



Minutes of the general monthly Committee meeting held on Tuesday 21st May 2019 at Santorini Restaurant, Williamstown.

Meeting commenced [insert time]

Present:

- | | | |
|-----------------------------------|----------------------------------|---|
| Shaun Huntington – President | Darren Knight – Vice President | Lauren Dittmar – Secretary (Minute Taker) |
| Chris Herreich – Committee Member | Jeremy Barnes – Committee Member | |
| Leon Suslov – Committee Member | | |

Guests:

Karen Mathers – Guest then Committee Member then Registrar

Apologies:

Loretta Laudato – Committee Member; Kim Hoy – Registrar; Sam Ladd – Treasurer; Georgie Evanson – Committee Member; Lucy Francis – Uniform Coordinator

Welcome Cannons Committee Members and Confirm Meeting Minutes

The Minutes of the previous meeting on 5th March were confirmed.

Minutes Authorised: _____

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Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
01	7.56pm	Treasurer Update	<p>Discussion about who could look at the budgeting/analysis. A question was raised about whether this could sit with the Registrar and Shaun advised that the Registrar role was already big enough.</p> <p>Opportunity next season to review the Williamstown High capacity.</p> <p>We've received ABBA fines for coaches not signing the white sheets.</p> <p>Following up ~30 families who have not paid their fees for the current season.</p>	<ul style="list-style-type: none"> Shaun to discuss the budget responsibilities with some Committee members and update at next Committee meeting
02	8.08pm	Registrar Update	<p>Looking for a replacement for Kim Hoy as the outgoing Registrar. She will do a thorough handover.</p> <p>Karen Mathers has expressed interest.</p> <p>Valeria Suslov helped Kim Hoy with the Registrar administration.</p> <p>Shaun shared the other options of 1) the appointment of two roles – a Head role and an Assistant role or</p> <p>2) split the role across one for Altona and one for Westgate.</p> <p>Shaun moved a motion for the Committee to appoint Karen as a Committee Member.</p> <p>Chris seconded it. All voted in favour of the motion.</p> <p>Shaun moved a motion for the Committee to appoint Karen as the Club Registrar, Leon seconded it. All voted in favour of the motion.</p>	<ul style="list-style-type: none"> Karen will liaise with Kim and Valeria on Handover. Shaun to speak to Kim about the update from tonight's meeting. Lauren to liaise with Kim and Karen to formalise any paperwork required.
03	8.16pm	President Update	<p>Coaches and Team Managers function completed. Recommended to have it every 2 years or at least every 18 months. Suggestion made to try for annually.</p> <p>Learnings are to secure the right speaker and the right date – suggest ~ 1 week into the season. Set the calendar in advance. Members know it's coming up. Feedback has been positive.</p> <p>Decision: Commitment to run the event annually.</p> <p>Speaker has offered to run a session for Coaches on training.</p>	<ul style="list-style-type: none"> 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 6th August.
04	8.30pm	Uniform Update	<p>Positive feedback about the look.</p> <p>Numbers are potentially too small.</p> <p>Uniform size needs to be hidden or make the writing smaller or code it differently. Ensure it's on the 'reversible' side which is the Blue side (not yellow).</p> <p>Early feedback shared with the committee.</p>	<ul style="list-style-type: none"> Shaun to share existing feedback to First Ever and confirm the lead time. Lucy & Committee to work through a transition plan.



Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
			<p>Lead time for this current trial order noted. Need to consider if we transition. Feedback from trial teams still coming in. Is Lucy continuing with her role and what support can we give?</p> <p>Lauren shared the information from Lucy on the stock paid for and already held. Lauren shared the information from Lucy on the stock Marcus has that we apparently have an agreement to buy out. Decision to be made about what we will do with the overstock.</p>	<ul style="list-style-type: none"> Lucy to arrange samples in Sportspower for sizing checks. Shaun to speak to Kim and Lucy about the agreement with Marcus to buy stock he's holding.
05	8.47pm	Coaches & Team Manager Night Update	Covered in President's update.	n/a
06		WWCC Coordinator and Coach Matter	<i>Moved to last agenda item</i>	n/a
07	8.47pm	Committee Changes and Vacancies	Registrar covered earlier in the agenda. Carly Robson has volunteered to be the U8s Age Group Coordinator.	<ul style="list-style-type: none"> Lauren to confirm with Carly and connect her with Karen as the new Registrar. Lauren to include all Committee changes in the next round of comms to the Members.
08	8.51pm	Sponsorship Sub Committee Proposal Update	<p>Draft Sponsorship Proposal shared with the Committee.</p> <p>Consider breaking up the Gold Sponsorship into individual 'Event' sponsorship.</p> <p>Consider Team Holiday as a co-sponsor option for things like the School Holiday Program.</p> <p>Decision: Call for interest in a Sponsorship role to join the Committee.</p>	<ul style="list-style-type: none"> Shaun to approach network outside Williamstown for value sizing within two weeks. Leon to approach contact within two weeks. Sponsorship Sub Committee meet on next steps. Lauren to add Sponsorship role to the Committee comms.
09	9.15pm	Basketball Victoria Sport TG Review	<p>Document was shared with the Committee.</p> <p>Leon raised a question about accuracy of content in Game Day. Links to the ladders and comp statistics.</p>	<ul style="list-style-type: none"> Lauren to circulate via email. Karen and Valeria to read. Shaun and Lauren to arrange thanking Penny. Leon to forward Lauren the questions/feedback. Lauren to follow up with ABBA & Westgate.



Williamstown Cannons Basketball Club Inc

Registered No A0031670Z

Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
10	9.21pm	Privacy Policy Review	Lauren advised that in researching the Privacy Policy applicability for the Club, that technically, we may not be required to have one based on our Not-For-Profit sporting club status, however the Club is still able to enact one and the recommendation is for the Club to introduce one. Lauren advised that she has some templates to review and will circulate a draft policy at the next Committee meeting.	<ul style="list-style-type: none"> Lauren to review and make a recommendation including a draft policy for review by the next Committee (including guidelines). Lauren to liaise with Karen on approach.
11	9.24pm	2020 Community Grants Program Review	Grant applications open soon. Do we want to participate this round?	<ul style="list-style-type: none"> Shaun to review the Grant program this year.
12	9.31pm	WWCC Coordinator and Coach Matter	KG removed as U14s Girls Coach and WWCC Coordinator.	<ul style="list-style-type: none"> Lauren to draft correspondence. Shaun and Lauren to obtain advice on support and next steps to manage Duty of Care to the existing members.
13	10.00pm	Review of Action Items from last meeting	Committee needs to trial using Slack for our own comms. It was set up last time and not used.	<ul style="list-style-type: none"> Lauren to liaise with Kim for updates on previous actions and pass over to Lauren/Karen any items still open. Lauren to trial with some of the Coaches and Team Managers.

Meeting concluded 10.07pm - Next Meeting: 23rd July 2019

Actions from previous meetings – 5th March 2019 and 21st May 2019

Responsibility	Action Items
Kim	<ul style="list-style-type: none"> <input type="checkbox"/> Kim and Sam to find documentation regarding the bond at Altona P-9 College (5/3) <input type="checkbox"/> Kim to follow up an Auditor to review the past 2 financial year records. (5/3) <input type="checkbox"/> Kim and Georgie to investigate and trial Slack with a view to using it fully during the Winter season (5/3) <input type="checkbox"/> Kim to work with Leon and Amarjit (5/3)
Shaun	<ul style="list-style-type: none"> <input type="checkbox"/> Shaun to liaise with the supplier on the final design (5/3) <input type="checkbox"/> Shaun to discuss the budget responsibilities with some Committee members and update at next Committee meeting <input type="checkbox"/> Shaun to speak to Kim about the update from tonight’s meeting. <input type="checkbox"/> Shaun to share existing feedback to First Ever and confirm the lead time. <input type="checkbox"/> Shaun to speak to Kim and Lucy about the agreement with Marcus to buy stock he’s holding. <input type="checkbox"/> Shaun to approach network outside Williamstown for value sizing of Sponsorship within two weeks. <input type="checkbox"/> Shaun and Lauren to arrange thanking Penny for her contribution and liaison on the SportTG review and feedback submission. <input type="checkbox"/> Shaun to review the Grant program this year. <input type="checkbox"/> Shaun and Lauren to obtain advice on support and next steps to manage Duty of Care to the existing members re KG matter.
Lauren	<ul style="list-style-type: none"> <input type="checkbox"/> Lauren to draft a policy for presentation at the next Committee meeting (5/3) <input type="checkbox"/> Lauren to liaise with Kim and Karen to formalise any paperwork required. <input type="checkbox"/> Lauren to confirm with Carly and connect her with Karen as the new Registrar. <input type="checkbox"/> Lauren to include all Committee changes in the next round of comms to the Members. <input type="checkbox"/> Sponsorship Sub Committee meet on next steps. <input type="checkbox"/> Lauren to add Sponsorship role to the Committee comms. <input type="checkbox"/> Lauren to circulate SportTG review via email. <input type="checkbox"/> Lauren to review and make a recommendation on Privacy Policy including a draft policy for review by the next Committee (including guidelines). Lauren to liaise with Karen on approach. <input type="checkbox"/> Lauren to draft KG correspondence. <input type="checkbox"/> Lauren to liaise with Kim for updates on previous actions and pass over to Lauren/Karen any items still open. <input type="checkbox"/> Lauren to trial Slack with some of the Coaches and Team Managers.
Chris	<ul style="list-style-type: none"> <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 6th August.
Lucy	<ul style="list-style-type: none"> <input type="checkbox"/> Lucy & Committee to work through a Uniform transition plan. <input type="checkbox"/> Lucy to arrange samples in Sportspower for sizing checks (Shaun has the details of what we’ve agreed to order for sample stock including labelling of numbers/sizing).



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Responsibility	Action Items
Georgie	<input type="checkbox"/> Kim and Georgie to investigate and trial Slack with a view to using it fully during the Winter season (5/3)
Leon	<input type="checkbox"/> Leon to approach contact within two weeks regarding Sponsorship. <input type="checkbox"/> Leon to forward Lauren the questions/feedback on GameDay accuracy. Lauren to follow up with ABBA & Westgate.
Karen	<input type="checkbox"/> Karen will liaise with Kim and Valeria on Handover. <input type="checkbox"/> Karen and Valeria to read SportTG review that Lauren circulates via email.
Future Agenda Items	<input type="checkbox"/> Gators Feedback Letter (5/3)