

# **MINUTES of the McLaren Vale Bowling Club Board of Management**

## **Meeting held 3 September 2018**

Meeting opened by President **N. Nation** at 7:26pm

**Present:** N. Nation, J. Kelly, P. Cavallaro, P. Guerin, G. O'Connell, J. Mathews, M. Boon, R. Collinson.

**Apologies:** L. Carter, D. Cearns.

### **Minutes of previous meeting:**

Moved by **P. Cavallaro** and seconded **N. Nation** that the Minutes of the previous meeting held on 13 August be accepted. All in favour.

### **Business arising from Minutes:**

- **Driveway & Carpark**

**P. Guerin** gave an update on the progress of the driveway and carpark. Key points as follows:

- Site meeting held on 24 August with Jonathan Marwitz (Greenhill), Peter Guerin (MVBC), Allan Wilkey and Harold Wilkey (Pridham) to discuss Program and Construction issues including variations and time delays to completion of project.
- Minutes of the meeting were recoded.
- Noted that a small segment of fill (max 80mm) will be visible under one or two of the existing retaining walls on the western side of the driveway, Bowling Club to address.
- All stormwater connections have been completed. Pipe into easement on western side of fence goes under the existing electrical and over the existing sewer.
- Additional stormwater outlet from Montessori Centre uncovered and connected into new pit.
- Shallow stormwater pipe requires concrete slab protection where it is less than 600mm coverage. Slab to be 40Mpa, 1.8m wide with SL72 reinforcement.
- Greenhill to email Council informing them that if they require CCTV to check integrity of the existing stormwater pipe they will need to arrange urgently.
- Pridham noted that refractive cracking is likely to occur at the location of the concrete slab.
- Subgrade preparation complete. Noted that several areas of the subgrade were overly wet and unable to achieve the required compaction. Due to time restrictions, Greenhill instructed Pridham to over excavate and blend with suitable material and recompact. The use of geotextile is also approved if Pridham have supply readily available.
- Pridham have been instructed to proceed with placement of sub base following subgrade treatment. Compaction tests required on subgrade prior to sub base.
- All trenching and conduits for electrical wiring 100% complete.
- Electrician has installed cable in the spare conduit up the driveway instead of drawcord. Noted that this was not requested, and a variation would not be accepted.
- Fifteen variations identified by Pridham to date. Nine have been costed by Pridham, but not yet reviewed and approved by Greenhill. Total increase in cost of the 9 variations submitted is \$9,415.
- Pridham have also requested a 10-day extension of time due to inclement weather and unforeseen additional work, making practical completion date 28 September.

- **Other Capital Works**

**N. Nation** gave an update on the progress of the steps and decking. Key points are:

- Steps and installation of louvre wall completed.
- Sides of steps and each side of the decking below floor level to be enclosed. This due to be done by Zimmer Engineering week beginning 3 September.
- Decking material due to arrive any day and will be stored at Zimmer until ready to install.
- Total cost of project will be approximately \$36,000.

- **New Members**

Application for membership received from the following.

- **Ray Dienelt** - Full Member
- **Adrian Giles** - Social
- **Susanne Giles** - Social
- **Tracy Crone** - Social
- **Karen Lamb** - Social
- **Michael Harris** - Social
- **Paul Heeps** - Full

**P. Guerin** moved that all applications be accepted, seconded by **N. Nation**. Carried.

**P. Guerin** to ensure Chairman of Selectors is aware of new members and **J. Mathews** to enter detail into our internal list and Sports TG data base for full members.

- **Venue Hire/ Social Activities**

**P. Cavallaro** gave a summary of events to be held at the Club in the coming month

- 7<sup>th</sup> September "Good Old Days" Concert
- 15<sup>th</sup> September Ugly Barmaid
- Home Trial Games 8<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> September
- Opening Day Sunday 23 September
- Rock'n'Roll dance night Friday 28<sup>th</sup> September.

- **EFTPOS** – **J. Kelly** gave a summary of the fees associated with the introduction of EFTPOS. It was agreed to proceed with the introduction of EFTPOS and there would be no minimum spend to use a credit card. To be operational **1 October 2018**.
- **Signs for Bags to be Stored under Seats** – **N. Nation** has done. No further action.
- **Membership** – **M. Boon** reported that at the time of the meeting there were about 20 members still outstanding with payment. The Club has paid the first of two instalments of the fixed Affiliation Fee to Bowls SA. Our first instalment was \$3,209.85 and the second instalment of the same amount is due 1 March 2019. Total Affiliation fee for year is \$6,419.70.
- **Benchmarking of Clubs Performance** - Financial statements received from Happy Valley and Toorak/Burnside Bowling Clubs. **L. Carter** to review and compare with our situation to see if there are any areas where we may improve.
- **Social Activities** – No progress with establishing a Social Committee. In the interim it was agreed that we need to have at least one event per month, particularly for the winter period, to keep income flowing. Board to arrange a program of events.
- **Bowls SA By-Laws and Model Club Constitution** – **P. Guerin** and **D. Cearns** to review Club By-Laws and Constitution to ensure they are in line with Bowls SA.
- **Bowls SA Strategic Plan** - **L. Carter** on return from holiday in September to review the Club Strategic Plan for the period 2019-20124. Toilet for C green to be included in plan.

- **Additional Pennant Badges for Div 5 Side** – Will be available at time of Opening Day of GSBA, 16 September 2018.
- **Club Opening Day** – has been scheduled for **12.30pm on Sunday 23 September 2018**. Leon Bignell, Member for Mawson and Bridgett Toner from City of Onkaparinga have been invited to attend. Leon Bignell has responded and will open the season. Can only stay until 1:00pm as he has other commitments.
- **Opening of GSBA at Victor Harbor on Sunday 16 September at 12.30pm**. In addition to the Champion of Champions attending, **P. Guerin, N. Nation, J. Mathews** and **G. O’Connell** will be attending.
- **Office of Recreation and Sports** – Strategy to have boards of sporting clubs 40:40 male and female and the remainder 20% discretionary. This will be addressed in the **Strategic Plan**.
- **Bowls SA AGM** – to be held at **1.00pm on Monday 17 September** at **Adelaide Bowling Club**. Notices of Motion to be lodged by 18 July and Agenda items by 17 August. **P. Guerin** to attend.
- **Life Membership Nominations of GSBA** – the Board agreed that **J. Cleggett** should receive life membership and Ladies Facility endorsed **M. Borlase** also being made a Life Member of GSBA. Delegates to vote accordingly at the Special General Meeting of the GSBA to be held at **Willunga on Sunday 9 September**. Our delegates to be **Norm Nation** and **G. O’Connell**
- **Registration of Players in Sports TG Data Base**. – **M. Boon** to provide list of fully paid up members. **P. Guerin** and **J. Mathews** to ensure that all Full/Junior members are registered in Sports TG data base. Must be included to be eligible to play pennants. Similarly, any Night Owl player or Social member can play up to 3 pennant games in the lowest team, but must be registered in the data base and the Secretary of GSBA informed in advance of our intention to play a non-Full member. Sports TG data base to be activated no later than **21 September**.
- **A. van Dijk Walking Frame** – Has not had her walking frame modified and will be unable to play if it does not conform. It is a cost issue (\$200 to modify). **P. Guerin** to see if there is an opportunity to approach a government organization that maybe able to assist with funding.
- **Dumping of Bowls** – Need to remind players regularly of the Dumping Policy. Clubs will be vigilant, so individuals will need to modify their delivery in association with a Club Coach or consider using an arm. Agreed to treat on a case by case basis and get appropriate person to approach the player concerned to discuss on a personal basis. Maybe need to purchase additional arm to keep in Club. To be raised at **Men’s and Ladies Facility Meeting**.
- **Sponsorship** – **J. Kelly** reported that sponsorship going OK. Last year total sponsorship about \$18,000, including tournaments and signage. **J. Kelly** to follow up potential sponsorship with Mat Clark. Also, some more signs to go on southern shelters for B Green.
- **Bar Price Increase** – Board agreed at previous meeting to increase bar prices. To be implemented before start of season. **M. Boon** and **P. Cavallaro**.
- **Approach from McLaren Flat to Play Pennants at Club After 18 November** – **P. Guerin** wrote to McLaren Flat agreeing to request.
- **Transfers Out** – **Darryl Carter** and **Leon McMillan** have transferred to other clubs. **N. Nation** to write to both thanking them for their valuable contribution to our Club.

- **Ladies Uniform Order** – **P. Cavallaro** has ordered additional uniforms for Ladies as per order request from **P. Jolly**. Expected to be available about mid-September at a cost of \$85. **P. Cavallaro** to check on pricing, as seems high.
- **Nomination of Selectors for Open Gender** – **D. Kay** provided nominations for Saturday Open Gender Selectors. Board agreed to consider at next meeting when Ladies nominations for Thursday Pennants will also be available.

- **Reports**

- **Treasurer** – **M. Boon** presented the following figures to the meeting.

<b>Administrative A/C</b>	<b>\$7,760.44</b>
<b>Fund Raising A/C</b>	<b>\$2,525.04</b>
<b>On-Line Savings A/C</b>	<b>\$75,379.66</b>
<b>Term Dep 1 A/C</b>	<b>\$150,000</b>
<b>Term Dep 2 A/C</b>	<b>\$125,000</b>
<b>Term Dep 3 A/C</b>	<b>\$100,000 (driveway grant)</b>

**Moved M. Boon and Seconded P. Cavallaro** that the Treasurer's Report be accepted. **All in favour.** **M. Boon** noted that we expect invoices for progress payment for the car park during September, possibly two payments each approximately \$120,000.

- **Member Welfare Group** - No report, next quarterly meeting in October.
- **Secretary** – **P. Guerin**, nothing further to add to issues covered elsewhere.
- **Ladies Facility Report** – **G. O'Connell** gave a summary of the Ladies Facility Meeting held on 14 August. Key points as follows:
  - New member **Eva Treen**
  - **Denise Pulford** will organize the kitchen for Saturday Open Gender Pennants
  - **Pauline Jolly** to organize kitchen roster for tournaments
  - Ladies to start practice on 11 September and propose to practice twice per week. **Pauline Jolly** to organize trial games
  - Ladies agreed to support GSBA Life Membership for **Margaret Borlase**
  - **Adriana Coppin** is running an Umpires/Measurers/Markers Course at the Club October 7<sup>th</sup> and 14<sup>th</sup>.
- **Men's Facility Report** – **Men's Facility Meeting to be held at 5:30pm, on Wednesday 19 September.** **J. Kelly** to chair and prepare an agenda.
- **Bar** - **P. Cavallaro** reported that revenue from the bar for August was **\$10,353.20**, which was on par with the same period last year.
- **Kitchen** – **P. Cavallaro** reported that the kitchen did **250 meals** for August and revenue was **\$3,451**, which compares favourably with the same period last year. Both the kitchen and bar are starting to pick up as more people are at the Club for the start of the season and weather is improving.
- **Grants** – there are no grant applications outstanding. Agreed that before applying for any further grants and undertaking new projects we need to improve our cash flow situation.
- **Surrounds Maintenance** – No report. No Surrounds Committee in place. It was agreed that this is a major issue. This will become even more critical when the gardens are planted as part of the carpark upgrade. Need someone to manage who has the drive and commitment to organize work and personnel. Critical we resolve. To be raised again at the Men's Facility Meeting on 19

September. Also, a Working Bee to be organized to tidy up prior to start of the season and John Talbot 2-day event on 8, 9 October.

- **Social Bowls on Saturday** – **C. Patterson** has agreed to continue to organize **Wednesday Night Social Bowls** during summer. **Neville Hoffman** and **Mark Brennan** to organize Wednesday afternoon social bowls.
- **Greens Management** – **N. Nation** reported the following;
  - More intensive work on A & B will commence during the month in preparation for the start of the season.
  - Artificial grass edging of C green will not be done until the green is replaced in October/November 2019.
  - **N. Nation** to organize the removal of the old chairs at the south end of C green through **McLaren Vale Recycle Centre** prior to start of season.
  - Winter weeds being removed from greens and ditches need to be weeded and raked.
- **Strategic Plan** – Will be reviewed when **L. Carter** returns from holidays.
- **Workplace Health & Safety** – **M. Boon** said this role is becoming more onerous and he does not want to continue as both the OH&S Manager and Treasurer. Require another Board Member to take on the OH&S role. To be discussed further at next meeting.

## Other Business

- **Health Inspection** – Requirement for kitchen to be maintained at a high standard, including cleaning of fans, bench tops, grease traps and changing of oil in deep fryers. Committee agreed that **P. Cavallaro** speak to Jan and Colin Webb and offer them \$200/month to undertake this role.
- **Club Jackets/Hoodies** – **J. Kelly** raised issue of Club Jackets/Hoodies. Committee agreed that he could proceed with getting a small quantity made (suggested 4), then members could decide if they wished to purchase. **P. Guerin** to provide pamphlets for suitable manufacturers.
- **M.Boon** indicated that he was not prepared to continue as the Licensee of the Club and did not wish to continue with the OH&S role. Club to find another member, preferably on the Board, to undertake these two very important functions.

Meeting Closed – 10:05 pm

Next Meeting - To be held at **7:30pm on Tuesday 2 October 2018**. **(Note this has been changed to Wednesday 3 October as there is darts at the Club on Tuesday nights.)**