



Minutes of the general monthly Committee meeting held on Wednesday 3<sup>rd</sup> June 2020 in person and Via Skype.

Meeting commenced 7.36pm


**Present:**

- |                                   |   |                                    |
|-----------------------------------|---|------------------------------------|
| Shaun Huntington – President      | Darren Knight – Vice President            | Jeremy Goldin – Registrar          |
| Chris Herreich – Committee Member | Leon Suslov – Committee Member            | Georgie Evanson - Committee Member |
| Danny Gotama – Committee Member   | Lauren Dittmar – Secretary (Minute taker) | Loretta Laudato – Committee Member |


- Apologies:     Jeremy Barnes – Committee Member; Sam Ladd – Treasurer  
 Guests:        Leanne Chapple – Uniform Coordinator

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

The Minutes of the previous meeting on 13<sup>th</sup> May 2020 were confirmed.

Minutes Authorised:  23/07/2020

Darren Knight

Minutes Authorised:  08/07/2020

Leanne Chapple



**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><b>Action:</b> LS to speak to SL to understand the requirements of the Treasurer role. <b>Not complete.</b></p> <p><b>Action:</b> LD to call Basketball Victoria and understand if outdoor training is covered by current insurance. <b>Complete</b></p> <p><b>Action:</b> GE to follow up with Schools to understand their position on access for training. <b>No further communication with the schools at this time as we decided not to hire the outdoor courts. The current training spots will remain until we as a Club decide to go back.</b></p> <p><b>Action:</b> LD to prepare latest Cannons communication draft for SH to review and arrange sending out the Comms to the families. <b>Complete</b></p> <p><b>Action:</b> CH will arrange sourcing of sanitiser, wipes etc. <b>In progress. Update in the coming days.</b></p> <p><b>Action:</b> Committee to advise LD if their emails are not working. <b>Noone has advised.</b></p> <p><b>Action:</b> SH to commence advertising the Coach &amp; Player Development role. <b>Has not been actioned yet but conversations have been had with a number of Committee and ready to go when we're ready.</b></p> <ul style="list-style-type: none"> <li>DG to assist with posting the JD on the Cannons website.</li> </ul> <p><b>Action:</b> Website updates - SH to email DG, LD &amp; Leanne C with request for presenting at next Committee meeting. <b>Complete</b></p> <ul style="list-style-type: none"> <li>DG to investigate another website to cover taking payments; communicating with members; and the overall new Club website. <b>Complete. See Agenda Item 10.</b></li> </ul>	<ul style="list-style-type: none"> <li>LS to connect with SL this week.</li> </ul>
02	7.41pm	President Update (Shaun)	<p>Including:</p> <ul style="list-style-type: none"> <li>COVID-19 Update and preparation to resume training and games               <ul style="list-style-type: none"> <li>Advertised for a Covid Coordinator, no interest received.</li> <li>Propose that Committee approach a few members to try to fill the role.</li> <li>A role where they will be passing on information to each team's nominated Covid person. Each team will need to have a nominated person managing the expectations for that team.</li> <li>Aiming to commence training with the new school term.</li> <li>Need to have the sanitisation, the training etc ready.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Working Group of JG, LD, CH &amp; GE to meet and prepare the Covid Action Plan.</li> </ul>



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Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
			<ul style="list-style-type: none"> <li>Propose that a working group form out of this Committee tonight to develop the training materials.</li> <li>JG, LD, CH + GE to be the working group. Need to take direction from Basketball Victoria; need to prepare for the Covid Officer role, the Responsible Person for each team, the equipment cleaning plus the logistics.</li> <li>Basketball Victoria meeting tomorrow.</li> <li>Covid/Responsible Person needs to keep a log of people attending training for contact tracing.</li> <li>Ongoing communication to members re current season</li> <li>Committee recruiting</li> </ul>	
03	7.58pm	Registrar Update if required (Jeremy G)	<ul style="list-style-type: none"> <li>Email forwarded to AGCs to give them an update on where things are at.</li> <li>Everyone is waiting to hear from the Club on when things will ramp up.</li> <li>Will need to form teams quickly.</li> <li>SH suggested the working group can consider when the Registrations need to be done by, including early bird fee reductions etc.</li> </ul>	
04	8.04pm	Treasurer Update (Shaun for Sam)	Update from Sam: <ul style="list-style-type: none"> <li>No change to the P&amp;L from last month.</li> <li>BAS has been lodged and a refund of \$251.00 has been received.</li> </ul>	
05	8.05pm	Secretary Update if required (Lauren)	<ul style="list-style-type: none"> <li>No update</li> </ul>	
06	8.05pm	Player & Coach Development Update (Shaun, Jeremy et al) if required	<ul style="list-style-type: none"> <li>No update</li> </ul>	



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07	8.07pm	ABBA Meeting Update (Danny Gotama) if applicable	<ul style="list-style-type: none"> <li>No meetings since last update.</li> </ul>	
08	8.05pm	Westgate Meeting Update if applicable	<ul style="list-style-type: none"> <li>Bylaws review underway</li> </ul>	
09	pm	Sponsorship update if applicable (Jeremy B)	<ul style="list-style-type: none"> <li>No update</li> </ul>	
10	8.09pm	Website Update (Danny)	<ul style="list-style-type: none"> <li>Looking at functionality and design of website needs + database storage for team lists and team management + communications + link to payments system + social media integration + uniform shop</li> <li>Suggest a working group of our needs and what we want to do going forward.</li> <li>First option is the preferred one based on functionality. Need to consider costs.</li> <li>Consider refreshing logo, hi res images.</li> </ul> <p>Notes provided by Danny ahead of time for review:</p> <ul style="list-style-type: none"> <li>Website development: Wordpress</li> <li>Options for design template:               <ul style="list-style-type: none"> <li><a href="http://oxigeno.bold-themes.com/basketball/">http://oxigeno.bold-themes.com/basketball/</a> USD69.00 (PREFERRED, as it has similar features as current site structure ie less modifications required)</li> <li><a href="https://splash.stylemixthemes.com/basketball/">https://splash.stylemixthemes.com/basketball/</a> USD59.00</li> <li><a href="https://www.templatemonsterpreview.com/demo/49641.html">https://www.templatemonsterpreview.com/demo/49641.html</a> USD75.00</li> <li><a href="https://www.templatemonsterpreview.com/demo/51087.html">https://www.templatemonsterpreview.com/demo/51087.html</a> USD75.00</li> <li><a href="http://gracethemesdemo.com/sports-club/">http://gracethemesdemo.com/sports-club/</a> USD29.00</li> </ul> </li> <li>Databases for Players, Coaches, Committee</li> <li>Online shop / Online Social Media Integration</li> </ul>	<ul style="list-style-type: none"> <li>LD to see if there are higher res images on hard drive &amp; share with DG &amp; LC</li> <li>DG to be appointed as Club Web Design/Social Media Coordinator, LC to partner with him</li> <li>DG to propose costs for approval.</li> <li>DG &amp; LC to form the working group</li> </ul>



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Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
11	8.28pm	BTR & Cannons Relationship (Leon)	What is our position with BTR relationship? Time to review how to take it forward. Sub committee to take this up and work with BTR. SH issued a reminder that all communication within any subcommittee or working group must be fully inclusive of its entire membership. Each subcommittee or working group must also work within its stated mandate.	
12	pm	Any other business	None	
			Meeting closed: 8.36pm Next meeting date agreed for: to be agreed offline once the advice from Basketball Victoria is received.	



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"/> Address what happens if there's no season or a reduced season. (26/3) <input type="checkbox"/> Check training costs and what associations will be charging (26/3)
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)
Leon	<input type="checkbox"/> LS to speak to SL to understand the requirements of the Treasurer role. (13/5)