

MINUTES of the McLaren Vale Bowling Club Board of Management

Meeting held 3 October 2018

Meeting opened by President **N. Nation** at 7:32pm

Present: N. Nation, L. Carter, J. Kelly, P. Cavallaro, P. Guerin, M. Boon, R. Collinson, D. Cearns.

Apologies: G. O'Connell, J. Mathews.

Minutes of previous meeting:

Moved by **P. Guerin** and seconded **P. Cavallaro** that the Minutes of the previous meeting held on 3 September be accepted, with the minor amendment that "M. Boon is not prepared to continue as Licensee of the Club and will not continue to be responsible for OH&S". Subject to these changes, all in favour.

Business arising from Minutes:

- **Driveway & Carpark**

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

- Practical completion was on 26 September 2018.
- There have been some minor issues identified by Greenhill and Pridham have been notified. These will continue to be monitored.
- Outstanding issue with the timer for the lights in the car park. Had specified a 24/7 twelve-month timer. What has been installed is a 24/7 timer that cannot be programmed for different requirements monthly. **L. Carter** having further discussions with Lucid/Pridham/Greenhill to try to resolve. Also override button to provide "run-on" time to operate from scheduled cut off, not from time of activation. To be resolved.
- "Scuff marks" in bitumen due to tyres being turned while vehicle not in motion are considered normal by Pridham. Expect that this will "settle down" over time as bitumen hardens.
- Require centre line at entrance off Tatachilla Road, right-hand turn arrow near Ainsley's shed and left-hand turn arrow from bottom car park area back up driveway. Have a quote of \$250 for this. Agreed to proceed, **P. Guerin** to arrange.
- **L. Carter** also provided a spreadsheet showing total project cost, expenditure to date, outstanding amounts and share of costs between Bowls Club and Montessori Childrens Centre. In summary the total cost of the project was **\$305,735 exc GST**, we received a grant of \$155,000 from DPTI, our cost was \$116,551 and Montessori Childrens Centre was \$34,184.
- Anticipate that we may save \$3,000 on budgeted cost for landscaping (budget \$13,000)
- Rain garden to be completed shortly then planted as per landscape design.
- Ladies have agreed to plant and maintain T shaped garden between top and bottom levels of car park. Need for more top soil in this garden area.
- Skip to go by concrete rain water tank at south west corner of C green
- Ainsley to be offered used metal advertising signs for community art work.
- Toorak Burnside to take disused fold up seats stored at south end of C green. **L. Carter** has organized.
- **P. Guerin** to get 13 "Bowling Club Parking" signs to go on wheel stops for top area of car park.

- **Other Capital Works**
 - Steps, decking, louvre screen and balustrade between B and C green completed.
 - Total cost of project **\$35,031**
 - **P. Cavallaro** to pick up 2 West End umbrellas from Alma Hotel for deck.

- **Application for membership received from the following.**
 - **Kerry Livingston** - Social
 - **Sheila Harris** - Social
 - **Darrel Kumnick** - Social
 - **June Kirk** - Social
 - **Lynette Haines** - Social
 - **Michael Haines** - Social
 - **Cathal McGroarty** – Social
 - **Allan Morrison** – Social
 - **Luke Liebelt** - Social

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

- **Venue Hire/ Social Activities**

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

 - Night Owls to commence 11 October every Thursday night
 - Social bowls to commence on Wednesday 17 October
 - Cure for Cancer Quiz Night 13 October
 - Sunday 14 October Ugly Barmaid Bowls Day
 - Rock'n'Roll dance night Friday 19 October.

- **EFTPOS** – To be implemented. Documentation being completed. **J. Kelly/M. Boon**

- **Membership** – **M. Boon** reported that all Full members have paid. We have 115 Full (including 1 Junior member) and Life Members. Our first instalment of the Affiliation Fee was \$3,209.85 and the second instalment of the same amount is due 1 March 2019.

- **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. Late Autumn, early August to host RFDS Quiz Night, Christmas Show on 29 December. To approach Ladies to see if they would like to organize a social event during winter.

- **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** 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** – **M. Boon** distributing to Div. 5 players who qualified.

- **Club Opening Day** – Was held at 12.30pm on Sunday 23 September 2018. Leon Bignell, Member for Mawson officially opened the season. Day was well attended by our lady members, but our men were poorly represented. Was a successful day overall.

- **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**.
- **Special General Meeting of GSBA, 9 September** – Our delegates to the meeting were **N. Nation** and **G. O’Connell**. Motions approved include;
 - Retention of 2-year rule for motions to be reconsidered
 - Recommendations for changes to the Conditions of Play for the ensuing season shall be submitted at a time to be determined by the Executive Committee and will be voted on at the AGM.
 - In the event of an equality of votes the person presiding shall exercise a casting vote in the negative.
 - At a delegates meeting of the Association each Club is entitled to 2 delegates, one (1) male and (1) one female, where possible, unless the Club consists only of single gender members, then they are entitled to 2 delegates of the same gender
 - Only delegates with a side or sides in a division shall have the right to vote on matters, including pennant format, which affect that division, with allowance for promotion and demotion.
 - J. Cleggett and M. Borlase awarded Life Membership of GSBA.
- **Registration of Players in Sports TG Data Base.** – All Full members for the current season have been registered with Bowls SA, and a list and registered members provided to GSBA and Region 7 and the relevant fee of \$11 and \$10 per person respectively, has been paid.
- **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.
- **Sponsorship** – **J. Kelly** spoke to **Matt** about sponsorship. **Eckerman Conveyancing, Physio Life and KG Electrical** all expressed interest in sponsoring Club. **J. Kelly** to meet/discuss sponsorship with each and report outcomes at next meeting.
- **Approach from McLaren Flat to Play Pennants at Club After 18 November** – All McLaren Flat players to pay \$10 Social Membership, to be paid by Club when they commence pennants at our McLaren Vale. Plan to have a welcome Friday Night dinner and invite McLaren Flat members and partners. **P. Guerin** to arrange.
- **Nomination of Selectors for Open Gender** – **D. Kay** Chairperson of Selectors provided the following recommendations for Saturday Open Gender Selectors; **P. Cavallaro** Div. 1; **Trevor Morgan** Div. 2 (Gold); **Bob Dowell** Div. 2 (Blue); **Michael Herbert** Div. 4 and **Michael Boon** Div. 5 (both teams). The recommendations for Thursday Ladies Pennants from the Chairperson of Selectors **N. Bradley** are as follows; **Adriana Coppin** Div. 1; **Kay Wilson** Div. 2 and **Phil Ingerson** Div.3. Moved **N. Nation** and Seconded **R. Collinson** that the recommendations for Selectors for Saturday and Thursday be accepted. All in favour. **P. Guerin** to write to E. Pitman thanking her for her nomination as selector for Open Gender Div. 4.
- **Lunch Menu for Region v Development Squad at McLaren Vale on Sunday 6 January** - Agreed to request from Bowls SA to host game. Lunch menu would be a choice of fish and chips and salad or chicken schnitzel and salad at a cost of \$12.00 per head. Approximately 56 to cater for. **P. Guerin** to write to Bowls SA confirming menu and price.

- **Reports**

- **Treasurer – M. Boon** presented a six monthly (April 2018 – September 2018) Financial Statement. Major items were;
 - Progress payments for car park to September 2018 was \$134,698
 - Renovation and improvement to surrounds \$42,546
 - Greens expenses \$29,800 marginally less than same period last year
 - Gross profit YTD from bar \$26,915, comparable to last year.
 - Gross Profit from meals, raffles, social bowls registration, tournaments YTD \$19,345 a 35% increase on same period last year.
 - Total membership subscriptions \$13,781
 - ANZ Cheque Account **\$11, 591.64**; Fund Raiser Cheque Acct **\$4,634.08**; ANZ Power Saver Acct **\$35,379.01**; Term Deposit 1 **\$150,000**; Term Deposit 2 **\$125,000**.

Lighting in car park, stairs and decking to be included in depreciation.

Moved **M. Boon** and Seconded **L. Carter** that Financial Statement be accepted. Carried.

- **Member Welfare Group** - No report, next quarterly meeting in October.
- **Secretary – P. Guerin**, nothing further to add to issues covered elsewhere.
- **Ladies Facility Report** – Ladies provided nominations for Thursday Pennant Selectors and have agreed to undertake the planting and ongoing maintenance of the T garden area in the car park.
- **Men's Facility Report** – Men's Facility Meeting was held at 5:30pm, on Wednesday 19 September. J. Kelly chaired the meeting.
 - No volunteers for managing of surrounds, a continuing issue.
 - Agreed that it would be good to have Club jackets, get a few made for members to choose from. **J. Kelly** to organize.
 - **J. Kelly** suggested that it would be good to have Honour Boards made similar to Encounter Bay to consolidate information and do away with all existing ad hoc boards. For further discussion.
- **Bar - P. Cavallaro** reported that revenue from the bar for September was **\$14,448**, which was a very good result and approximately \$5,000 more than the same period last year, representing a 50% increase. Need additional personnel to assist with Saturday afternoon bar roster.
- **Kitchen – P. Cavallaro** reported that the kitchen averaged 78 meals each week for the month of September, the best result for September and revenue was **\$4,531**, which again is the best September income recorded. Labour costs were low, so a very good result.
- **Grants** – there are no grant applications outstanding. **P. Guerin** to finalize report to DPTI for Age Friendly Hub to acquit grant funding. To be done when invoicing is finalized.
- **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. No volunteers from Men's Facility Meeting. **Tree adjacent A green on eastern side to be trimmed.**
- **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. No report

- **Greens Management** – **N. Nation** reported the following;
 - Ramp installed at eastern door of green keepers shed to get equipment out of shed. Also, ramp installed to get trailer over new kerb on western side of green keepers shed.
 - Greens all good and A & B greens to be used for pennants.
 - Night Owls to play E/W on A and B.
 - **N. Nation** to organize the removal of remaining old chairs at the south end of C green through **McLaren Vale Recycle Centre**.
- **Strategic Plan** – Will be reviewed when **L. Carter** returns from holidays.
- **Workplace Health & Safety** – No report. **M. Boon** said this role is becoming more onerous and he does not want to continue as both the OH&S Manager and Treasurer. **Scott Myles** an OH&S consultant and Club member to do a review of the Club.

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. **P. Cavallaro** spoke to Jan and Colin Webb and offered to pay them to undertake this role. Colin not interested but Jan indicated she would do.
- **OH&S and Licensee** – **M. Boon** not prepared to continue with these roles. They are both integrated and need a Board Member to take over responsibility. Need to make sure we comply with Licensing requirements and have Safe Work Practices in place. **D. Cearns** to discuss with **M.Boon** taking on roles.
- **Etiquette of Bowls** – Agreed that the Club purchase 150 copies of Etiquette of Bowls. **R. Dienelt** to sponsor the cost of \$2.50 per booklet. **P. Guerin** to arrange.

Meeting Closed – 9:50 pm

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