



## **Emerald Lakers Basketball Club**

### **Minutes of Meeting**

**Meeting:** Committee Meeting

**Date:** 2 January 2026

**Time:** 6:30pm

**Location:** Hills Physiotherapy Emerald & online via Zoom

**Chair:** Ben Kewish – President

#### **Attendees**

##### **Committee Members:**

Wei Choong – Vice President

Alicia Thompson – Secretary

Dean Prouse – Treasurer

Eleanor Cullen

Jason Goodwin

Luke Hill

Chris Harvey

Lisa Jackson

##### **Apologies:**

Vanessa Moran

##### **Club Members:**

Angel Naijoba

Anna Thomsen

Sean Powell

Sara Powell

Lisa Marsh

Vanessa Kewish

Steve Kennewell

Hayley Harvey

Raelene Gault

Desmond Waldron

Ebony Waldron

Shannyn Trevorah

## **Acknowledgement of Country**

The Chair delivered an Acknowledgement of Country, recognising the Traditional Custodians of the land on which the meeting was held and paying respect to Elders past and present.

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### **1. Club Status Update**

- Club operations are stable and continuing as normal.
- Registrations, Little Lakers, and all programs will continue as scheduled.
- Immediate governance and compliance risks will be addressed immediately. These include:
  - Review of Child Safety requirements.
  - A Working Group will be established (as per Terms of Reference) to develop a modern Constitution aligned with BV Model Rules, with member consultation.
- Annual Statements for FY2024 and FY2025 have been lodged with Consumer Affairs Victoria (CAV).
- Focus areas identified include clearer decision-making, accountability, transparency, consistency, and member trust.
- New position descriptions for Committee roles have been created, with additional roles and temporary project positions to follow.
- Member feedback mechanisms are underway (Contact Us, Suggestion Box, Surveys).

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### **2. 2026 Program Priorities**

#### **2.1 Little Lakers & Laker Ready Programs (Immediate Priority)**

- **Little Lakers:** Introduction to basketball for children aged 4–7.
- **Laker Ready:** Preparation for joining a team, including core skills and game rules.

#### **Requirements identified:**

- Lead Coach (18+) and junior coaches
- Introduction of the *Little Laker Maker Passport*, a skills-based program
- Junior coach training, including Level 1 Coaching Courses
- EOI to coach for the year will go out to existing junior coaches and then to the broader member base

## **2.2 Coach & Player Development (Next 6 Months)**

- Development of a coaching syllabus to ensure consistent skill progression across age groups.
- Introduction of a Coach/Player App to track player competencies and support training planning.
- KBI Coach Education Clinics to support coach development.

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## **3. Child Safety (Immediate Priority)**

- Clarification of Child Safety compliance obligations for the Club.
- Steps to be implemented to ensure compliance with Child Safety Standards.

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## **4. Volunteer Opportunities & Expressions of Interest**

Time-limited volunteer roles identified, including:

- Age group volunteers (game observation and player assessment)
- Grading secretaries (2 positions) to support KBI grading
- Grand Final day volunteers
- General volunteers for uniforms, presentation nights, and fundraising events
- An EOI form will go out to members to seek interest of volunteers (see item 7)

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## **5. Governance & Club Improvement Initiatives**

- Strengthening governance structures to support growth and retention.
- Introduction of coaching clinics.
- Updated presentation night formats.
- Development of clear player pathways
- Celebration of player, coach and team milestones.
- Establishment of a Club Headquarters and strengthened Lakers culture and identity.
- Expansion of training venues and reconnection with Emerald Secondary College and possibly Cockatoo stadium if available.
- Sustainable systems to better support volunteers and programs.

## **6. Rules, Policies & Procedures Update**

- Update of Emerald Lakers 1989 Rules to meet current and future needs.
- Formation of a Working Group (2–3 members with governance expertise) to draft new Rules.
- Development of supporting policies and procedures to accompany the Code of Conduct.
- Member consultation planned for April, with adoption via member vote targeted for June.

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## **7. Volunteer Committee Roles**

### **Key roles identified:**

- Girls Coordinator – Lisa Jackson
- Boys Coordinator – Wei (handover planned)
- Uniforms Coordinator – Vacant
- Coach Coordinator – Jason Goodwin

### **Additional support roles required:**

- Age Group Coordinators (Girls & Boys)
- Uniform volunteers (peak periods)

### **Other roles noted:**

- Communications Coordinator – Vanessa Kewish
- Sponsorship & Fundraising Coordinator – Vanessa Krzywokulski
- Little Lakers Coordinator – (Potentially filled)

### **Expressions of Interest Form:**

- Complete the Volunteer Expression of Interest via this link -  
<https://forms.gle/yNguafiP9S4BKPLh8>

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## **8. Uniforms, Payment Systems & Administration**

- Development of an online uniform and merchandise ordering system.
- Introduction of in-person payment options and improved stock management.
- Implementation of a POS system linked to the Club's accounting platform.
- Streamlining of payment plans.
- Automation of “Welcome to Emerald Lakers” email communications.

## **9. Financial & Operational Oversight**

- Monthly Treasurer's reports to be tabled and shared with members.
- Updated Chart of Accounts for improved financial insight.
- Strengthened bookkeeping standards and approval processes.
- Improved asset and stock management.
- Budget to be delivered in January to guide investment decisions.
- Transparency and accountability are the key changes.

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## **10. Next Steps / Actions Summary**

- Establish Constitution & Rules Working Group
- Progress Child Safety audit and compliance actions
- Seek Expressions of Interest for volunteer roles
- Planning for the commencement of Little Lakers/Laker Ready Term 1
- Coach Development planning for Term 1
- Implement payment and uniform system improvements

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## 11. Member Questions, Feedback & Responses

- **Member Feedback:**

A member suggested that completion of the Lakers Ready program could be recognised through an incentive, such as complimentary registration and uniform provision.

**Response:** The Committee noted the feedback and will consider this initiative as part of future program planning.

- **Q1. Will the coaching clinics include the Level 1 Community Coaching Course or higher-level coaching courses?**

**Response:** The coaching clinics will not be accredited coaching courses and will be delivered as coaching clinics only. However, the Club will investigate whether accredited coaching courses, including the Level 1 Community Coaching Course, can be conducted.

- **Q2. Will other clubs' Codes of Conduct and supporting procedures be reviewed as part of Emerald Lakers' policy development?**

**Response:** Yes. A holistic review of other clubs' Codes of Conduct, policies, and procedures will be undertaken to ensure alignment with best practice and consistency across the basketball community.

- **Q3. Does Knox Basketball have an existing Code of Conduct and will Emerald Lakers align with it?**

**Response:** Yes. Knox Basketball has an established Code of Conduct. This will be reviewed, and Emerald Lakers' policies and procedures will be developed to align where appropriate.

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### Meeting Close

There being no further business, the meeting was closed at 7:30pm.