

BSAACT COMMITTEE MEETING MINUTES

15 July 2020

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1. **Meeting opened** at 7.06 pm.
2. In attendance: Loraine O'Bryan, Nick Payne, Shreyas Kumar, Leigh Condon, Pat Wadsworth, Fred Buckley.
3. **Apologies:** Mark O'Neill
4. **Minutes of 17 June 2020** committee meeting were accepted. Moved: Loraine O'Bryan and Seconded – Pat Wadsworth. **Carried.**
5. **Correspondence:** Loraine O'Bryan tabled the correspondence received since the previous meeting. Moved: Loraine O'Bryan and Seconded: Nick Payne. **Carried**
6. **Treasurer's Report:** Shreyas Kumar gave an update on the Association's financial situation: \$7,858.18 in the Association's working account and \$5,137.67 in the holding account. A budget for 20/21 would be presented at the August meeting. The Treasurer was informed that an audit of the Association's financial situation needed to be undertaken as soon as possible. **Action: Shreyas Kumar to bring 20/21 budget to the next meeting and arrange for auditing of the Association's finances.**
7. Loraine O'Bryan gave an up-date on the Association's grant applications which she had prepared with the assistance of Leigh Condon.
  - i. The Digital Grant application undertaken and lodged by the Association had not been successful.
  - ii. The ACT Sport and Recreation Operational Grant application (for assistance in managing the Association's operational costs) had been undertaken and lodged for assistance in 20/21
  - iii. The ACT Sport and Recreation Development Grant application (succession planning) had been undertaken and lodged for assistance in 20/21.
  - iv. The acquittal of the Covid-19 ACT Government Grant would be undertaken prior to the next meeting. **Action: Loraine O'Bryan to undertake acquittal for Covid-19 Grant.**

There was a brief discussion regarding transportable tables (to be used for Junior Development Junior which has been curtailed due to Covid-19) which are being purchased with assistance from the ACT Sport and Recreation Development Grant. Leigh Condon was in the process of approaching Clubs to seek assistance to both undertake junior clinics as well as store the transportable tables on their premises. Approaches would also be made to ACT Cricket and AFL to ascertain their interest. Pat Wadsworth indicated she would approach ACT Baseball. **Action: Leigh Condon to investigate further.**

8. Loraine O'Bryan reported that Eneas Sokolowski was prepared to assist in reviewing the draft Child Safe Protection Policies that she had compiled. The draft would be forwarded to him by the end of the following week.

9. In relation to BSAACT's Return to Play Procedures Loraine O'Bryan reported that these would need to be amended to state "It is important that all players who attend BSAACT competitions during the Covid-19 situation understand that they do so at their own risk" and "It is important that as well as the following rules that all BSAACT Players need to abide by BSAACT's Code of Conduct (outlined in the Member Protection Policy)". A copy of the amended rules would be circulated to all members. Item 3 regarding downloading the Covid-19 App to be removed from the Rules. **Action: Loraine O'Bryan to send out a copy of rules to all BSAACT members.**

10. In relation to any equipment stored at the Clubs only the Team Representative/s would be able to access the locked containers and they would also be required to sign in and out for equipment used and report any missing items to a designated committee person. Pat Wadsworth offered to make a template that Leigh Condon could use to engrave all new BSAACT equipment.

11. The need for lockable cupboards/containers to secure all the new equipment which BSAACT had purchased due to the Covid-19 situation was discussed. Leigh Condon had approached both Burns and CSCC-Woden for secure storage assistance and would follow up. Fred Buckley suggested that storage could be solved by making containers that could be stored under the billiard tables. Fred Buckley would investigate and report back to committee. Regardless of what system for storage is adopted there would need to be security measures in place for who could access any BSAACT storage container. All three Clubs would need to be

approached to seek approval in relation to having BSAACT place storage containers under tables. **Action: Fred Buckley to investigate and report back to committee in relation to costings etc and Leigh Condon to approach CSCC at Woden and Jamison as well as Burns to see if they would allow storage containers to be placed under the tables and report back to committee.**

12. Prior to the commencement of play a meeting for all Team Representatives will be held to inform them of their responsibilities in relation to the Covid-19 situation and the procedures in relation to security of equipment and contacts for replenishment of supplies etc. Leigh Condon would need to train several members to undertake ironing of the tables prior to commencement of competition. (ironing of the bed of the tables at 75 degrees temperature is said to kill the virus. It was suggested that rails could be cleaned with the wipes that are being supplied in the Covid-19 kit and then thoroughly dried. However, the cushions could not be sanitized. **Action: Leigh Condon to train several members in relation to the techniques required to iron the tables.**

13. Website: David Spooner joined the meeting by phone contact to discuss the situation we are facing in relation to BSAACT's website which has been experiencing problems for some time due to the age of software etc. The problems with the website had been causing David to spend a lot of his time in trying to maintain the site. It was clear from what David conveyed to the meeting that BSAACT needs to find a new host service who preferably can migrate our website for free. The cost of developing a whole new website was discussed. However, the cost could be considerable and it was generally agreed for the time being to retain the current website. However, having to pay for a new website could not be ruled out entirely. Committee would investigate future grants for updating the website. **Action: Pat Wadsworth and Loraine O'Bryan agreed to obtain quotes for hosting our website.**

14. **BSAACT's Strategic Plan** had been circulated to all committee members and after advice from Eneasz Sokolowski, Loraine O'Bryan put to committee that the following be included in BSAACT's Strategic Plan – "The Association will ensure a safe and respectful playing environment for all individuals participating in BSAACT sanctioned activities".

Moved: Loraine O'Bryan - Seconded: Fred Buckley. **Carried**

Leigh Condon informed the members (who are mostly new to serving on BSAACT's Committee) of their responsibilities in relation to regularly reviewing the Strategic Plan and any Policies that BSAACT has developed.

15. Leigh Condon and Loraine O'Bryan are preparing an inventory of all BSAACT assets and the inventory will be held by the Secretary and will need to be regularly updated. Leigh Condon queried what evidence is available regarding the ownership of the 2 tables that were purchased by BSAACT from the Weston Raiders Club. This matter needs further investigation.

**16. Any other Business:**

1. Committee Members were made aware that our next meeting will be a planning meeting for 2021.
2. For the foreseeable future Loraine O'Bryan would undertake the role of Covid-19 Safety Officer for the Association.

17. Next Meeting – 19 August 2020. Venue to be decided.

Meeting closed – 8.40 pm

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