



Minutes of the general monthly Committee meeting held on Tuesday 3rd September 2019 at Santorini Restaurant, Williamstown.

Meeting commenced 7.34pm

Present:

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| Shaun Huntington – President | Darren Knight – Vice President | Lauren Dittmar – Secretary (Minute Taker) |
| Karen Mathers –Registrar | Sam Ladd – Treasurer | Chris Herreich – Committee Member |
| Jeremy Barnes – Committee Member | Leon Suslov – Committee Member | Loretta Laudato – Committee Member |

Guests: Jason Kane; Bill Sapounakis

Apologies: Danny Gotama, Georgie Evanson – Committee Member

Welcome Cannons Committee Members and Confirm Meeting Minutes

The Minutes of the previous meeting on 23rd July were confirmed.

Minutes Authorised: _____

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Item number	Time	Item and Responsibility and Background Information	Discussion / Decision / Resolution	Action Item
01	7.35pm	Registrar Update (Karen)	<ul style="list-style-type: none"> ○ 100 on the waitlist, dealing with lots of queries, 22 in the last 48 hours ○ 434 registered to date (~80%) ○ Tasks that could go to Treasurer eg. Checking direct deposits ○ Identified the need to make improvements to the database ○ Discussion in helping Magic form teams ○ Need a back-up for the fill-in procedure as Registrar can't always respond in time. AGCs should be trained. 	<ul style="list-style-type: none"> ● TBC - Invite waitlisted kids to grading night. ● Karen - Extend early bird discount, email members saying to contact Registrar. Anyone on the waitlist who gets through can have the early bird rate. Also extend it to those who ask if they have hardship. ● Future agenda item – Lauren - evolve our IT set up. Speak to Danny Gotama. ● Karen to share template for Policy & Procedure. ● Karen to present something back on fill-in player process.
02	8.06pm	Secretary Update (Lauren)	<p>Including:</p> <ul style="list-style-type: none"> ○ Committee Vacancies Update: Coaches Equipment Coordinator; Sponsorship Coordinator + any Age Group vacancies ○ Working With Children Check Coordinator Update ○ Training update from Georgie – Georgie will be away on leave. Most updates have been done. Registrar will manage while Georgia is away. Try not to make wholesale changes. 	<ul style="list-style-type: none"> ● Louise to take on Coaches Equipment role. Lauren to check with Shaun. ● Lauren to speak to Georgie about contact list for schools and handover while she's away.
03	8.12pm	President Update (Shaun)	<p>Including:</p> <ul style="list-style-type: none"> ○ Cannons & Melbourne United Partnership (including MU player at Christmas party) ○ Grant Applications 	<ul style="list-style-type: none"> ● Loretta to remind Shaun about MU player at Christmas party. ● Karen and Shaun to review Grant approaches.
04	8.24pm	Westgate Update (Darren) Attachment 4a	<ul style="list-style-type: none"> ○ Overview of meeting and notes provided. ○ Feedback on referees discussed. ○ The need to respond back to people who raised the feedback. 	<ul style="list-style-type: none"> ● Darren to communicate Ref/Time Out process to coaches.
05	8.34pm	Altona Update (Jeremy) Attachment 5a	<ul style="list-style-type: none"> ○ Overview of meeting and notes provided. 	<ul style="list-style-type: none"> ● Lauren to send out Comms to families about the Greater Western Tournament, offering 50% subsidy and asking teams to contact Sam (Treasurer) for processing. ● Lauren to share the ABBA pack to Committee + Jason & Bill.

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06	8.47pm	Finance Update (Sam) Attachment 6a	<ul style="list-style-type: none"> ○ Accountants have been appointed. Committee members reviewed 2 quotes (1 x CA and 1 x CPA). ○ They have completed the financial statements ready for the AGM. 	<ul style="list-style-type: none"> • n/a
07	8.53pm	AGM Preparation (Shaun/Lauren/Sam)	<ul style="list-style-type: none"> ○ Need to identify a date in October for the AGM. ○ All positions will be spilled. ○ Proxys are allowed. 	<ul style="list-style-type: none"> • 22 October 2019 identified as the AGM date.
08	9.01pm	Uniform Update (Lauren, Karen)	<p>Including:</p> <ul style="list-style-type: none"> ○ Progress on orders of new uniform ○ Experience using the First Ever platform & feedback for next time ○ Outstanding uniforms orders & process for managing this going forward ○ Approach to assigning player numbers (if not covered in Registrar update) ○ Opportunity to donate old uniforms to other communities ○ Position agreed teams who have not all ordered the new uniforms: <ul style="list-style-type: none"> ○ so long as everyone has ordered by the start of the season, the player can play. ○ if you are refusing to order, you can't play (unless you have an exemption) ○ Position on number allocation: <ul style="list-style-type: none"> ○ New number requests considered – if there's a clash, parents are asked to choose another number. 	<ul style="list-style-type: none"> • Registrar to approve number allocation on new uniform orders.
09	9.21pm	Sponsorship Update (Jeremy)	<ul style="list-style-type: none"> ○ Meetings have commenced. ○ Feedback suggests dollar values are in the range. ○ Other leads and approaches to be followed up. ○ Christmas party date agreed for Wednesday 11th December. <i>(Note: This was subsequently brought forward post-committee meeting to Wednesday 27th November, noting that December is a busy period for diaries.)</i> 	<ul style="list-style-type: none"> •
10	9.25pm	Mind Your Game overview (Jeremy & Lauren) Attachment 10a	<ul style="list-style-type: none"> ○ Shared the update from the Mind Your Game session run at the Newport Library. ○ Shared the awareness of counselling facilities available and the possibility of having someone come and speak at a Coaches & TM function. 	<ul style="list-style-type: none"> •



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11	9.30pm	Additional Coach & Player Development Programs (Chris) Attachment 11a	<ul style="list-style-type: none"> o Consider adding in a Coaches & TM night for the Summer Season. o "Coach the Coach" awaiting response from Avi. o Discussions with Michael Streeter from BTR Sports are underway – considering progress for kids that are very serious/committed to basketball. Shaun also spoke to Darren from Transition Sports. o Intent is to put more offers to kids out there eg. Clinics for those on the waitlist. 	<ul style="list-style-type: none"> • Lauren to make this is a rolling agenda item for Committee.
12	9.45pm	Program for Children With Special Needs (deferred from last meeting)	<ul style="list-style-type: none"> o Agreed to be incorporated into the Community Sponsorships arrangements. 	<ul style="list-style-type: none"> •
13		Review of Action Items from last meeting	To be done offline.	<ul style="list-style-type: none"> •

Meeting concluded 9.47pm - Next Meeting: AGM on 22nd October 2019.



Actions from previous meetings.

Responsibility	Action Items
Sam	<input type="checkbox"/>
Shaun	<input type="checkbox"/> Shaun to review the Grant program this year. (12/5) <input type="checkbox"/>
Lauren	<input type="checkbox"/> Lauren & Karen to review the option of a paid administration role and make a recommendation. (23/7) <input type="checkbox"/> Lauren & Karen to discuss and agree on the best way to keep the member database current, noting the system limitations with SportingPulse. (23/7) <input type="checkbox"/> Evolve our IT set up. Speak to Danny Gotama. (3/9) <input type="checkbox"/> Louise to take on Coaches Equipment role. Lauren to check with Shaun. (3/9) <input type="checkbox"/> Lauren to speak to Georgie about contact list for schools and handover while she's away. (3/9) Complete. <input type="checkbox"/> Lauren to send out Comms to families about the Greater Western Tournament, offering 50% subsidy and asking teams to contact Sam (Treasurer) for processing. (3/9) Complete. <input type="checkbox"/> Lauren to share the ABBA pack to Committee + Jason & Bill. <input type="checkbox"/> Lauren to make Coach and Player Development a rolling agenda item for Committee.
Chris	<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 6 th August.
Darren	<input type="checkbox"/> Darren to communicate Ref/Time Out process to coaches. (3/9)
Jeremy Barnes	<input type="checkbox"/>
Leon	<input type="checkbox"/> Leon to forward Lauren the questions/feedback on GameDay accuracy. Lauren to follow up with ABBA & Westgate. (5/3)
Jeremy Goldin	<input type="checkbox"/> Lauren & Karen to discuss and agree on the best way to keep the member database current, noting the system limitations with SportingPulse. (23/7) To be taken up with Jeremy. <input type="checkbox"/> Karen to share template for Policy & Procedure. (3/9) To be removed. <input type="checkbox"/> Karen to present something back on fill-in player process. (3/9) To be taken up with Jeremy. <input type="checkbox"/> Registrar to approve number allocation on new uniform orders.
Loretta	<input type="checkbox"/> Loretta to remind Shaun about MU player at Christmas party. (3/9) Complete. <input type="checkbox"/>
Future Agenda Items	<input type="checkbox"/> Gators Feedback Letter (5/3)



Williamstown Cannons Basketball Club Inc

Registered No A0031670Z
