

# COFFS HARBOUR BASKETBALL

## 27 June 2022 Meeting Notice and Agenda Coffs Harbour Board of Management

**Meeting:** Coffs Harbour Basketball Association Board of Management  
**Convened by:** Chair  
**Attendees:** Elliot Plater, Michelle Betland, Michelle Parker, Leonie Woodward, Natalie Ballard, Felicity Cook, Ashley Markham, Adam Jones  
**Location:** Sports Central Bray Street Coffs Harbour  
**Date and time:** Monday 27 June 2022  
**Apologies:** Nil  
**Minutes by:** Secretary Natalie Ballard

### Minutes

No.	Agenda item
1	Meeting Open 6.15 Les Gough addressed the board with his proposal of odd age competition structure.
2	Attendance as above.
3	Apologies Nil
4	Adoption of the 6 <sup>th</sup> June Meeting Minutes Move the minutes of the previous meeting be adopted: Move: Ashley Markham Second: Adam Jones Carried: Unanimously
5	Business Arising Previous Minutes / Action Items as attached:
6	<b>Correspondence in/out</b> <ul style="list-style-type: none"> <li>• Forum list as provided from Forum Chair Judy Smith</li> <li>• Cristi Juffermans. Lia coming to spend time in Coffs response to programs.</li> <li>• Lionel CCC competition request to use the Tuesday afternoon. Discussion relating to work towards moving the Academy for the afternoon. Admin to work with the Uni.</li> </ul> Action: Michelle to work with Sue and the Uni for the 2/8/22
7	<b>Electronic Voting</b> Nil Electronic voting for June
8	<b>Financial Report</b> Financials requiring to be updated post rep. Referee financials to be looked at and reviewed.
9	<b>Coaching Director Report</b> Seeking Head coaches for each age group for Skill Academy, would like to put out google form for other CHBA or domestic coaches to assist and support coaching development.  Holiday camps – Free BBQ for players organising assistance from BOM for this. MP NB AJ for 06/07, MK, LW, NB and EP for 12/07 and AM, NB and EP for 13/07. Move to utilise Rebel Sports funds to purchase prizes for holiday camps

	<p>Move: Michelle Parker  Second: Ashley Markham  Carried Unanimously</p> <p>Dads and Daughters program Update: To go ahead, dates to be confirmed in the near future.  Action items: Google Forms to be sent out for Skills Academy for Head Coaches and Assistant Coaches.</p>
10	<p><b>Representative Directors Report</b>  Seeking photographer for Representative team photos.  Action item: Presentation for Representative teams to be organised – working party AM, FC to help support MP and LW.</p>
11	<p><b>Competition Director Report</b>  Appointment of Ashley Markham to take on the role of the Competitions Director:  Move Natalie Ballard  Second Felicity Cook  Carried Unanimously</p>
12	<p><b>Referee Director:</b>  Discussion regarding RDO.  Justin Baldwin advised he was willing to undertake the RDOs role at the forum.</p> <p>Move the board approach Justin Baldwin to undertake the RDOs role.  Move: Ashley Markham  Second: Eliot Plater  Carried Unanimously.</p>
13	<p><b>Publicity Officer Vote:</b>  Meeting held with Aiden Burgess previously unofficial publicity officer.  Move Aiden be accepted as a publicity officer, at a cost of \$20-\$30 per article  Move: Felicity Cook  Second: Elliott Plater  Carried Unanimously</p>
14	<p><b>General Business:</b>  Office Computers (MB) – Purchase of new computer due to age and outdated current computers.</p> <p><b>Odd Age Domestic Junior Competitions.</b>  Discussion of the board regarding Les Gough Proposal odd age competitions.  Motion from the floor, Term 4 2022, bring in Odd Age short competition, and conduct Odd Age short competition Term 1 2023 and continue to roll our competitions as odd age into the future. Hand the boards direction to the competitions committee once established to take carriage.  Move: Ash Markham  Second: Felicity Cook  Carried unanimously  Action Item: Communicate with Les regarding his proposal and forward planning.</p> <p><b>Sunshine Conference:</b>  Response from Google form determines enough interest to hold trials and submit nominations as per previous discussion.</p>

	<p>Move CHBA submitted for both Male and Female Teams into the sunshine conference and hold trials in the near future.</p> <p>Move Natalie Ballard</p> <p>Second Michelle Parker</p> <p>Carried Unanimously.</p> <p>Action Items: Team nominations submitted by due date. Trails organised and Coaches announced and communicated.</p>
15	<p><b>Sub Committees and Role of Directors</b></p> <p><b>Competitions Committee:</b></p> <p>Discussed Competitions Committee as per previous discussions and item at Forum.</p> <p>*structure, clubs, formats, timings, sponsors, prizes, trophies.</p> <p>Action Items: Approach Les Gough, Judy Smith, Kelly Gater as the initial Competitions Committee</p> <p><b>Executive Documents Working Party:</b></p> <p>Discussed requirement to update regulations, policies, Executive Documents including constitution.</p> <p>Expression of interests as per forums.</p> <p>Approach Naomi Markham, Paul Israel as the initial Working Party personnel expand and contract as required.</p> <p>Action Items: Approach Naomi and Paul to commence working party process.</p>
16	Next Meeting: as required standard board meeting 18 <sup>th</sup> July Location TBA.
17	Meeting Close 2030

### Action Items Update (from 6<sup>th</sup> June Meeting)

Action Item	Responsible	Outcome / Progress
Move forward with organising 3 x July school holiday clinics and seeking guest coaches to attend and run these with the support of CHBA coaches	Felicity	Coaches obtained and Registrations entered into gameday and advertised.
CHBA players/coaches/referees who have been selected for Nationals to be supported with \$500 payment by CHBA as agreed in previous BOM motion.	Michelle	Payments made, one outstanding due to not having bank details
Make contact and arrange meeting to discuss with RDO & Supervisors.	Adam	Meeting Held
Place order for (trophies) current season senior men's and women's finals.	Adam	Ordered and will be picked up prior to finals.
Board to continue to work on suggestions provided addressing as a priority the paid office manager position.	Board	Forums held and committee structures being formulated Full time office staff member employed and will commence 4th July.
Required access and will work on completing required updated to website	Ashley	Completed.

Draft League nominations for Snr Women to be sent out for Term 3 Competition.	Felicity/Admin	Completed.
Sunshine Conference post Expression of Interest via Google Docs	Natalie	Completed.
Publicity Officer Meeting	Felicity	Meeting Held and vote conducted via Board.
Age Group Delegates nominees	Natalie	referred to competitions committee.
<b>Action Items from Meeting (27 June 2022)</b>		
<b>Action Item</b>	<b>Responsible</b>	<b>Outcome / Progress</b>
Work with the Uni for the 2/8/22 Academy training to allow CCC games to run into evening.	Michelle P Sue	
Rep and Referee Financials to be reconciled	Michelle B	
Google Forms to be sent out for Skills Academy for Head Coaches and Assistant Coaches	Felicity	
Communicate with Les regarding his proposal and forward planning.	Natalie	
Presentation for Representative teams to be organised – working party	Leonie	
Approach Justin Baldwin to undertake the RDOs role	Natalie	
Sunshine Conference Team Nominations completed and submitted	Natalie	
Sunshine Conference Trials including Coaches announcements communicated	Felicity	
Approach Les Gough, Judy Smith, Kelly Gater as the initial Competitions Committee	Natalie	
Approach Naomi and Paul to commence working party process	Ash	