



Williamstown Cannons Basketball Club Inc
Registered No A0031670Z

Minutes of the general monthly Committee meeting held on Tuesday 20th March 2018 at Santorini Restaurant, Williamstown.

Meeting commenced 8.10pm

Present:

- | | |
|---|------------------------------------|
| Shaun Huntington – President | Darren Knight – Vice President |
| Kim Hoy – Secretary (Minute Taker) | Penny Milhe – Registrar |
| Sam Ladd – Treasurer | Georgie Evanson – Committee Member |
| Chris Herreich – Head Coach/Committee Member (arrived 8:19pm) | |

Sedale Threatt - Guest

Apologies:

Loretta Laudato – Committee Member

Welcome Cannons Committee Members and Confirm Meeting Minutes

The Minutes of the previous meetings on 6th February 2018 were confirmed by Shaun and Chris.

Minutes Authorised: _____

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Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
01	8:10pm	Strategic Plan Shaun	<p>Shaun provided an overview of the Strategic Plan with the following items outstanding:</p> <ul style="list-style-type: none"> Finance Focus – all items almost achieved with the current budget needing to be uploaded into MYOB and a future budget to be developed Player Development – most items still outstanding Sponsorship – most items outstanding – subcommittee developed with Shaun, Kim and Sam/Penny 	
02	8:22pm	ABBA Report Darren	<p>Darren advised the following:</p> <ul style="list-style-type: none"> Air-conditioning to kick in at earlier time on hot days Emmanuel College Notre Dame Campus in Dunnings Road (2 courts) to be used for extra Saturday games 8am to 1pm Altona are planning to switch Boys U16 Div 3 to Friday nights and Under 12 Boys Div 3 to Saturday nights – implementation in the Summer Season ABBA Rules Review to be done at a separate meeting 	
03	8:27pm	Westgate Report Penny	<p>Penny advised the following:</p> <ul style="list-style-type: none"> RecWest Braybrook to be used as a venue Westgate received some complaints regarding player finals qualification Penny will be undertaking a SportsTG admin role for Westgate until such time as the new Administrator is trained up on SportsTG 	
04	8:35pm	Training Coordinator Georgie	<p>Georgie provided a report on the training venues:</p> <ul style="list-style-type: none"> A key safe register will be implemented inside the Newport PO Box for keys at Newport and Altona Nth Need to reinforce to coaches the responsibilities they have in regard to training venues – safety of children, keys, and venues and knowing how to lock/unlock the venue and obtain keys to the venue This will be done for new Coaches and TMs at an orientation, email and personal approach to be used for all other coaches 	<p>Kim to email Georgie the Training Allocation Policy</p> <p>Kim to add to a Checklist for Age Group Coordinators – to advise Coaches and TMs of their training venue responsibilities</p>
05	8:55pm	Treasurer's Report Sam	<p>Sam advised the following:</p> <ul style="list-style-type: none"> All payments must be done on an invoice which states the suppliers ABN and clearly advises the banking details – ie an invoice is required for the ABBA Team Entry fees as an example Invoices from the uniform supplier need to be compliant invoices with an ABN There was no requirement to break the Term Deposit GST Registration was discussed – Kim to contact the ATO and other large clubs for further advice NetRegistry – Kim to follow up to determine whether this can be changed to a direct debit from the Club's account rather than a credit card 	<p>Kim to follow up with uniform supplier – need for compliant invoices</p> <p>Kim to provide Shaun with previous auditor contact details</p> <p>Kim to follow up Net Registry</p> <p>Shaun to advise ABBA that invoices are required for entry fees</p> <p>Shaun to follow up auditor for Club records</p>



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06	9:19pm	Registrar's Report Penny	Penny provided an update on the teams for Winter. <ul style="list-style-type: none"> Penny also flagged that she will continue in the role of Registrar however will elect to provide a written report and not attend the Committee meetings The Committee to actively recruit a new Registrar 	All Committee – actively recruit a new Registrar
07	9:30pm	Secretary's Report Kim	Kim provided an update on the U10 Boys COR team finals qualification situation and the resulting correspondence with ABBA. A season changeover checklist to be implemented in future.	
08	9.51pm	Coaching Programs Chris	Sedale was invited to discuss his proposal for Player Development. <ul style="list-style-type: none"> Kim to follow up with Sedale a trial of the online platform for Chris and Darren Chris and Darren to form a subcommittee to review Sedale's Player Development proposal and determine Cannons priorities in this area Kim to advise Transition Sports that the subscription to the online LMS will not be continued beyond the current subscription 	Chris and Darren to formulate a subcommittee, develop terms and evaluate Sedale's program Kim to follow up a trial online log in to Sedale's platform Kim to advise Transition Sports that the subscription to the online LMS will not be continued beyond the current subscription
09	10.05pm	General Items	<ul style="list-style-type: none"> Team Photos – to be done mid-Winter HBCC – opportunity to present to the Council Tuesday 27th March 6:30pm to 9:00pm – email members New Coaches and new TM Induction to be held Wednesday 18th April 7:30pm 	Kim to advise members of the Cannons presentation to the HBCC
Meeting concluded 10.14pm - Next Meeting: Tuesday 22 nd May – 8pm				