

WARRAGUL AND DISTRICT AMATEUR BASKETBALL ASSOCIATION BOARD MEETING MINUTES

Date:	20 November 2025
Time:	6:30 PM
Location:	Warragul Leisure Centre

1. ATTENDANCE

Present:

- Peter McKewan (President)
- Mary Patrickson (Secretary)
- Liam Fitzpatrick (Vice President)
- Rebecca Francis (Treasurer)
- Tessa Anderson (Board Member)
- Sharon Ventura (Board Member)
- Dave Thomas (General Manager)

Apologies:

- Michael Bridgman

Meeting Commenced 6:36 PM

2. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous Board meeting on 23 October 2025 were reviewed and approved.

Moved: Liam Fitzpatrick

Seconded: Peter McEwan

Status: Carried

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Action Items Review

BV Grants Training: Action item to be removed. Dave Thomas to manage grant applications moving forward, including female coach development grant and broader program development.

YMCA Extension Request: Liam Fitzpatrick to meet with Kendall (Recreation Coordinator, Baw Baw Shire) to discuss facility access and key lockbox arrangements.

Squad Player Approval Process: Extended to February meeting. President to develop an improved process to better protect interests of local players while managing import requests. To consult with Lara and relevant stakeholders.

Big V and Senior Sponsorship: Closed out. SJ Homes confirmed as sponsor.

4. BOARD MEMBER INTRODUCTIONS

The President welcomed new Board members Tessa Anderson and Sharon Ventura. Both members provided brief introductions outlining their backgrounds and connection to basketball within the association.

Tessa Anderson: New to Warragul Warriors, son plays VJBL U14. Previously with Casey Cavaliers and on Casey Dragons domestic committee. Works in local government with governance and councillor support experience. Currently studying Bachelor in Media and Communication.

Sharon Ventura: Son plays with Drouin Devils domestic. Four years in basketball. Leadership experience in the Diocese of South Catholic Education. Looking to contribute to benefit children and adults in the association.

5. CONFLICTS OF INTEREST

No conflicts of interest were declared.

6. PRESIDENT'S REPORT

6.1 Board Participation and Engagement

The President outlined expectations for Board participation and engagement, emphasizing the importance of timely responses to decision requests.

Decision: Board agreed to a 36-hour response timeframe for urgent decisions communicated via WhatsApp or email. Non-responses will be recorded as abstentions.

6.2 General Manager Role

The President discussed the recruitment process for the General Manager position, noting 13 applications were received, with 7 shortlisted for Zoom interviews, 4 proceeding to final interviews of 1 hour 15 minutes each. Dave Thomas was selected as the standout candidate.

The Board was reminded to allow the General Manager operational autonomy while building trust over time. Board members should refer complaints and operational matters to the GM and avoid reacting immediately to second-hand information.

6.3 Complaints Process

Board members were reminded to direct all complaints to the online complaints process on the website, which forwards complaints to relevant staff and Board members.

Action: GM to provide weekly snapshot report on Tuesdays covering complaints, technical fouls, and management actions. President and relevant Board members to be included in complaint handling communications.

6.4 Board Portfolios

The following decisions were made regarding portfolios:

Peter - Staff, Squad, VJBL, Referees

Liam - Facilities, Sponsorship

Bec - Finance, Strategic Plan

Mary - Administration, Governance, Public Officer, Strategic Plan

Sharon - Child Safety, Junior Domestic

Michael - Senior Domestic, CBL, Big V

Tessa - Communications, Governance

7. TREASURER'S REPORT

7.1 Financial Position

Treasurer Rebecca Francis presented the financial reports. Discussion included budget variances due to Basketball Victoria referee rate increases (costing approximately \$30,000 annually) and lower than anticipated junior domestic registrations.

Play HQ fees total approximately \$7,800 annually (included in admin costs). Most registration fees are passed to parents at the point of registration.

7.2 Auditor Appointment

The Board discussed concerns raised at the AGM regarding the performance of current auditors Patison Partners. Issues identified include attention to detail errors, incorrect notes in financial statements, and failure to provide for employee entitlements.

Decision: Board to draft formal letter to Patison Partners outlining concerns and requesting response. Board to simultaneously approach Findex regarding potential audit services. Decision to be made before end of calendar year.

Action: Rebecca Francis to contact Patison Partners to advise of AGM discussion and follow up with a letter. RF to make initial contact with Findex, another local accounting firm.

7.3 Board Financial Accountability

The Treasurer reminded all Board members of their collective responsibility for financial management oversight. All members were encouraged to request additional financial information as needed and to maintain awareness of the association's financial position.

8. SECRETARY'S REPORT

8.1 Governance Presentation

Secretary Mary Patrickson delivered a presentation on organizational scale and governance responsibilities, highlighting:

- Over 4,000 stakeholders are involved with the Association annually including junior domestic families, Hoops and Under 8's, VJBL, CBL, Big V and senior players.
- Current Association Budget exceeds \$1 million, classifying WDABA as Tier 3 association under Associations Incorporation Reform Act 2012

The presentation emphasized Board focus should be on strategy and innovation, governance and compliance, leadership and succession planning, and risk management, with operational matters delegated to the General Manager.

8.2 Board Role Clarification

Discussion of Board responsibilities emphasized:

- No Board role in day-to-day operations
- Board approves capital purchases, building renovations, emergency repairs
- Board hires GM; GM hires all other staff
- Board approves budget; GM manages budget execution

Action: All Board members to review governance materials provided by SAPA in board folders and electronic packages.

The Board reviewed and approved the Warragul Basketball Board Charter and Code of Conduct as established in September 2025. Moved: LF Seconded: MP Carried

Action: All Board Members to sign and return the Director's Code of Conduct as it is a requirement of being a WBA Board Member.

8.3 AGM

The Board reviewed the new constitution to ensure correct changes were made. The Board approved the AGM minutes as is. Moved: RF Seconded: PM Carried

The Board agreed to have SAPA do a complete overhaul of the Constitution to make it simpler to understand. The Board agreed to look at adding 2 appointed members as part of the Constitutional Review in 2026.

9. GENERAL MANAGER'S REPORT

9.1 Operational Update

General Manager Dave Thomas provided an update on first weeks in the role, noting significant time spent on complaints management, which has provided valuable insight into organizational operations.

GM has been working on presenting a professional front and educational approach to complaint resolution, including two suspension notices issued prior to this meeting.

9.2 Court Supervisor Coordination

GM coordinating with court supervisors to ensure consistency in management approach and professionalism. Will attend initial games to provide support and establish standards.

9.3 Social Media and Communications

GM has updated the Facebook page name and established a LinkedIn presence for the association. Board members are encouraged to link volunteer positions on LinkedIn to build organizational credibility.

Action: Board members to add WDABA Board position as volunteer role on LinkedIn profiles.

10. CHILD SAFETY REPORT

10.1 Family Violence Matter

The Board discussed an ongoing matter involving a family violence intervention order. GM has contacted Basketball Victoria and Victoria Police for guidance.

Decision: GM to prepare formal response offering to develop safety plan in consultation with complainant. Response to acknowledge Victoria Police have primary jurisdiction and suggest the complainant inform police of regular attendance at the venue. GM to coordinate with court supervisors on implementation of any safety measures.

Action: GM to circulate proposed response to Board before sending. GM to ensure court supervisors are briefed appropriately if safety plan is implemented.

11. MATCH COMMITTEE REPORTS

11.1 Junior Match Committee

GM attended the first Junior Match Committee meeting. Introduced spreadsheet system for evaluating team grading based on points differential (teams with over 100 point differential flagged green; negative differential flagged red for review).

The committee responded positively to the streamlined approach. The meeting completed in approximately 40 minutes with constructive discussion and no conflicts.

Observation: GM noted current policy gives Match Committee final say on gradings. Recommended amendment to make Match Committee advisory only, with GM/Board retaining final decision authority. This aligns with best practice while maintaining club engagement.

Action: GM to review junior playing conditions and propose amendments including clarification that players must play in age-appropriate divisions unless specifically approved to play up.

12. REPRESENTATIVE BASKETBALL

12.1 Big V Program

Discussion on Big V program development. Key priorities identified:

- Secure head coach appointment
- Confirm training schedule (Tuesday and Thursday flagged)
- Program to commence January 2025

Action: GM to work with MB to develop a project plan with clear priorities and timelines within 24 hours.

12.2 VJBL

U18 VJBL competition commencing Friday 22 November 2024 at 6:40 PM. Tash confirmed as team manager. Court supervisors and referees arranged for season commencement.

12.3 CBL

President acknowledged missing deadline for CBL grand final hosting expression of interest due to not recognizing email subject line. Noted association was unlikely to secure a grand final due to 200-person capacity limitation under current occupancy permit.

Action: President to follow up on permanent occupancy permit to increase capacity beyond 200 people for future event hosting opportunities.

12.4 Squad Update

Lara Parker, Squad Chair provided a detailed written update of the Junior Representative Program, prior to the board meeting.

13. UNIFORMS

Discussion on uniform design and ordering for junior representative and Big V programs. Indigenous design considered for Big V uniforms. Black and white color scheme discussed, with note to consider black shorts for senior women's teams.

Action: President to work with Liam on JCC uniform orders and design. President to confirm Big V design preferences with Bridget and coordinate with Jason (uniform supplier) on design and ordering timelines.

14. GENERAL BUSINESS

14.1 Website Update

The secretary noted a website update is in progress. This is the GM's responsibility.

14.2 Facility Maintenance

Sharon Ventura noted two toilet doors missing locks and two taps missing in facility bathrooms.

14.3 Sponsorships

The Board discussed the various existing sponsorships. DT is in the process of setting up a spreadsheet with a list of sponsors and their agreements.

The Board to decide if it should move its accounts from the Warragul Corporate Bendigo Bank to the Drouin Community Bank as it is a sponsor of the Association.

Action: RF and MP to look into whether it would be advantageous in changing as it may not be as easy as it is today for MP to pop into Neerim South for changes to bank accounts.

14.4 Junior Programs

The Board discussed the Aussie Hoops and Under 8's programs and being more flexible with age groups. A discussion was had about the pricing and the need for families to buy jerseys for one term of Under 8's. A question was whether or not the Association takes over the running of the Hoops program.

15. NEXT MEETING

The next Board meeting is scheduled for February 2026 (noting no meeting in January). It was suggested to have a board meeting/dinner before Christmas. Dates being floated are 10/11 December.

16. MEETING CLOSE

The meeting closed at 9:08 PM.

Peter McEwan

President

Date: _____

Mary Patrickson

Secretary

Date: _____