

**BOARD OF DIRECTORS MEETING**  
**MINUTES OF BOARD OF DIRECTORS MEETING**  
**Monday, 29 August 2011, 6.30 pm**  
**Venue – DBA Office**

REFERENCE	ITEM	ACTION
1.0	Meeting commence. 6.30 pm	
2.0	<b>Present:</b> Paul Feeney, Anne Coleman, Michael Howard <b>Minutes:</b> Anne Coleman <b>Apologies:</b> Michael Watt, Sonia Malady, Brenton Holtham,	
3.0	<b>MINUTES OF PREVIOUS MEETING</b>	
3.1	Accept minutes of previous meeting . Minutes of meetings held 15 August 2011 accepted with minor change to wording in section 4.4.	
3.2	Review Action Item List	
	21-02-11 5.6 Draft service level agreement with BNT as the Peak Body – put together services provided and approximate costs. 7/03/2011 – No discussion. 4/04/2011 – mostly done and will be completed this week. 18/04/2011 – PF advised that BNT Board are working on a document outlining services provided to Associations. 20/06/2011 – No discussion 4/7/11 – List of services provided, still need costings. 18/07/2011 – No discussion 1/08/2011 – No discussion 15/08/2011 – Discussions with BNT ongoing.	Ongoing PF
	21-03-11 5.3 DD reported that Parent handbooks were available from BA for \$4.40 each. DBA to consider if we create our own as this would be very expensive. 4/04/2011 – No further discussion as yet 18/04/2011 – No action until season break 20/06/2011 – AC to investigate grassroots grant to purchase existing books from BA. 4/7/11 – Missed community benefit fund round, need to create grants calendar 18/07/2011 – Community Benefits Grant to be investigated 1/08/2011 – Grass roots Grant to be applied for 15/08/2011 – LS to supply player numbers for U10 12 & 14 competition. 29/08/2011 – Application to be submitted 30/08/2011	Ongoing AC
	21-03-11 5.5 Discussion was held in regard to the introduction of a zero tolerance policy for abuse of referee's. It was believed that a period of time for education was required for players, coaches and spectators in addition to arming junior referee's with the skills and confidence to handle abuse situations and feel comfortable calling tech fouls on player's coaches and spectators. 4/04/2011 – No further discussion as yet 18/04/2011 – PF briefed BH re prev discussion- to be looked at after Arafura. 20/06/2011 – BH providing Board with draft policy on Zero Tolerance by next meeting on 29 August. 18/07/2011 – PF summarized referee priorities 1. Respect 2. Pay 3. More refs need training. AC to email details of Barry Spicer to BH. Dept of Corrections to be followed up in regard to referees by BH. 1/08/2011 – No discussion 15/08/2011 – AC to send BH Zero Tolerance policy from U14 Guidelines.	Ongoing BH

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	<p>21-03-11 5.6 2011 Budget to be distributed to all Board Members  <i>4/04/2011 – to be done by week end.</i>  <i>20/06/2011 – No discussion in absence of SM.</i>  <i>20/07/2011 – No discussion</i>  <i>1/08/2011 – No discussion</i>  <i>15/08/2011 – Discussion on initial thoughts on the budget – as the year is nearing the end, focus more on 2012 and work with budget for 2011.</i>  <i>29/08/2011 – No discussion due to SM absence</i></p>	Ongoing SM
	<p>23-05-11 5.6 SM advised that work was still needed on Balance Sheets to reflect accurately the current position of the Association.  <i>20/06/2011 – No discussion due to SM absence</i>  <i>1/08/2011 – Currently underway.</i>  <i>15/08/2011 – Identified issue with assets being in P&amp;L instead of assets. Review of P&amp;L underway – assets over \$300.00 treated differently.</i>  <i>29/08/2011 – No discussion due to SM absence</i></p>	Ongoing SM
	<p>18-04-11 4.5 Potential role of new duty manager discussed. Board supports concept in principle. Needs to be costed  <i>1/08/2011 – No discussion</i>  <i>15/08/2011 – Discussion re Duty Manager role. AC completed JD and will prepare proposal for next meeting. MW to prepare complete and up to date JD for each position within DBA.</i>  <i>29/08/2011 – Proposal complete – will be put to the vote next meeting</i></p>	Ongoing  SM AC MW
	<p>4-08-11 4.5 Discussion was held in regard to completing the Asset Register started by DD prior to her resigning from the Board. LS to forward files to MW.  <i>15/08/2011 – Skeleton Asset Register developed. MW to draft processes to update asset register</i></p>	MW
	<p>4-08-11 5.2 Discussion was held on Bookkeeper position – MW to follow up with contact in regard to NT Clerks award to ascertain job level.  <i>15/08/2011 – MW to prepare report for Board on different scenarios</i></p>	MW
	<p>1-08-11 4.4 Investigate spend in backend of 2010 and introduce monthly report to the Board on Working Capital position.  <i>4/08/2011 Discussion was held on information provided by Jeff Blake. SM to investigate and report back by next meeting. Board will review game ticket and registration charges.</i>  <i>29/08/2011 – No discussion due to SM absence</i></p>	SM
	1-08-11 4.1 New EO appointed. To start 4 <sup>th</sup> October	COMPLETE
	<p>15-08-11 AC and SM to meet re equipment and product for canteen  <i>29/08/2011 – AC and SM met with Symone. Introduced new lines of confectionary. Offered good quality second hand bain marie. Board agreed to purchase from Arafura Catering. AC and MH to develop proposal to buy deep fryer</i></p>	COMPLETE
	15-08-11 4.10 Presidents meeting scheduled for 5 <sup>th</sup> September at 6.30. Agenda prepared.	COMPLETE
	17-04-11 4.0 Outstanding AGM issues. PF to send canteen report and DBA shop sales report to other Board members	PF
	<b>GENERAL BUSINESS</b>	
	<p>Any Conflicts of Interest to report (recurring item) – PF  PF stated that he works for NEC, who will potentially be replacing the phones.</p>	



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	However he has had no involvement and works in a different part of the company	
4.1	Priority Activity Matrix (recurring item) – PF PF to add Duty Manager to the matrix.	PF
4.2	Board Vacancies – PF/AC Board met with Ian Harkness and Paul Mossman. One other expression of interest in the board position. Board agreed to appoint Ian to role of Director – Media, Communications and Sponsorship. The two others will be approached to join the Board as ex-officio members and assist where possible.	PF/AC
4.3	Pan-Hellenic Games – PF/AC Meeting scheduled with sport & rec. Regarding requirements for the games on 30 September, meeting to be held Thursday 1 <sup>st</sup> Sept.	PF/AC
4.4	'Sponsorship' of FBLNT – AC DBA has agreed to auspice a community benefit fund grant for the Filipino BLNT.	
4.5	Canteen update – AC/SM See business arising.	
4.6	Duty Manager – AC/SM Proposal for new duty manager position circulated. Need to find out last piece of information regarding annual leave. Position to be voted on at next meeting	SM
4.7	See 4.3	
4.8	See 4.3	
4.9	Referees for U14 Championships – BH/PF Unresolved issues regarding BNT not accepting referee nominations for U14 Girls National Basketball Championships supplied by DBA. No resolution as Director absent.	
4.10	Office security and keys – PF Query over security status. PF to contact Darwin Lock and Key and check key register with Lee Smith.	PF
4.11	Graffiti – PF Graffiti on the end stadium wall has been removed and the gates locked	
4.12	Rashad Chase – clearance – PF Board voted that Rashad and Ansett had met the requirements of the By Laws as we have received a clearance from his last club an Interstate club i.e. Toowoomba. In addition Rashad owed no debts to Rebels and Rebels have stated that they will sign a clearance. PF to contact Toowoomba to discuss.	
4.13	<b><u>DIRECTORS' UPDATES</u></b> <b>Player &amp; Coach Development – Vacant Position</b> <i>No report due to absence</i>	
5.1	<b>Facilities Management – MW</b> <i>No report due to absence</i>	

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5.2	<b>Media, Communications, Sponsorship – Vacant Position</b> <i>No report due to vacancy</i>	
5.3	<b>Corporate Governance – AC</b> Strategic plan to be sent to Presidents ready for President's meeting on 5 <sup>th</sup> Sept. If the interim report is finalized in time will also send. Meeting with DBE Tues 30 <sup>th</sup> Aug to discuss next steps in the review process.	
5.4	<b>Referees and Officials – BH</b> <i>No report due to absence</i>	
5.5	<b>Finance – SM</b> <i>No report due to absence</i>	
5.6	<b>MH</b> Planning on conducting OH&S audit prior to next meeting and will report back to the Board with recommendations. Need an OH&S notice board and standing item on Board agenda	MH
5.7	<b>President – PF</b> BA will be increasing fees by CPI. BNT have selected new Development Officer	
5.8	<b>ANY OTHER BUSINESS</b>	
6.0	<b>Liquor License – PF</b> Need to get new nominee on license – see if we can get interim license until new EO arrives. MH nominated to be licensee.	AC
6.1	<b>NEXT MEETING MONDAY 2011 – 6.30PM</b>	
7.0	<b>MEETING CLOSE 9.40 PM</b>	
8.0		

  
 Paul Feeney  
 President  
 Darwin Basketball Association Inc