

SORELL BOWLS CLUB INC

**MINUTES OF THE BOARD OF MANAGEMENT MEETING
HELD ON TUESDAY, 18 AUGUST 2015**

Attendees

Chris Smith (President), Kathy Matthews (Vice-President), Paul Matthews (Secretary), Steve Lang, Darrell Hope, Shirley Hay (Providore)

Apologies

Sally Ridgeway, David Long, Marion Florence, Leona Smith

Meeting open

1. The President declared the meeting open at 6.00pm by welcoming Shirley to the meeting.

Minutes of the previous board meeting

2. Paul noted, on behalf of Marion, that he had incorrectly indicated that Marion would chase up the progress of building approvals with the council. Paul moved, and Chris seconded, that the minutes of the previous meeting be accepted with this note in mind.

CARRIED

Business arising from previous minutes

3. **Defibrillator demonstration/lessons.** Steve Lang will organise a defibrillator and CPR lesson for 3.30pm on Opening Day for those who wish to watch.

ACTION: Steve Lang to arrange matters

4. **Blue street signage.** Kathy undertook to approach the council and/or DIER about obtaining "Bowls Club" blue street signage to better advertise our club to the community.

ACTION: Kathy to follow-up on blue street sign

5. **Honour board updates.** The Secretary asked, before he proceeded with updating the honour boards, if we should redo the layout to better reflect the way the club is now structured (that is, one club and not two). The board decided not to do so at this time.

ACTION: Secretary to update boards without redoing layout

6. **Actioned and finalised.** The following matters have been actioned and/or finalised.
- SBC Committee Charters – circulated to all committees
 - SBC Conditions of Play – circulated to match committees
 - SBC Club Rules – updated
 - Defibrillator Signage – obtained
 - Sausage Sizzle fund-raiser – \$356.05 net profit
 - \$1,000 Fours flyers – circulated
 - Committee listing – updated
 - Advertise for new members on Facebook – done
7. The following matters remain outstanding:
- The club inventory is yet to be updated
 - Incorporated Associations Annual Return to be completed
 - Advise local businesses of defibrillator availability
 - Guidelines for managing bereavements are yet to be drafted.

Treasurer's report

8. As Leona was unable to attend the meeting, the Treasurer's Report was not presented.

SECRETARY'S NOTE: Sally and Leona did prepare the Treasurer's Report but due to a miscommunication, this fact was not available to the board at the time of the meeting. It will be presented at the next meeting.

Business arising from the Treasurer's report

9. **Sausage Sizzle fund-raiser.** The Sausage Sizzle fund-raiser was held on Saturday, 15 August and raised \$356.05 net. A copy of the accounting is attached as Appendix 1.

Correspondence

10. The Secretary presented a summary of correspondence in and out (below). Steve moved, and Darrell seconded, that correspondence be accepted.

CARRIED

Inwards

- General
 - Handy hints for your business to stay on top of your Telstra services
 - Uniform City – Bowls Uniforms
 - Security Monitoring Fees – Phillip Barker Electrical Services
 - Inside IMG STG Newseltter
 - Free quote for cleaning – Quad Services
 - Community Transport Services Tasmania Inc
- Flyers
 - Spring Fashion Parade, Beltana – 28 Sep 2015
- SRT / Government
 - Potential Funding Program information - closes 23 September 2015
 - Invitation - Lyons Community Breakfast with the Prime Minister
 - Actively in Touch newsletter – July 2015
- BA/BT
 - MEDIA RELEASE: Tasmanian Junior Teams Announced
 - MEMO: Coaching & Officiating
 - New Sporting Schools Program
 - BT Media Release - Bowls Tasmania teams up with Good Sports
 - Visit by Simon Morrison on Wed, 12 Aug re Sporting Schools Program
- BTS
 - Register of BTS Approved Uniforms
 - Promotions and Relegations 2015-16 (Sorell Sat Div 4 confirmed)
 - Notice of Special General Meeting
 - Notice and Agenda for next Delegates Meeting
 - BTS Secretary On Leave 23 July to 1 Sep 2015
 - BTS Newsletter July 2015
 - BTS Board Meeting Minutes 20 July 2015

Outwards

- Register of BTS Approved Uniforms – photos
- August 2015 newsletter
- Letter to Julie-Ann Purcell re membership acceptance
- Death notice for Michael Johns
- Distributed via email and noticeboard:
 - Spring Fashion Parade, Beltana – 28 Sep 2015 -> Ladies
 - New Sporting Schools Program -> Coaches

Business arising from Correspondence

11. **Security Monitoring reports.** The Secretary advised the meeting that he will be filing these reports in a folder in the office, and that the Bar Manager should check these to ensure security is not breached.

ACTION: Bar Manager to monitor security reports

Reports

BTS delegates

12. **Notice and Agenda for next Delegates Meeting.** Several questions will require answers from clubs at this meeting. The questions (below) have been included in the August newsletter.

ACTION: Secretary to email members and ask for responses (if any)

Greens and Gardens Committee

13. **Watering system.** Darrell moved that we engage Simon Butler (plumber) to investigate and rectify the problems being encountered with the watering system. Two of the four sprinklers are not working correctly. Paul seconded this motion.

CARRIED

ACTION: Darrell to arrange matters with Simon Butler.

14. **Moss/fungus.** Darrell advised that he would be borrowing some spraying equipment from Ross Bannister of Derwent City to spray for moss and fungus, and as a consequence, the greens would be closed for two days (probably Mon/Tue).
15. **Line marking.** Darrell also advised the board that he would be remarking the lines on the greens in the coming weeks in preparation for the new pennant season, and Ross Bannister has offered to help with this activity too.

House and Bar Committee

16. Steve advised the board that he has advised bar staff that they
 - need to print three receipts for member subscriptions
 - must use the “notes” button to finalise each transaction.
17. Steve offered to repaint the wall behind the barrels if paint was supplied. Chris undertook to obtain the paint.

Grants and Sponsorship Committee

18. Not present – nothing to report.

Social Committee

19. Shirley Hay advised the board that the menu for the \$1,000 Fours competition would be:
- Corned beef, hot potatoes, carrots and peas
 - Bread rolls/butter
 - Fruit salad and ice cream

Match Committees

20. **Patron's Plate First Round.** Paul and Kathy advised the board that the first round of the Patron's Plate was almost complete. The idea of holding the first round on a single day, with a BBQ to follow, met with success and favourable comment – six games were played on the day.
21. **BCIP \$1,000 Fours.** Chris and Paul will be running things on the day. The draw will be conducted on Monday, 31 August. There will be prizes for the first four places as follows:
- First - \$100 each
 - Second - \$75 each
 - Third - \$50 each
 - Fourth - \$25 each

Work Place Safety

22. Nothing to report.

New members

23. Pauline Swift (ex Queensland) has applied to become a Full Member of the club. Paul reminded the board that the application needed to stay on the board for another week, but moved, as long as no objection was raised in that time, that Pauline's application be approved as a first-year full member. Chris seconded this motion

CARRIED

ACTION: Secretary to advise Pauline after one more week.

General business

24. **Signage enquiry from Simon Butler.** Paul advised the board that Simon Butler has enquired about getting a sign put up on the club house wall (similar location to the Holt's Mitre 10 sign). Darrell undertook to discuss the matter with Simon when he approached him about the watering system investigation.

ACTION: Darrell to talk to Simon Butler.

25. **Building Plans.** The following matters were raised in relation to our building plans:
- a. **Development Application fees.** Chris advised the board that he received a council invoice for \$577 for the submission of building plans (via the architect) and only had a few hours to apply for an exemption, which he did (with thanks to Leona). Chris also advised the board that he had a spoken with Kerry Vincent (Mayor) about our application and Kerry has undertaken to follow-up on its progress.

SECRETARY'S NOTE: We received advice from council that they have received the application and representations can be made regarding it up until COB Monday, 7 September.

- b. **Architect's fees.** Kathy asked Chris to obtain a schedule of fees from the architect so that the board was aware of the likely costs to us for his services.

ACTION: Chris to obtain a schedule of fees

- c. **Implementation options.** Paul suggested it might be worth considering a two phased approach to the changes whereby we build the new toilets (and remove the old ones) as phase one and build the bar, office and entrance as phase two.

26. **Coffee Van.** Kathy asked that we obtain a copy of the vendor's liability and/or indemnity insurance because we need to ensure we are not liable for accidents if he is operating on our land. Kathy suggested we should also make it clear that the agreement to operate on our land was on a day-to-day basis and was not transferable. Kathy also moved that we obtain the promised donation from the vendor and undertook to speak with him. Steve seconded this motion.

CARRIED

ACTION: Kathy to speak with the Coffee Van vendor about these matters.

27. **Toilet paper dispensers.** Shirley sought approval to replace the “standard” toilet paper dispensers in the men’s toilet with the “big roll” dispensers used in the women’s toilets in order to purchase one type of roll only. The board approved this request.
28. **Sponsors Board.** Shirley noted that the sponsors board required updating as several names were missing and several should be removed as they are no longer sponsors.

ACTION: Sally to provide an updated list of sponsors.

Next meeting

29. The next meeting will be held at 6.00pm on Tuesday, 15 September 2015.

Closure

30. The president declared the meeting closed at 8.05pm.

Paul Matthews
Honorary Secretary

30 August 2015

Chris Smith
President

___ August 2015

Appendix: Sausage Sizzle Fundraiser accounting

Sausage Sizzle Fundraiser Saturday 15 August 2015

Profit statement

| | |
|---|------------------------|
| Cash at the close of business | |
| GROSS PROFIT | <u>\$463.65</u> |
| Less purchases | |
| Reimbursement to Kathy | \$56.00 |
| Reimbursement to Sandra | \$6.10 |
| PROFIT ON THE DAY | <u>\$401.55</u> |
| Less sausages (paid to Chris Schfield by Chris Smith) | \$60.00 |
| | <u>\$341.55</u> |
| Plus 24 soft-drinks not sold (sold to the bar at cost) | \$14.50 |
| NET PROFIT | <u>\$356.05</u> |



Breakdown of sales

| | | |
|------------------------------|-----|------------------------|
| Sausages sold at \$2.50 each | 160 | \$400.00 |
| Drinks sold at \$1.50 each | 30 | \$45.00 |
| Donations | | \$10.00 |
| Donations (keep the change) | | \$8.65 |
| TOTAL SALES | | <u>\$463.65</u> |