

MINUTES of the McLaren Vale Bowling Club Board of Management

Meeting held 3 December 2018

Meeting opened by President **N. Nation** at 7:31pm

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

Apologies: J. Kelly.

Minutes of previous meeting:

Moved by **P. Guerin** and seconded **N. Nation** that the Minutes of the previous meeting held on 5 November be accepted. All in favour.

Business arising from Minutes:

- **Driveway & Carpark**

L. Carter gave an update on the outstanding work associated with the carpark:

- **N. Nation** to get mulch to complete the landscaping of the "T" garden section.
- Lucid have agreed to do the design work for what we required and anticipated for the timer and run-on option for the carpark lighting.
- For a new timer/controller incorporating an option to set the run on time for different weeks and months of the year, it would be an additional \$1,000-\$1,500.
- The estimated cost for the specification, supply and installation of a more complex timer/controller system providing 24/7, 12 months per year options is \$3-\$4,000. It was agreed we would stick with the current set up.
- Paving to be done around Greenkeeper shed. It was agreed that the quote of **\$3,300** including GST, from **Adrian Tonkin** be accepted. Moved **M. Boon** and Seconded **P. Guerin** – all agreed.
- One of the seats as part of the "Age Friendly Hub" has been installed by **L. Carter**. A seat and table are being made by **Zimmer Engineering** and will be installed on the grass area adjacent to A green.
- **P. Guerin** to get 13 "Bowling Club Parking" signs to go on the kerb for top area of car park.
- Agreed **P. Guerin** to write to Council requesting a variation to our Development Application (DA) to have the invert widened from Tatachilla Road to better align with the driveway. There will be no additional cost to lodge a variation to the DA.
- **P. Guerin** to write final report to DPTI to acquit Residents Win Grant as per Agreement including wording for a proposed sign recognizing the contribution of the various organizations.
"This project was completed in September 2018 as a collaboration between the Bowling Club and the Montessori Childrens Center and recognizes the contribution of all volunteers and the generous financial support by the Department of Planning, Transport and Infrastructure's Residents Win Program"
The wording was agreed by the Committee and approved by DPTI. **P. Guerin** to get sign made.

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

- **John Arnold** – Social
- **Kathryn McDermott** – Social
- **Barry Lane** - Social

P. Guerin moved that the application be accepted, seconded by **N. Nation**. Carried.

P. Guerin read letter from **Jim Roberts**, Secretary GSBA, requesting that we list all categories of membership in the Sports TG data base, to give a clearer picture of the numbers involved in playing bowls and to enhance the opportunity to get grants in a very competitive environment. It was agreed that we would include all forms of membership provided we have an assurance from Bowls SA that in future the Affiliation Fee would continue to be based on Full member only. **P. Guerin** to write to Bowls SA seeking an assurance. Moved **D. Cearns** and seconded **L. Carter**.

- **Venue Hire/ Social Activities**

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

- Christmas/New Year Dinner 29 December
- Development Side v Region 7 Trial Game on **6 January 2019**, including lunch for approximately 70.
- Riley Motor Club on **5 May 2019** for 3 course dinner for approximately 180.
- Engagement Party for approximately 100 on **Saturday 13 April 2019** from 7:00pm. This was originally scheduled for 9 February.
- Wedding Reception approximately 100, **Saturday 30 March 2019** for Rachel Vandersluys

There was considerable discussion about our ability to host the Riley Motor Club Dinner considering they require a sit down 3-course dinner for about 180. Agreed that we liaise with Amanda and get her input into feasibility and to come up with options for the menu consideration by the Riley Motor Club.

- **EFTPOS** – **M. Boon** reported some ongoing teething problems, but overall going well. Further training of personnel required so everyone becomes proficient in use of EFTPOS.
- **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. Possible late Autumn, early August to host RFDS Quiz Night. Engagement party for approximately **100 on Saturday 13 April**, 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. Wedding Reception for approximately **100 on Saturday 30 March**. **Christmas in July dinner dance**.
- **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 after end of season - **ongoing**.
- **Registration of Players in Sports TG Data Base**. – Agreed to register all forms of membership, in accordance with letter from GSBA, subject to getting an assurance from Bowls SA that the Affiliation Fee will continue to be based on full pennant playing members only. **P. Guerin** to write to Bowls SA seeking assurance.
- **Sponsorship** – **J. Kelly** absent, **M. Boon** gave following report on sponsorship.
 - Signage sponsorship going well
 - **Specsavers** to become new sponsor
 - **Eckermann Conveyancers** sponsorship done
 - **J. Kelly** met with Matthew Clarke from **Physioalive** to discuss an advertising sign
 - **Alma Hotel** to sponsor Presidents Day and Old Bowls Day
 - **J. Kelly** to follow up with KG Electrical
 - **Peter Ellis** new advertising sign

- **Kitchen OH&S – Jan and Colin Webb** no longer able to continue role in maintaining kitchen. **M. Boon** reported that he has organized two members to undertake this task.
- **OH&S and Licensee – S. Myles** a Club member and OH&S Consultant has agreed to undertake a review of the OH&S requirements for the Club identifying minimum needs, responsibility, documentation, frequency and level of reporting. **S. Myles** to attend the next Board Meeting on **4 February 2019** to give an overview of what is required.

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** – Bowls SA have agreed to our suggested menu of fish, chips and salad or chicken schnitzel, chips and salad at \$12/head. Anticipate about 60 players and possibly 10 officials. Also provide tea and coffee and French Bread before the game.
- **Lawn Bowls Etiquette Tips and Tactics** – **R. Dienelt** has agreed to sponsor the purchase of 100 booklets @\$2.50 per copy.
- **Additional Umpires Equipment** – **D. Kay** has purchased additional Umpires equipment as agreed.
- **State and National Events** – Possibility of SA v Vic State event in February 2020, **L Carter** to pursue. National Indigenous Series, Easter 2020, **R. Dienelt** to follow up.
- **Club Jackets** – **J. Kelly**
- **Club Song** – **J. Kelly**
- **HYM of GSBA** – To be held at **Willunga BC on Thursday 31 January at 7:30 pm**. To be attended by President **N. Nation** and Board member **G. O'Connell**. Agreed on the following two items to be added to the agenda for the HYM.
 1. The Grand Final for all Divisions of GSBA to be held on a rotational basis at those Clubs that have three greens of the same surface and can accommodate all sides at the one venue.
 2. That the Constitution of the GSBA relating to the Appeals Process be changed so that an appeal of a decision made by the GSBA is heard by an independent committee.

P. Guerin to submit these two items for inclusion in the HYM agenda.

- **Tatachilla Lutheran College Bowls Day** – On Friday 7 December two groups of about 50 children each to come to Club for a bowls day. First group from 11:00am - 12:30pm and second group 1:00pm - 2:30pm. Agreed we would accommodate request provided it was OK with Greenkeeper. **P. Guerin** to organize.
- **Ladies Probus Club Meeting and Lunch 16 September 2019** – Enquiry from S. Hocking, Secretary of the Southern Vales Ladies Probus Club, to have their Birthday Lunch at the Club on **16 September 2019**. Require a two-course meal, tea/coffee and a glass of sparkling wine as part of package for approximately 60. Agreed on a price of **\$25/head** for fish, chips and salad or chicken/beef schnitzel, chips and salad as an alternative drop and pavlova, fruit, cream and ice cream as dessert. **P. Guerin** to respond with price and menu option for consideration.
- **Replacement Shelters North End of C green** – Claim made to insurers for shelters destroyed in storm. Quote from Shaedz of Adelaide for \$13,682 including GST for 6 replacement shelters, each approximately 4000 x 2000. Awaiting response from insurer.

- **Reports**

Treasurer – M. Boon presented the following financial figures as at 3 December 2018.

- ANZ Cheque Account: **\$7,378.02**
- Fund Raiser Cheque Acct: **\$7,825.86**
- ANZ On-Line Saver Acct: **\$100,466.75**
- Term Deposit 1: **\$150,000**

M. Boon also reported that the Presidents Day on 9 November made a net profit of **\$3,438** and the Jenny Sharpe Ladies Gala Day a net profit of **\$2,000**. Both very good results.

Moved **M. Boon** and Seconded **N. Nation** that Financial Report be accepted. Carried.

- **Member Welfare Group** - No report.
- **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’
 - Jenny Sharpe Day on 19 November was very successful
- **Men’s Facility Report** – No meeting.
- **Bar - P. Cavallaro** reported that revenue from the bar for November was **\$21,735**, which was a very good result even though it was approximately \$2,000 - \$3,000 less than the corresponding period last year. Sold 12 kegs for month, bar going well.
- **Kitchen – P. Cavallaro** reported that the kitchen did **274** meals for the month of November, and revenue was **\$4,156**, about \$1,000 more than the previous month. 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 24-26 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;
 - We need to purchase the “Verti-Drain” which has been “on-loan” to the Club for a couple of years. It was agreed that it was an essential item of equipment for maintenance of the greens and there was the possibility that we could also hire it out to other Clubs. **N. Nation** has negotiated a very good price of **\$4,100** excluding GST. Moved **N. Nation** and Seconded **G. O’Connell** that we proceed with the purchase of the “Verti-Drain” at the agreed price. All in favour.
 - Soil test results for A green showed a problem with nematodes. Both A and B green are being treated accordingly.
 - **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 by **L. Carter** after the end of the season - **ongoing**.
- **Workplace Health & Safety** – **M. Boon** reported that electrical testing and tagging of appliances and leads was completed in November and a spreadsheet provided listing the items included. **M. Boon** also reported that the Club received a 5 star report from the City of Onkaparinga Food Safety Inspector. **P. Guerin** to print off for **D. Cearns** a copy of the “Ask for Angela” posters provided by Clubs SA. To then be displayed in an appropriate location in Club.

Other Business

- **Honour Boards** – Consideration be given to consolidating information onto one or two large honour boards, similar to Encounter Bay, and do away with all the ad-hoc boards in the Club. **For further discussion**.
- **Stick Vacuum Cleaner** – **D. Cearns** suggested that the Club purchase a suitable stick vacuum cleaner to make vacuuming around tables and chairs much easier. Moved **D. Cearns** and Seconded **P. Guerin** that we proceed with the purchase, all in agreement.

Meeting Closed – 9:50pm

Next Meeting - To be held at **7:30pm on 4 February 2019**