

MINUTES of the McLaren Vale Bowling Club Board of Management

Meeting held 5 November 2018

Meeting opened by President **N. Nation** at 7:35pm

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

Apologies: D. Cearn.

Minutes of previous meeting:

Moved by **P. Guerin** and seconded **P. Cavallaro** that the Minutes of the previous meeting held on 3 October be accepted. All in favour.

Business arising from Minutes:

- **Driveway & Carpark**

L. Carter gave an update on the progress of the driveway and carpark including a written summary of all costs, which was given to all Board members. Key points as follows:

- Revised budget including variations, Grant from DPTI \$155,000; Bowling Club Expenditure \$118,481; Montessori \$34,827 for a total of \$308,308. All costs are exclusive of GST.
- Final 5% retention money to be paid in October 2019.
- Work on the car park has been completed with a few minor exceptions. Still need to provide seating, community art work and bicycle rack as per agreement with DPTI.
- Have a request to Council to provide speed humps and street furniture. **Mayor, L. Rosenberg**, has taken a personal interest and agreed to find a solution for street furniture. In order to have speed humps need to also have lighting in driveway and will require Council approval.
- Agreed to write to Council requesting a variation to our Development Application (DA) to have the invert widened from Tatchilla Road to better align with the driveway. There will be no additional cost to lodge a variation to the DA. **P. Guerin** to write application.
- 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 monthly requirements. **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.
- **P. Guerin** to get 13 "Bowling Club Parking" signs to go on wheel stops for top area of car park.
- **P. Guerin** to write final report to DPTI to acquit Residents Win Grant as per Agreement. Board to approve wording for sign to be erected recognizing DPTI funding.

- **Application for membership received from the following.**

- **Robyn Litchfield** - Social

P. Guerin moved that the application be accepted, seconded by **N. Nation**. Carried. Also discussed informal request from Jim Roberts, GSBA, to have details of all members included in the Bowls SA data base. (ie Night Owls, Social). Was agreed that we would not update the data base until we received an 'official' request to do so. The argument for including all forms of membership is to give a clearer picture of numbers involved in bowls and to enhance the opportunity to get grants in a very competitive environment.

- **Venue Hire/ Social Activities**

P. Cavallaro gave a summary of events to be held at the Club;

- Men's Presidents Day on 9 November
- Jenny Sharpe Day on 19 November
- McLaren Flat bowlers and Fitness Group coming for dinner on Friday 23 November.
- Christmas/New Year Dinner 29 December
- Development Side v Region 7 Trial Game on **6 January**, including lunch for approximately 56.
- Letter of thanks from Angie Dimock, Cure for Cancer Night held at the Club. Very successful, raised \$4,000 for cancer research. Very appreciative of contribution of Club.

- **EFTPOS** – Has been implemented and is going well overall. Was a problem with the system going down due to Telstra outage. Continued to use not realizing it was down and not checking that transactions were approved. **M. Boon** has drafted a procedure for using EFTPOS.
- **Benchmarking of Clubs Performance** – **L. Carter** provided a spreadsheet comparing bar trading for our Club with Toorak Burnside, Walkerville, Lockleys, Beaumont, Henley, Payneham and Happy Valley. In terms of gross sales revenue, we rated 3rd overall. Comparing net profit % and cost of sales % with these other Clubs, we compare very favourably with only one Club having a marginally better net profit (0.1% better). In terms of cost of sales only three clubs had a lower percentage. Based on this benchmarking comparison we can be extremely satisfied with our bar trading performance.
- **Social Activities** – No progress with establishing a Social Committee. Board to arrange a program of events. To approach Ladies to see if they would like to organize a social event during winter. Christmas Show on 29 December, late Autumn, early August to host RFDS Quiz Night. Ashleigh Cross engagement party for approximately **100 on Saturday 9 February**, from 7:00pm. Riley Motor Club of Australia to have a **3 course sit down dinner for approximately 180 on Sunday 5 May**. Have given them a price of \$35 per head.
- **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 - **ongoing**.
- **Bowls SA Strategic Plan** - **L. Carter** to review the Club Strategic Plan for the period 2019-2024. Toilet for C green and strategy to have Board 40:40 male/female to be included in plan - **ongoing**.
- **Registration of Players in Sports TG Data Base**. – Discussed informal request to enter all levels of membership into data base. Agreed to wait for written request/directive from GSBA/ Bowls SA.
- **Sponsorship** – **J. Kelly** gave an update on sponsorship.
 - **Skyworld Blinds and Curtains** to do a new sign
 - **Retireinvest** to continue with sponsorship this year, but unlikely to continue next year
 - **Eckermann Conveyancing** sponsorship done
 - **J. Kelly** met with Matthew Clarke from **Physioalive** to discuss an advertising sign and possible sponsorship of Pairs Tournament on 19 February
 - **Alma Hotel** to sponsor Presidents Day and Old Bowls Day
 - **J. Kelly** to follow up with KG Electrical
- **Approach from McLaren Flat to Play Pennants at our Club** – Still scheduled to play first pennant game at our Club on 24 November. One team each week at McLaren Vale for rest of season. All McLaren Flat players to pay \$10 Social Membership, to be paid by Club prior to first game. **P. Guerin** to invite McLaren Flat members and partners to a **'Welcome Dinner' on Friday 23 November**.

- **Selectors** – **P. Guerin** wrote to **E. Pitman** informing her that her nomination as a Selector for Division 4 Open Gender Pennants was unsuccessful and thanking her for nominating.
- **Kitchen OH&S** – **Jan and Colin Webb** not interested in undertaking role in maintaining kitchen. **To be resolved.**
- **OH&S and Licensee** – **M. Boon** and **D. Cearns** had a meeting with **S. Myles** a Club member and OH&S Consultant. He is prepared to undertake a review of the OH&S requirements for the Club identifying minimum needs, responsibility, documentation, frequency and level of reporting. As a first step agreed to have a briefing session between **S. Myles** and Board of Management. To be organized by **M. Boon** at a convenient time. **Moved P. Cavallaro** and **Seconded J. Kelly** that we proceed with proposal. All in favour.
D. Cearns has agreed to take on role of OH&S Manager as well as Licensee of Club from **M. Boon**. Our Club Management Plan to be updated in January 2019 by **D. Cearns/M. Boon**
- **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** has written to Bowls SA confirming menu and price and they have agreed.
- **Clubs SA Good Governance Checklist** – Checklist provided to **D. Cearns** and **M. Boon** for consideration and implementation as well as referral to website for Work, Health and Safety procedures.
- **Lawn Bowls Etiquette Tips and Tactics** – **R. Dienelt** has agreed to sponsor the purchase of booklets @\$2.50 per copy. Waiting for **R. Dienelt** to agree to proposed advertising and respond in writing to proposal. **P. Guerin** to follow up.

• Reports

Treasurer – **M. Boon** presented financial figures as at 5 November 2018.

- ANZ Cheque Account: **\$14,243.55**
- Fund Raiser Cheque Acct: **\$7,066.80**
- ANZ On-Line Saver Acct: **\$85,437.40**
- Term Deposit 1: **\$150,000;**

Moved **M. Boon** and Seconded **L. Carter** that Financial Report 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** – **G. O’Connell** reported the following;
 - The Ladies Facility is not having set formal meetings, to be held on a ‘as needs basis’
 - Melbourne Cup Luncheon planned, all members welcome
 - Jenny Sharpe Day on 19 November
 - **G. O’Connell** also raised the issue of Ladies not being able to practice on Tuesdays on the green they play pennants on. The reason for the green not being available on a Tuesday morning was discussed. **N. Nation** to approach the greenkeeper to see if an alternative day/time can be made for the Ladies to practice on the green that they play pennant.
- **Men’s Facility Report** – No meeting.

- **Bar - P. Cavallaro** reported that revenue from the bar for October was **\$27,328**, which was a very good result even though it was approximately \$7,000 less than the corresponding period last year, which was a record for any month. Sold 22 kegs for month, bar going very well.
- **Kitchen – P. Cavallaro** reported that the kitchen averaged **51 meals** each week for a total of **206** for the month of October, and revenue was **\$3,102**, which is equivalent to the same period last year. Labour costs remain low, so a pleasing result.
- **Grants** – there are no grant applications outstanding. **P. Guerin** to finalize report to DPTI for Age Friendly Hub to acquit grant funding.
- **Surrounds Maintenance** – No report. No Surrounds Committee in place. **J. Kelly** to follow up and contact possible surrounds manager and helpers and report back at next meeting.
- **Social Bowls** – Wednesday Social Bowls being organized by **N. Hoffman. M. Brennan and J. Scott**. Generally, have about 36 bowlers each Wednesday afternoon. Similarly, 25-30 bowlers for Wednesday evening Social Bowls and 34 teams (136 bowlers) for Thursday Night Owls. All going very well, an important source of revenue for the Club as well as a great pathway for new members.
- **Greens Management – N. Nation** reported the following;
 - Greens running well
 - ‘A’ green has been aerated
 - There have been problems with the roller breaking down, this is being addressed
 - We have a Verti-Drain which has been ‘on-loan’ to the Club for a couple of years. Now need to purchase. Estimated price is \$5,000-\$5,500. **N. Nation** to negotiate final price and report back at next meeting for a decision
 - **N. Nation** to organize the removal of remaining chairs at the south end of C green through McLaren Vale Recycle Centre.
- **Strategic Plan** – Will be reviewed when **L. Carter** returns from holidays - **ongoing**.
- **Workplace Health & Safety** – Refer to above ‘OH&S and Licensee’.

Other Business

- **Additional Umpires Equipment** – A review of umpires equipment by **D. Kay** shows that some equipment is missing. This has been identified and cost of replacement is \$660. **Moved P. Cavallaro** and **Seconded J. Kelly** that the outstanding equipment be purchased by **D. Kay**.
- **State/National Events** – **L. Carter** raised the possibility of a SA v Vic State event in **February 2020** to be held at our Club. This would require 2 greens for 2.5 days. Also **R. Dienelt** as a member of the Bowls Australia Committee has mentioned the possibility of **National Indigenous Series to be held during Easter in 2020**. Committee supports **R. Dienelt/L. Carter** pursuing these opportunities. **J. Roberts**, Secretary of the GSBA, has flagged the possibility of a **Country Champion of Champion Event** to be held at McLaren Vale on **16, 17, 18, 19 May**. This was discussed by the Board and with our greenkeeper and it was agreed that **P. Guerin** write to J. Roberts suggesting that it would be more appropriate to hold this tournament in April, possibly over Easter long weekend. Then greens would be near optimum and weather generally more predictable.
- **Club Jackets** – **J. Kelly** organizing to get sample jackets made.
- **Club Song** – At instigation of **J. Kelly, R. Boyd** to compose a Club song. To be presented at next meeting.

- **Honour Boards** - **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.**

Meeting Closed – 10:05 pm

Next Meeting - To be held at **7:30pm on 3 December 2018.**