Committee Member in comms and contact lists that go out. <input type="checkbox"/> Add in Age Group Grading when Registrations come out. Needs to be clear months in advance.
Chris	<input type="checkbox"/> Coaches/TM meeting twice per year.
Jeremy Barnes	<input type="checkbox"/> Require HI – RES Logo for the current Cannons Logo (26/3) <input type="checkbox"/> Templates for sponsorship logo & Symmetry to be done on club merchandise (26/3) <input type="checkbox"/> New logo including sponsor to be applied to coaching polos (26/3)
Jeremy Goldin	<input type="checkbox"/> TG Sports communications on file to be saved for future records (26/3) <input type="checkbox"/> Require confirmation from BV when they will commence the \$25 payments from (26/3) <input type="checkbox"/>
Georgie	<input type="checkbox"/> Check hire agreements with schools (26/3)