

GLOUCESTERSHIRE BASETBALL ASSOCIATION

Minutes

FINANCE MEETING

22ND August 19.30

Attendees Isobel Greaves, Dave Whiting, Cass Castello

Item	Heading	
1	Review status of end of year accounts sent/to be sent to BE	Awaiting BE form usually sent to Registrar. Figures agreed. Action Dave to chase form for Cass to complete and send.
2	Review income from invoices sent out	Cass identified a number of invoices still outstanding, some had paid entry fee but not cup entry Action IsG to follow up
3	Identify additional invoices to be created from entry forms	IsG would review this in line with above to include teams who had not provided officials Action IsG
4	Agree opportunities from Development Budget	No headway from last season still agree schools not on our agenda for this year due to lack of action from schools themselves ie lead to take on competition progression and management. Progress the opportunity for NL coach to go into UNI and Hartpury as a development opportunity for the future. Action AS/IG/JA
5	Agree figure for All-star's game /format	Identified that there had been response from secretaries re inclusion of this event. Action IsG to go out again to secretaries, no response will result in event being removed for this season If go ahead look to January 7 th or 8 th at UNI Action IsG to teams, IG to look into court availability.
6	Agree number of games for assessment with Dave Finch	Outstanding item Action IG
7	Registrations/Process and anticipate return season 19/20	DW stated still unsure and awaiting information re process and role of registrar. Not able to place a prediction on income from BE as percentage and process not yet clear. Action DW to continue to monitor BE updates. In meantime teams to send in registration details of all players to the league Action IsG to go out to teams.
8	Review referees/coaches and table official's development for season 19/20	Similar to last year, although referees course not anticipated due to lack of numbers anticipated, emphasis on development opportunities for existing and for coaches and table officials.
9	Consider appropriate use for PC fund	No progress made in terms of identifying jnrs in need or appropriate channel , requires someone to lead, skills , knowledge not available within current committee although information has gone out to those

		most likely to be able to identify and input , no response
10	Budget setting for budget lines including projected carry over from season 19/20	<p>Similar to last year , however caution on BE return. Carry over likely to be less due to increase spend last year after some years of build up. More spent on officials and development and courses for coaches offered</p> <p>Action IsG to prepare draft for next meeting once we see income from teams and poss knowledge from BE. Would appear BE will pay out in November and end of March</p> <p>IG stated AGM and Honorarium had not been included last year. Honorarium as agreed at AGM</p>
11	Agree process for and timescales for cash book and budget line updates	Agreed change of format for cash book. The link between cash book update and invoice sheet now severed therefore two different timescales can apply
12	Agree process between Registrar and Finance officer (if any required)	None required
13	Agree process and format for Finance Officer to report status to committee meetings	Accurate figures to be presented at each committee meeting.
14	Agree what should and should not be published for transparency on web site (finance and accounts based)	Minutes of meeting as per last year agreed. Full breakdown of accounts presented annually at AGM
15	AOB refers to league business preseason and pre first committee meeting October	<p>A mini review of Cup Competition requirements . ie officials, medals, court , entry fee charity cup £50.00 for teams entering finals day.</p> <p>Possible New format for choosing second charity discussed. Consider doing questionnaire for 2nd September for team secretaries to input.</p> <p>Refs need DBS and safeguarding in season 20/21 Still questions unanswered re requirements of table officials and qualifications for season 20/21 suggested they will need to be qualified and provide proof of qualification.</p> <p>Coaches will also need both DW to monitor and advise.</p>