

TYNEMET BASKETBALL LEAGUE

Executive Committee Meeting

Tuesday 20 August 2019 7.00pm
Eagles Community Arena

Minutes

Item	Action?	By?
1		
<p><u>Present</u> MPA, PDO, MHO, NRO, PDA, IMA, JPH, BHO, JHO</p>		
2		
<p><u>Apologies for absence</u> PHO, LFE, HWO, SMA</p>		
3		
<p><u>Minutes of last meeting</u> (23 April 2019) AGREED as a true and accurate record.</p>		
4		
<p><u>Matters and actions arising from previous minutes</u></p> <p>a) KH to contact Newcastle Eagles with a view to a 'mutual support contract' being put in place where each organisation supports each other through publicity channels. AGREED Ian and Keith will pursue this now.</p> <p>b) PDar to create Official's Team who are not players</p> <ul style="list-style-type: none"> • AGREED that Neil will create a Club and Team at BE level. • AGREED that Phil Darling will action the outstanding task ASAP and inform Keith who will communicate with 'independent' officials <p>c) MHO and PDar to work together to establish a secure communication link for the Disciplinary Comm to send / receive GDPR safe information AGREED Malcolm and Phil Darling to action this ASAP</p> <p>d) Contact BE regarding outstanding registration monies owed PDO reported that this was completed.</p> <p>e) Contact Oxclose re ineligible player MHO reported that this was completed.</p> <p>f) Identify L2 TO course Identify potential L3 and L4 TO candidates AGREED Bethany and Mark to action these two tasks ASAP</p> <p>g) Contact Durham Association re regional event for Dave and Vera AGREED that Mark to contact Lyn about progress with this and prep for L2 Referee course on 14 & 15 September</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">KHA + IMA</p> <p style="text-align: center;">NRO PDA KHA</p> <p style="text-align: center;">MHO + PDA</p> <p style="text-align: center;">BHO + MPA</p> <p style="text-align: center;">MPA</p>
5		
<p><u>Officers' Reports</u></p>		

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<p>a) Treasurer – accounts summary</p> <ul style="list-style-type: none"> Phil Dobson reported Area balance as £1932.44; TML bonds as £1000 and TML current account balance as £581.65 Some discussion took place regarding risk to financial stability of the Area and League if ‘kick back’ funds from BE go to Region rather than Area. AGREED that Mark would pick this up at next RMC meeting and/or with RMC Chair (Howard Leighton). 	✓	MPA
<p>b) Website and publicity officer – local and national updates</p> <ul style="list-style-type: none"> KHA reported that BE website had recently failed under pressure and that additional capacity was being added to servers and back office capacity in the office; advice from BE is to wait until after Friday 23 August before trying to use the membership portal again. TML website has been reset for the 2019/20 season; Exec members with suggested amendments to contact Keith; a new referee tally table will be created to enable teams to track their associated referees’ game duties against the requirement. 	✓	Exec
<p>6 <u>Level 2 coaching course</u></p> <ul style="list-style-type: none"> MPA reported that IMA will tutor these courses going forwards as part of his role as BE regional Talent Manager AGREED need to aim for 2021/22 season as first full season to insist that ALL TML teams had a minimum Level 2 qualified coach in attendance at every game AGREED to offer three L2 coaching courses over next two season to facilitate this: autumn 2019; spring/summer 2020; autumn 2020 AGREED to communicate this at the Registration meeting in September Ian and Keith to work to agree dates for autumn 2019 L2 Coaching course and then to publicise these and gain sign-up from TML teams first, then to offer out farther afield if appropriate. 	<p>✓</p> <p>✓</p>	<p>Chair of mtg</p> <p>IMA + KHA</p>
<p>7 <u>Need for an Extraordinary General Meeting (EGM)</u> MPA outlined need to convene an EGM</p> <p>a) Update to paragraph 18 figure of number of refereeing duties/team – see circulated paper</p> <ul style="list-style-type: none"> AGREED that Keith’s analysis was robust and suggested reduction in number of team refereeing duties was appropriate AGREED to circulate Keith’s analysis paper with agenda papers <p>b) Updates to Constitution – see circulated proposed updates</p>	✓	PHO

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<ul style="list-style-type: none"> ▪ Finance update led by Chair in PDO absence (finance report to be circulated) 		
<p>10 <u>Any other urgent business</u></p> <ul style="list-style-type: none"> • Version 3 of draft TML fixtures for 2019/20 season had been circulated by Phil Darling for consideration. Games are more spread out across the season and distributed better to avoid BUCS pressure on Wednesdays and reduce the number of nights when three games are scheduled. <ul style="list-style-type: none"> ▪ AGREED to upload these to the TML website and communicate with clubs and team appropriately • Phil Dobson outlined need for a debit card to facilitate payments to BE and so forth. Keith suggested that it was prudent to set a transaction limit. AGREED that a debit card would be applied for and that a £500 transaction limit be imposed. 	<p>✓</p> <p>✓</p>	<p>PDA KHA</p> <p>PDO</p>
<p>11 <u>Date and time of next meeting</u> EGM and Registration meeting on 11 September, 7pm. TML Exec meeting 19Nov19 at 7pm.</p>		

For information 2019-20 season –

[Exec Tues 20 Aug 19 at 7pm](#) – 2 hours to finalise agenda and arrangements for registration meeting and officiating seminars

League Registration meeting Wed 11 September 2019
7pm @ Eagles Community Arena (ECA)

[Exec 19 November 19 at 7pm](#) - 1.5 hours to prep for December meeting

League meeting 15 December 2019
9.30 am @ ECA for officiating seminar
10.30am @ ECA for league meeting
12.00pm – 6.00pm @ ECA for KO Cup Finals

[Exec 25 February 20 at 7pm](#) - 2 hours to prep for March meeting

League meeting 15 March 2020
9.30 am @ ECA for officiating seminar
10.30am @ ECA for league meeting

[Exec 21 Apr 20 at 7pm](#) - 2 hours to agree agendas and do prep for AGMs
[Exec 19 May 20 at 7pm](#) - 1 hour to finalise arrangements for AGMs

Handicap Cup and Plate Finals 7 June 2020
12.00pm @ ECA Plate Final
2.00pm @ ECA Cup Final

AGMs 10 Jun 2019
7pm @ ECA for Area AGM
7.30pm @ ECA for League AGM

All Agendas will be circulated 7 days in advance of all meetings. Minutes circulated asap following each meeting.

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Actions table (as at end of last Exec meeting)

Date actioned	Action required	Who/comments	Done?
23 Apr	Generate list of qs for RMC with Exec group	MPa	✓
20 Aug	KH to contact Newcastle Eagles with a view to a 'mutual support contract' being put in place where each organisation supports each other through publicity channels.	KHA and IMA	
20 Aug	NRO to create a dummy Club and Team at BE level	NRO	
20 Aug	PDar to create Official's Teams who are not players	PDar	
20 Aug	MHo and PDar to work together to establish a secure communication link for the Disciplinary Comm to send / receive GDPR safe information	PDar + MHo	
20 Aug	Identify L2 TO course	MPa + BHo	
20 Aug	Identify potential L3 and L4 TO candidates	MPa + BHo	
20 Aug	MPA to speak with LFE about contacting Durham Association re regional event for Dave and Vera	MPA	✓
20 Aug	MPA to check on progress with L2 Referee course, 14 &15 Sept, with LFE	MPA	✓
20 Aug	MPA to speak with RMC/RMC Chair about 'kick back' funds going to Region rather than Areas and impact of that on local sustainability	MPA	
20 Aug	September meeting agenda item around L2 coaching strategy and autumn 2019 L2 coaching course	Chair of September meeting	
20 Aug	IMA and KHA to agree and publicise autumn 2019 L2 coaching course	IMA + KHA	
20 Aug	Convene EGM immediately prior to Registration meeting to consider Constitutional amendments	PHO	
20 Aug	Circulate KHA report on revised TML team refereeing duties and Constitution with proposed amendments	PHO	
20 Aug	Circulate TML meeting agenda	PHO	
20 Aug	Upload 2019-20 TML fixtures and communicate with clubs and teams	PDA + KHA	
20 Aug	Apply for debit card for league account with £500 transaction limit	PDO	