

MINUTES of the McLaren Vale Bowling Club Board of Management

Meeting held 4 February 2019

Meeting opened by President **N. Nation** at 7:27pm

Present: **N. Nation, L. Carter, D. Cearns, P. Cavallaro, P. Guerin, M. Boon, R. Collinson, G. O'Connell, J. Mathews, J. Kelly and Scott Myles** (by invitation).

Apologies: None

Minutes of previous meeting:

Moved by **N. Nation** and seconded **P. Cavallaro** that the Minutes of the previous meeting held on 3 December 2018 be accepted. All in favour.

Business arising from Minutes:

- **WH&S**

S. Myles attended the meeting by invitation to provide a briefing on WH&S requirements. Governance of the Club is identified in our Strategic Plan as an area for improvement. **S. Myles** gave an overview of the Workplace Health and Safety Act 2012 and the obligations of the Club under this Act. He emphasized that the Board are responsible for the health and safety of all users of the Club.

A quick WH&S Inspection Audit exercise was undertaken by Board Members and whilst we complied in some areas it was evident that considerable work needs to be done. As a result, a subcommittee of **D. Cearns, L. Carter and P. Guerin** was established to further develop WH&S documentation and implementation.

The initial key documentation required was identified as:

- **Health and Safety Policy**
- **Workplace Health and Safety Manual**
- **Safe Work Procedures**
- **Recording Documents/Proformas**

It is planned to have much of this done for approval by members at the next AGM scheduled for Monday 29 April.

- **Driveway and Carpark**

- **L. Carter** reported that basically all the work associated with the carpark has been completed, including seating and community art work.
- Only the bicycle rack needs to be installed to complete all obligations as part of the DPTI Funding Agreement.
- **P. Guerin** reported that he has ordered "Bowling Club" parking signs to go on the kerb of the southern ("upper") car park area, as well as "No Parking" signs for the kerb or fence in driveway invert.
- Paving to be done around Greenkeeper shed. **N. Nation** to follow up with **Adrian Tonkin**, who is the agreed contractor, to get work done.
- **P. Guerin** to get sign made with following wording as part of DPTI Agreement:
"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 past and

present volunteers and the generous financial support by the Department of Planning, Transport and Infrastructure's Residents Win Program"

The wording has been agreed by the Committee and approved by DPTI.

- **Application for membership received from the following.**
 - **Scott Clarke** – Full Member
 - **P. Guerin** to send welcome letter and a copy of the "Play Lawn Bowls Etiquette Tips and Tactics". **P. Guerin** moved that the application be accepted, seconded by **N. Nation**. Carried.
- **Request from GSBA to include all forms of Membership in Sports TG Data Base.**

Following GSBA request **P. Guerin** wrote to Bowls SA seeking an assurance that we will not be financially disadvantaged by including all member categories and the application of the Affiliation Fee. Awaiting confirmation response.
- **Venue Hire/ Social Activities**

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

 - Riley Motor Club on **5 May 2019** for 3 course dinner for approximately 180. Awaiting response on suggested menu options.
 - 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. Require access from early morning. Also want to play social bowls.
 - Clubs SA Meeting (Christine Carter) **5:00pm Wednesday 10 April**.

Also discussed request for a wedding reception for 5 March and provision of their own beer "Pirate Life" with any beer left over to be donated to the Club. Would still run a bar tab for all other drinks. It was agreed that we have a strictly no BYO. Also, date clashed with Riley Motor Club Dinner so could not host the wedding reception on this date. **P. Guerin** to write back declining offer.

- **Social Activities** – No planned social activities by Club. Possible late Autumn, early August to host RFDS Quiz Night? Christmas in July dinner dance? Any follow up from Chesterfield on having regular monthly event at Club? **J. Bates/M. Boon** to follow up and report back.
- **Bowls SA By-Laws and Model Club Constitution** – **P. Guerin** to report back at next meeting on any proposed changes to our Constitution and By-Laws.
- **Bowls SA Strategic Plan** - **L. Carter** to review the Club Strategic Plan for the period 2019-2024 after end of season - **ongoing**.
- **Sponsorship** – **J. Kelly** reported that sponsorship is going well with all sponsors with one exception have paid.
- **Kitchen OH&S** – Letter from **Jan and Colin Webb** informing the Board that from the end of the season they will no longer be doing the sump, vents and oil in the kitchen. **M. Boon** said that he has organized two other members to undertake these tasks.
- **OH&S and Licensee** – **M. Boon/D. Cearns** tabled a revised **Risk Assessment and Management Plan** for the period February 2019 – February 2021, as part of the General Code of Practice of the Liquor Licensing Act. Moved **M. Boon** and Seconded **J. Kelly** that the revised plan be accepted. All in favour. **M. Boon** also advised that he was not going to continue as Licensee of the Club and this will be transferred to **D. Cearns**.
- **Payment for Region v Development Squad Lunch at McLaren Vale on Sunday 6 January** – Invoice sent to Bowls SA for lunch. At date of meeting had not been paid, **P. Guerin** to follow up.

- **Lawn Bowls Etiquette Tips and Tactics** – Booklets (100) are available and have been generously sponsored by **Ray Dienelt**, Shaedz of Adelaide. To go to all new members as part of welcome package.
- **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** for consideration next season.
- **HYM of GSBA – Held at Willunga BC on Thursday 31 January at 7:30 pm. Our delegates were** President **N. Nation** and Board member **G. O'Connell**. We submitted the following two items for discussion:
 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.

These were both favourably considered according to our delegates. Club to submit these proposals to the AGM of the GSBA. **P. Guerin** to provide copies of Minutes of the HYM once available.

- **Ladies Probus Club Meeting and Lunch 16 September 2019** – Have not heard back from **S. Hocking**, Secretary of the Southern Vales Ladies Probus Club, regarding their Birthday Lunch at the Club on **16 September 2019**. Provided 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, tea/coffee and a glass of sparkling wine, all inclusive.
- **Replacement Shelters North End of C green** – Claim made to insurers for shelters destroyed in storm. Quote from Shaedz of Adelaide for **\$12,438.18 exc GST** for 6 replacement shelters, each approximately 4000 x 2000. Have received an amount of **\$8,644** from insurance. **P. Guerin** to contact **R. Dienelt** to see if he can come up with a cheaper solution which does not compromise the integrity or initial design intent.
- **Clubs SA** - Request from **Christine Carter** from Clubs SA to hold a meeting at our Club at **5:00pm on Wednesday 10 April**. Require bar facility. Agreed that we would make available at no hire cost.
- **Reports**

Treasurer – **M. Boon** presented a Balance Sheet and Profit and Loss Statement for both the Administration and Fund-Raising Accounts April 2018 – January 2019.

A summary of major items are as follows:

- Total bar sales YTD \$123,011 compared to same period last year of \$132,033 a decrease of 6.8%
- Gross bar profit \$65,860 compared to \$74,776 at same time last year a decrease of approximately 12%. Bar equipment repairs of \$3,052 account for some of the reduced profit, but still a very good result for the Club.
- Cleaning, electricity, gas, greens expenses all on par with previous year.
- Major expenditure on improvement of surrounds (decking, stairs and concreting of C green banks) \$43,028.
- Car park and driveway project expenditure \$240,177
- Total raffle income YTD \$30,884 up approximately 16% on same period last year.
- Gross profit for Fund Raising Account YTD \$54,195 compared to \$53,391 last year
- ANZ Cheque Account: **\$4,211.68**

- Fund Raiser Cheque Acct: **\$4,188.06**
- ANZ On-Line Power Saver Acct: **\$47,491.86**
- Term Deposit 1: **\$150,000**
- Term Deposit 2: **\$70,000**

M. Boon also reported that the net profit for the 2 bowls pairs tournament on 19 January 2019 was \$2,357.

Moved **L. Carter** and Seconded **G. O'Connell** that Financial Report be accepted. Carried.

M. Boon advised the Committee that he would **not** nominate as Treasurer next year and would also **not** nominate as a Committee member.

- **Member Welfare Group** - No report.
- **Secretary** – **P. Guerin**, nothing further to add to issues covered elsewhere.
- **Ladies Facility Report** – No report as have not had a meeting, Ladies Facility Meeting to be held on 5 February.
- **Men's Facility Report** – No meeting.
- **Bar** - **P. Cavallaro** reported that revenue from the bar for January was **\$20,792**, which is the best ever January revenue recorded and about \$4,200 more than January 2018, so a great result.
- **Kitchen** – **P. Cavallaro** reported that the kitchen averaged about 57 meals/week for the month of January, and revenue was **\$3,231**, about **\$520** less than the corresponding period last year month. Labour costs remain low, so a pleasing result.
- **Grants** – there are no grant applications outstanding. **P. Guerin** has finalized report to DPTI for Age Friendly Hub to acquit grant funding.
- **Surrounds Maintenance** – No report. No Surrounds Committee in place. Will be an ongoing matter for resolution before next season.
- **Social Bowls** – Wednesday Social Bowls being organized by **N. Hoffman and J. Scott**. Generally, have about 24-26 bowlers each Wednesday afternoon. Similarly, 25-30 bowlers for Wednesday evening Social Bowls and 32 teams (128 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 that all is going well with greens. A and B greens running very well, and Club has purchased the "Verti Drain" at agreed price of \$4,100. **N. Nation** to organize the removal of remaining chairs at the south end of C green.
- **Strategic Plan** – Will be reviewed by **L. Carter** after the end of the season - **ongoing**.

Other Business

- **Resurfacing of A green Surrounds** – **Scott Clarke** a new member of the club has offered to reseal the concrete surrounds of A green in return for an advertising sign. Estimate this is to the value of approximately \$5,500 and will make it non-slip and enhance the names in the concrete. Agreed to proceed and **J. Kelly** to follow up with **S. Clarke**.
- **Cover Over Green** – At a recent informal discussion **Mark Easton** CEO Bowls SA indicated support for getting one of our greens covered. **J. Kelly** agreed to follow up informally with **M. Easton** to see what he envisaged and funding options.

- **Chairman of Selectors, Des Kay** – Letter from **D. Kay** recommending the appointment of **W. Hill** as the replacement Division 2 Gold selector following resignation of **T. Morgan** from position. Moved **P. Cavallaro** and seconded **M. Boon** – carried. **D. Kay** also wrote to Board stating that he will not nominate as Chairperson of Selectors for next season.
- **Aluminium Seats** – **L. Carter** suggested that the existing “no smoking” seats be replaced with aluminium seats at a cost of approximately \$100/seat. Less maintenance and more robust. Agreed to proceed and **L. Carter** to arrange to get manufactured.

Meeting Closed – 10:20pm

Next Meeting - To be held at **7:30pm on 5 March 2019**