



**Williamstown Cannons Basketball Club Inc**

**Registered No A0031670Z**

Minutes of the general monthly Committee meeting held on Tuesday 5<sup>th</sup> March 2019 at Santorini Restaurant, Williamstown.

Meeting commenced 7.45pm

Present:

Shaun Huntington – President

Kim Hoy – Secretary (Minute Taker)

Sam Ladd – Treasurer

Leon Susalov – Committee Member

Darren Knight – Vice President

Chris Herreich – Committee Member

Georgie Evanson – Committee Member

Lucy Francis – Uniform Coordinator

Guests:

Lauren Dittmar – Guest then Secretary

Jeremy Barnes – Guest then Committee Member

Amarjit Saini – Guest

Apologies:

Loretta Laudato – Committee Member

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

The Minutes of the previous meetings on 22<sup>nd</sup> May 2018, 24<sup>th</sup> July 2018 and 21<sup>st</sup> January were confirmed.

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

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



## Williamstown Cannons Basketball Club Inc

Registered No A0031670Z

Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
01	7:50pm	Treasurer Update	<p>Current Balances: Transaction Account \$26,505, Term Deposit \$34,397</p> <ul style="list-style-type: none"> <li>March result is a \$994 Loss however payments made to Altona Sports centre \$4K and Willy Nth PS \$2K have recently been made with no registration income incoming in. Registration income will now start to be received as Winter registrations have gone out.</li> <li>GST Registration has taken place – BAS Statements being mailed out – GST effect is relatively negligible.</li> <li>Sam to invoice for some of the families who are receiving govt funding</li> </ul>	<ul style="list-style-type: none"> <li>Kim and Sam to find documentation regarding the bond at Altona P-9 College</li> <li>Kim to follow up an Auditor to review the past 2 financial year records.</li> </ul>
02	7:58pm	Registrar Update	<ul style="list-style-type: none"> <li>Coach and TM Surveys have been sent out and whilst response has been poor, it has prompted discussion between Age Group Coordinators and Coaches revealing early that there are some coaches not continuing.</li> <li>Messaging regarding registering your child during Early Bird has been good</li> </ul>	<ul style="list-style-type: none"> <li>Kim to email Coaches and TMs to remind them to remind players and parents to register for the Winter season</li> </ul>
03	8:06pm	Sponsorship Packages	<p>Shaun proposed a Club strategy around sponsorship and general discussion followed. The Committee agreed to set up a Sub Committee to develop the sponsorship packages and bring these back to the Committee by end of April for approval. Sponsorship Sub Committee – Shaun, Lauren, Jeremy.</p>	<ul style="list-style-type: none"> <li>Shaun to present a Sponsorship package document at the next Committee meeting</li> </ul>
04	8:30pm	Secretary Role	<p>Lauren advised the Committee that she would be happy to take on the vacant role of Secretary which Kim is still doing in the interim. Shaun moved a motion for the Committee to appoint Lauren as the Club Secretary, Chris seconded the motion. All voted in favour of the motion.</p> <p>The Committee also agreed that Lauren should become an authorising signatory for the Bendigo Bank accounts. At the same time, Penny Milhe will be removed as an authorising signatory.</p>	<ul style="list-style-type: none"> <li>Kim to do a handover with Lauren including adding Lauren as a banking authority for the Club</li> </ul>
05	8:32pm	Clash Top Coordinator Role	<p>Shaun advised that Frances Lourey will not be able to continue as the Clash Top Coordinator beyond this season and that Karen Mathers will take on the role of Clash Top Coordinator.</p>	<ul style="list-style-type: none"> <li>Kim ensure club documentation and email forwarding is changed</li> </ul>
06	8:34pm	Privacy Policy	<p>Lauren advised that the Club did not currently have a Privacy Policy regarding the maintenance and sharing of club member contact details to 3<sup>rd</sup> parties. The Committee agreed that a policy was necessary.</p>	<ul style="list-style-type: none"> <li>Lauren to draft a policy for presentation at the next Committee meeting</li> </ul>
07	8:37pm	Uniform Discussion	<p>The Committee viewed samples and prices from 4 suppliers. The decision around supplier was based on cost, service and product. A supplier was chosen to supply reversible singlets and shorts for 4 teams as a trial in the Winter with the view to rolling out the new uniform across the Club in the Summer season.</p> <p><i>Note: Later discussion between Shaun, Kim and Lucy resulted in an U8 team being added to the trial.</i></p>	<ul style="list-style-type: none"> <li>Shaun to liaise with the supplier on the final design</li> <li>Kim/Lucy to coordinate the order for the 5 team trial</li> </ul>



## Williamstown Cannons Basketball Club Inc

Registered No A0031670Z

Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
08	9:30pm	Training Venues	<p>Shaun advised the Committee that he has become aware of a number of instances where training venues have not be properly secured and correspondence from a coach/TM regarding the process of communication. Georgie detailed the communication with that particular coach and advised that there have been many requests recently to change timeslots based on Rep team training and footy training now being known. There was general discussion around coaches and TMs not communicating amongst each other at the same venue (ie getting to know the name and mobile number of the coach you train alongside, after and before) and that implementing a communication app such as Team App or Slack may assist coaches and TMs with this communication. The Committee agreed to investigate / trial Slack communication (also successfully used by Gators coaches) as a means to communicate.</p> <p>Georgie requested that the Club take out an additional hour at Willy Nth PS on a Tuesday to open up further options on this day which the Committee approved.</p>	<ul style="list-style-type: none"> <li>Shaun to draft a letter to all coaches and TMs outlining expectations on use of venues and communicating with other coaches on usage and non-usage.</li> <li>Kim and Georgie to investigate and trial Slack with a view to using it fully during the Winter season.</li> </ul>
09	9:42pm	Recruitment of Registrar	Kim advised that she will not be continuing on in the Registrar role at the next AGM and that there is a need to transition this role to a new Registrar and Assistant Registrar during the Winter season and subsequent changeover to the Summer season. Leon and Amarjit offered their assistance in the interim.	<ul style="list-style-type: none"> <li>Kim to work with Leon and Amarjit</li> </ul>
10	9:58pm	Appointment to the Committee	The Committee proposed that Jeremy formally join the Committee as a General Committee Member. Jeremy accepted the nomination. The Committee voted and all were in favour of Jeremy joining the Committee – Thanks Jeremy!	
11	9:59pm	Club Calendar	The Committee agreed that a Coach and TM function was required and pencilled in the date of Tuesday 30 <sup>th</sup> April or Thursday 2 <sup>nd</sup> May as options – Committee to check their calendars and advise back.	

Meeting concluded 10.00pm - Next Meeting: Tuesday 21<sup>st</sup> May – 7:30pm Santorini



Action Item list from Committee Meeting – 5<sup>th</sup> March 2019

Responsibility	Action Item
<p><b>Kim</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Kim and Sam to find documentation regarding the bond at Altona P-9 College</li> <li><input type="checkbox"/> Kim to follow up an Auditor to review the past 2 financial year records.</li> <li><input type="checkbox"/> Kim to email Coaches and TMs to remind them to remind players and parents to register for the Winter season</li> <li><input type="checkbox"/> Kim to do a handover with Lauren including adding Lauren as a banking authority for the Club</li> <li><input type="checkbox"/> Kim ensure club documentation and email forwarding is changed</li> <li><input type="checkbox"/> Kim/Lucy to coordinate the order for the 5 team trial</li> <li><input type="checkbox"/> Kim and Georgie to investigate and trial Slack with a view to using it fully during the Winter season</li> <li><input type="checkbox"/> Kim to work with Leon and Amarjit</li> </ul>
<p><b>Shaun</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shaun to present a Sponsorship package document at the next Committee meeting</li> <li><input type="checkbox"/> Shaun to liaise with the supplier on the final design</li> <li><input type="checkbox"/> Shaun to draft a letter to all coaches and TMs outlining expectations on use of venues and communicating with other coaches on usage and non-usage</li> </ul>
<p><b>Lauren</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lauren to draft a policy for presentation at the next Committee meeting</li> </ul>
<p><b>Lucy</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Kim/Lucy to coordinate the order for the 5 team trial</li> </ul>
<p><b>Georgie</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Kim and Georgie to investigate and trial Slack with a view to using it fully during the Winter season</li> </ul>
<p><b>Future Agenda Items</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gators Feedback Letter</li> </ul>