

MINUTES of the McLaren Vale Bowling Club Board of Management

Meeting held 5 February 2018

Meeting opened by President N. Nation at 7:30pm

Present: N. Nation, L. Carter, M. Boon, P. Cavallaro, R. Collinson, G. Montgomery, J. Mathews, P. Guerin (later).

Apologies: G. O'Connell.

Minutes of previous meeting: Moved by **N. Nation** and seconded **G. Montgomery** that the Minutes of the previous meeting held on 4 December 2017 be accepted. All in favour.

Business arising from Minutes:

- ***Driveway & Carpark***

L. Carter gave an update on progress with the driveway and carpark. Key points are as follows:

- Public notification period is February 6-28.
- All Board Members to individually complete Statement of Representation to the Council in support of the plan.
- The actual layout of the carpark has already been approved. The engineering plans and drainage plans have been reviewed by Council but awaiting approval. May have to separate lighting from rest of project if this continues to delay the approval process.
- Further clarification of the lighting plan (that already complies with Australian Standards) is required to ensure that visual disturbance to nearby residents is minimized.
- Modifications to the "Gradient Data" for the entrance to the driveway has also been supplied to the Council for approval.

- ***Other Capital Works***

L. Carter gave a further update on progress with other installations. Key points are ...

- Paneling at rear of clubhouse facing 'B' Green. All louvres are now completed.
- Sun-Shade system for 'C' Green is now complete. Demonstrations of the "set-up procedure" to members organizing bowling events on 'C' Green need to be arranged.
- Further footing engineering design adjustments for the decking and steps between 'B' and 'C' Greens has been completed by Layton Engineering. There have been some minor changes to specifications for the floor joists to strengthen and increase weight bearing capacity. We have Building Approval from Council and it is anticipated that installation will go ahead in February/March 2018.

- **New Members**

Application for Full Membership has been received from **John Martin**.

Applications for Social Membership have also been received from **Judith Reeves and Eva Treen**. Moved by **P. Cavallaro** and seconded by **G. Montgomery** that the applications for membership be accepted. **All in favour**. This brings our Full membership to 114, including two Junior Members with an additional 3 Associate Members.

- **Venue Hire/ Social Activities**

P. Guerin was absent for first part of meeting. The information regarding upcoming venue hire was added to Minutes outside of the Meeting.

- 17 February, birthday party, including social bowls – A. Ferguson
- 4 March, birthday party, including bowls - J. Purdie
- 31 March, Wedding Reception including bowls – Matt/Michaela Kennedy

- **Purchase of Trolley for Oven**

P. Cavallaro to purchase a trolley for the oven – action is ongoing.

- **New Photo Copier**

Need to install cabling from PC in Treasurers Office to printer.

M. Boon to check to see if specific functions can be password protected, if so, agreed that colour copying and A3 copying be protected, using a password.

- **Thursday Pennant - Process of Appointing Selectors**

Ladies Facility wrote to the Board on 17 January 2018 requesting a change to Section 8.1(b) of the Club By-Laws, which currently reads;

“Each side shall have a Selector and members must nominate prior to the end of June and be appointed no later than the end of August each year. Nominations commence following the last minor round game”.

The proposed amendment to Section 8.1 (b) submitted for consideration to read “..... *members must nominate prior to the end of June and be appointed **following the first trial games of the season***”.

The Committee also considered that if 8.1(b) was amended, as requested, then 8.2(a) also had to be amended to be consistent.

Section 8.2(a) currently reads “..... The resulting choices are to be submitted to the Board of Management for ratification *by no later than the end of August each year*”

Section 8.2(a) amendment to read “..... The resulting choices are to be submitted to the Board of Management for ratification *at **the next Board of Management meeting following the first trial games of the new season***.”

The proposed changes were discussed, and it was considered paramount that as we are one Club we have a policy that applies to both Thursday and Saturday pennant.

It was **Moved J. Mathews** and **Seconded G. Montgomery** that the proposed changes to Section 8.1(b) and Section 8.2(a) be adopted, and the By-Laws changed accordingly. **All in favour**.

- **Clubs SA Liquor and Gaming Inspectors**

There is a requirement for Jane Mathews and Gae O'Connell to undergo a Police Check to be on the Board of Management. **M. Boon** reported that the appropriate documentation had been completed and forwarded for approval. Awaiting response.

- **AGM**- Meeting to be held **23 April 2018**. **P. Guerin** to make sure notice of AGM is sent to members along with Agenda and Minutes of previous AGM. Notice to also go in Club room.

- **Correspondence In:**

- Email from J. Roberts, Secretary GSBA specifying the process for selection of pennant rinks by Side Managers read out and discussed, with copy put on Notice Board.
- Email from J. Roberts GSBA with ruling on replacement and substitute players for Champion of Champion events read out and referred to players involved.
- Email from Michele Bath, Kaleidoscopic Travel about arranging a free wine tour including lunch on **Sunday 4 March** as part of her sponsorship of Club, referred to all members for interest.

Reports

- **Treasurer – M. Boon** presented the following figures to the meeting, as part of his quarterly Financial Report including a Balance Sheet and Profit and Loss Statement as of January 2018 for both the MVBC Fundraising Account and MVBC Inc. Administration Account.

Administrative A/C	\$5,904.75
Fund Raising A/C	\$5,475.39
On-Line Savings A/C	\$55,338.10 (includes \$40,000 greens grant)
Term Dep 1 A/C	\$150,000
Term Dep 2 A/C	\$160,780.36
Term Dep 3 A/C	\$125,000 (driveway grant)

\$40,000 from the On-Line Saver Account transferred into a Term Deposit 2 since previous meeting, as agreed.

In summary the P&L for the Fundraising Account YTD was a profit of **\$5,107.85** and for the Admin Account a profit of **\$174,016.44**, however \$165,250 of this was for grant money which will be expended. The Club has already spent \$13,865 on consultancy fees associated with the upgrade of the car park and driveway and another \$12,701 on upgrade of surrounds (louvres), resulting in an effective profit YTD of approximately \$40,000.

Moved M. Boon and Seconded P. Cavallaro that the financial report be accepted. **All in favour.**

- **Member Welfare Group** – Report presented by **M. Boon** on meeting held on 29 January 2018. Meeting outcomes were as follows:
 - Volunteer Transport Group will operate as an informal friendship arrangement providing transport assistance as needed from time to time.
 - A Green Memorial Garden is ready to go with **J. Bates** to complete tidy up with new plants to be obtained during winter/spring to beautify the area.

- Discussions were held centering on the health of members and possible need for support. Of concern was the prevalence of mental health issues in the community. It was agreed that **M. Boon** would seek approval from the Board for a permanent display of Beyond Blue and Mental Health Services information in the Club. This was subsequently discussed at the BoM Meeting and it was agreed that **M. Boon** proceed to get material and arrange for a talk at the Club on mental health issues and how as a Club we can best support our members.
 - Next meeting of Welfare Group to be 23 April 2018.
- **Secretary – P. Guerin** gave a brief report on the outcome of the Half Yearly Meeting of the GSBA held at Milang on 31 January 2018. Key issues discussed included:
 - **Saturday Division 5E bye points** – as there is an unequal number of byes in Div. 5E, it was agreed that the teams having an extra bye will be awarded the average winning points for the season and their score adjusted accordingly after the last home and away game.
 - **Alexandrina Supa Series** – Bowls SA has taken over the management of the series from GSBA, after GSBA incurred a loss last year and had sought an assurance from Bowls SA that any monetary loss this year would be covered. All entries to be through Bowls SA on-line registration.
 - **Division 5** – Depending on what teams are promoted from Div. 5 and who gets demoted from Div. 4, there will likely be a revamp of the current East/West format. Maybe better to spilt on a N/S basis or possibly revert to Div. 5 and Div. 6. Will be considered as part of AGM.
 - **Tournament Overlap** – Port Elliott raised the issue of too many tournaments being scheduled against each other. Executive to consider reverting to an annual meeting of Club Tournament Directors to sort out clashes and make sure **all** Clubs can run 3 tournaments per season, without competition from any other Club.
 - **Number of Opposite Gender Players for Thursday Pennants** – Goolwa raised the possibility of reducing the number of O/G who can play in Thursday pennants. This will need to be a Notice of Motion at the next AGM.
- **Ladies Facility Report**
G. O'Connell was absent. Nothing to report, next meeting scheduled for **Tuesday 6 February 2018**.
 - **Men's Facility Report**
No report, next meeting scheduled for **Tuesday 13 March 2018**.
 - **Bar - P. Cavallaro** reported that Bar revenue for **January 2018** was **\$17,0892** which is the best bar income recorded for January. Revenue from bar continues to be the main source of Club income and is going very well. Total bar income YTD is \$130,000 an increase of 10% on last year at the same time.
 - **Kitchen – P. Cavallaro** reported that the kitchen averaged 70 meals each Friday during January with monthly revenue of **\$3,760**. This is a significant improvement on the corresponding period for the past few years and a very good result. Labour costs for the kitchen were also well done for the month.
 - **Grants**

Only outstanding grant application was for **\$5,000** as part of the Active Club Program Round 44 (Rec and Sport). Notified in December that our application was unsuccessful. Will apply again next round.

- **Social Bowls – G. Montgomery** reported that social bowls continue to go OK, with about 30 each Wednesday, depending on weather.
- **Surrounds Maintenance – G. Montgomery** has been absent but work on surrounds has continued in his absence. Some more work needs to be done spraying weeds, tidying up leaves, trimming shrubs and general surrounds maintenance as well as the ongoing need for mowing and edging.
- **Greens Management- N. Nation** provided the following information:
 - All greens going well and very positive comments from members and visitors about A green.
 - It was suggested by **N. Nation** that we delay the replacement of C green until November/December 2019, instead of this year to enable the two new Tiftdwarf greens to settle in and to spread the green loading over three greens for one more year. This was discussed and agreed in principle by the Board, provided we did not compromise the grant we received from Department of Recreation and Sport. Grant money required to be spent and work completed 31 December 2019. It was agreed that we could still satisfy the grant requirements if the work was delayed by a further 12 months. To be further discussed, before final agreement.
 - It was agreed that it would be beneficial to get a quarterly report from the Greenkeeper outlining any issues, requirements, maintenance program, etc. **N. Nation to arrange with A. Whiley** to attend a meeting 3-4 times per year, possibly at start of season, mid-season, end of season and any other time that the green keeper wanted to discuss any issues or concerns.
- **Strategic Plan**
 - No changes, work program already covered previously as part of “Other Capital Works”.
- **Workplace Health and Safety**
 - **M. Boon** reported that MSDS have been provided for oven cleaning chemicals.
 - **M. Boon** reported that he arranged for quotes for a routine pest control service for the Club. As a result, he recommended that we enter into a contract with **Southern Suburbs Pes Control**. **Moved M. Boon and seconded G. Montgomery** that we proceed with a 12-month contract, starting immediately. All in agreement.
- **Men’s Facility Report**

No report, next meeting to be scheduled for March 2018.
- **Other Business**
 - **Catering for Jenny Sharpe Day** – Ladies Facility has asked if men would do catering for Jenny Sharpe Day on **5 March**. Agreed that men will do catering, serve meals and collect money for registration, do score cards and score board for the day. **P. Cavallaro** agreed to organize catering arrangements.
 - **EFTPOS-** M. Boon lead a discussion on the possible introduction of EFTPOS for the Club. The fees, transactions costs, training, etc, were discussed. It was agreed that

whilst in the short term there would be some additional costs and training needed to use EFTPOS and to generate the necessary financial reports, in the long term it would be very beneficial for the Club. **Moved M. Boon** and **seconded L. Carter** that we proceed with the ANZ Bank to enter into an agreement to establish EFTPOS at the Club. **M. Boon to arrange.**

- **Public Officer** – to meet the requirements of the Australian Taxation Office and our financial reporting the Board of Management endorsed the following:
Michael Boon as the Public Officer for McLaren Vale Bowling Club Incorporated (Administration), ABN 27 007 552 677 and:
Michael Boon as the Public Officer for the McLaren Vale Bowling Club Fund Raising, ABN 0391 916 839.
Moved N. Nation and Seconded L. Carter. All in favour
- **Signs for bags** – Signs to be made asking that bags not be put on seats. **P. Guerin** to organize.
- **Green Fees Box for Non-members** – **L. Carter** suggested that for non-members we have a green fees box. There are a few Night Owl players who use the greens extensively for practice and it was agreed they should contribute to the cost of greens maintenance. It was considered that a \$5.00 fee was appropriate.
- **Annual Darts/Bowls Memorial Challenge** - **M. Boon** has discussed with Rick Clennett the concept of having a Neil Broadwood Memorial Trophy challenge between the Darts and Bowls Clubs, combining a bowls and darts competition. It was agreed that this was a great idea and **M. Boon** to continue to liaise with R. Clennett to decide on format and timing.
- **Visitor Magnetic Score Board Signs** – **P. Guerin** to follow up additional “Visitor” scoreboard signs for A green.
- **Cleaning of Ovens** – **P. Cavallaro** had sought a quote to have the ovens professionally cleaned. The quote was \$1,700, which was considered excessive. **P. Cavallaro** thoroughly cleaned the ovens and has organized for Westinghouse to come and clean between the glass panels in the door of the free-standing oven. Ovens to be regularly cleaned and maintained by users.
- **Weather Station** – To be installed in a more appropriate position. **S. Lamb** to be approached to see if he would be prepared to construct another weather station in accordance with specifications. **P. Guerin** to follow up.

Meeting Closed – 10:10 pm

Next Meeting - To be held at **7:30pm on Monday 5 March 2018**