

## BSAACT COMMITTEE MEETING MINUTES

1 November 2018

1. Meeting opened at 7.20
2. Participants: Mark O'Neill, David Spooner, Leigh Condon and Loraine O'Bryan
3. Minutes of the previous meeting: Moved – Leigh Condon, seconded David Spooner that the minutes of the 3 September 2018 meeting be accepted. **Carried**
4. Business arising from the previous meeting:
  - I. The 2 tables at the CSCC (former Weston Raiders tables) had still not been corrected in relation to their installation by Ian Wills. Danny Williams has made efforts to liaise with Ian Wills on a number of occasions. Mark O'Neill offered to contact Ian Wills to ascertain when Ian would undertake the work needed to correctly install the tables. Both David Spooner and Leigh Condon offered to assist Ian Wills with the task.
  - II. The legal firm where David Spooner is employed have offered to review the Association's draft Constitution (as part of their pro-bono work) in order to ensure that the document is legally correct and protects the Association and its members. A Letter of Engagement needed to be undertaken for the legal firm to assist BSAACT in relation to issues including – Dissolution clause, Judiciary, ABSC reference etc
  - III. David Spooner offered to draft the letter which would identify the areas that needed legal opinion.
5. Correspondence
  1. Letter from Weston Raiders (the letter and its reply) were discussed and it was agreed that Loraine O'Bryan draft a response to Weston Raiders and forward to committee members for comment.
  2. Loraine O'Bryan undertook to forward the balance of the Association's bank account via email to committee members on 2 November 2018.
5. Reports:
  1. In the absence of a Treasurer Loraine O'Bryan reported on issues relating to the position of Treasurer. The financial report from the former Treasurer had not been presented at the 2018 AGM but was promised to be delivered the day after the AGM. Unfortunately this has not occurred and as a result the meeting agreed to attach the 30 June 2018 financial statement/summary of the Association to the 2018 AGM minutes and to a copy to the 2018 Annual Return.
  2. The issue of the current banking method the Association used for banking purposes was discussed. and Leigh Condon moved and David Spooner seconded that the Association change its bank account to one that did not attract fees as well as having both a holding account and an active account. **Carried** The bank account situation needed to be changed and action to do so as soon as possible. **Leigh Condon agreed to go to the bank with Mark O'Neill once a suitable time could be arranged with the former Treasurer to undertake this task.**
  3. The need for the Association to upgrade its method of collecting fees was raised by David Spooner who suggested we needed to consider having an electronic payment system available for

members to use when paying their annual subscription and competitions fees etc. and the committee agreed that David investigate the cost of this and report back to committee

3. A very basic draft budget was presented to the committee by Loraine O'Bryan. Web hosting costs were not included and when fees are paid in the early New Year the committee will review the budget again taking into account the overall funds.

4. Loraine O'Bryan identified to the committee that she had discovered that the Annual Return for 2017 had not been lodged despite reassurances that it had been lodged. There was also no Treasurer's report attached to the 2017 AGM Minutes and at the time of the November committee meeting this report could not be found. She also informed the meeting that the papers for the change of Public Officer had not been lodged and that Bob Fraser was still recorded as the Public Officer. **Until the 2017 Financial Report is found and the 2017 Annual Return is lodged the committee is not able to lodge the 2018 Annual Return.** It was suggested that in view of the 2017 AGM not reflecting the inclusion of the Financial Report that a Statutory Declaration may suffice but this would need to be checked with Regulatory Services.

5. In relation to the Public Officer, Mark O'Neill suggested he would approach Bob Fraser to undertake the role. In the event that Bob was unable to take on the role, Leigh Condon indicated he would be prepared to do the job of Public Officer.

6. A registered office was now needed for the Association as Eneas Sokolowski had previously agreed for his residential address to be the official registered office. Under the circumstances, Leigh Condon agreed for his residence at 36 Wolstenholme Street, Chisholm to be used for this purpose. In doing so the official Membership Register would be available at this address for inspection.

New Membership/Competition Fee method was presented to the committee by the Competition Director. After much discussion the committee agreed to support the change. However, the changes would need to be widely publicised both on the website and to members at both clubs. Leigh Condon undertook to inform members by placing notices at the Clubs, talking to members and sending out an email detailing the changes. The change in fee structure eliminated the current team fee. The new membership fee would be \$50 as would be the State championships, and the cost of player fees for competitions would increase to \$30.

#### Calendar of Events for 2019

Leigh Condon presented a draft Calendar of Events for 2019 and much discussion pursued with some changes to the schedule of events. Leigh would make appropriate changes to the schedule and liaise closely with David on the schedule.

#### Missing Trophies

The issue of Danny William's Perpetual Trophy and other missing trophies was raised. Mark O'Neill indicated he would follow up this matter and report back at the next meeting.

There was a short discussion about a Presentation Event and how it would be organised. With the Association's funds running low there was little to spend on trophies. It was agreed that a Registration and Presentation Night could be held on 31 January. It was agreed this would be widely publicised but there was concern expressed at the cost due to budget constraints.

The issue of recruiting more committee members was raised and discussed. The idea of having 2 delegates from each club attending committee meetings was considered and agreed. Whilst these delegates would not be able to vote on matters, it would give them the opportunity to raise issues of concern and bring feedback to the committee which could prove to be helpful .

Mark O'Neill also raised the need to have future meetings in a more secure and quiet area and suggested he was able to obtain a room at the Burns Club where the committee could meet on a regular basis.

The need to have a Captain's meeting was raised and it was agreed that both Leigh and David would undertake this activity again in the New Year as it had proved to be beneficial for all. Also BSACT applications forms need to be placed in each Club.

Mark O'Neill suggested that a grants sub-committee be established with Mark, John Hargreaves and Loraine O'Bryan.

ABSC fees were presented in the draft budget.

Loraine O'Bryan would endeavour to undertake lodgement of required Annual Returns once the 2017 Financial Report is found.

Bob Fraser had offered to assist Leigh to set up the Association's printer.

Next meeting: Monday 26 November 2018 at Burns Club

Meeting closed: 9.30 pm