

SORELL BOWLS CLUB INC

**MINUTES OF THE
BOARD OF MANAGEMENT MEETING
HELD ON 27 JUNE 2017**

Attendees

- Bill Butler (President)
- Gwen Scott (Vice-President)
- Margaret Robertson (Treasurer)
- Paul Matthews (Secretary)
- Simon Butler
- Allan Chatfield
- Marion Florence
- John Scott
- Peter Self (Bar Manager)

Apologies

- Ron Cowen (Past President)
- Shirley Hay (Providore)

Guest

- Chris Smith (Building Committee)

Opening

1. The President declared the meeting open at 4.05pm by welcoming Chris to the meeting.
2. Bill welcomed the new members of the board and introduced himself by saying
 - We're looking to build a new "community" club
 - We should keep all discussions positive (negativity doesn't help)
 - We should all work together for the betterment of the club and bowlers
 - We should be proactive at meetings and "get stuff done"
 - We should focus on the facts and not on hearsay

Building update

3. Bill advised the board that he invited Chris along to discuss the change made to the bar plans (the removal of a window from the back wall). Chris advised that it was negotiated with the builder/architect to take the window out of the plan and add a window to the meeting room at the north end. This allowed bracing to be moved from the shortened storeroom wall to the back wall of the bar. Since then, it has been decided not to add another window to the office/meeting room.

4. Bill advised that any changes to the Council approved plans must be signed off by the building surveyor. The removal of a window impacts on the energy rating and lighting requirements for the building. Also, the Council planning department took into account the aesthetic look of the building with the window in place.
5. Simon advised that Chris should talk to John Mulner (planning) and Sally Hill (surveyancing) about the changes. Bill asked Chris to determine:
 - If we need to make a variation to the contract
 - If we need Council approval for this change.

ACTION: Chris Smith to ensure all building works are fully compliant.

Read/Confirm previous minutes

6. The Secretary provided a summary of the minutes of the previous meeting for the benefit of new board members and moved that the minutes be accepted. Allan seconded the motion.

CARRIED

Business arising from the previous minutes

7. **Southern fence replacement.** This work has been completed.
8. **TasWater compliant pre-treatment system.** We are required to install a “basket arrestor” in the kitchen (not a grease arrestor) on the understanding that not food is not being cooked on site.

ACTION: Bill/Simon to arrange for this kitchen upgrade.

Business arising from the AGM

9. **Appointment of an auditor.** Margaret proposed Rendell Ridge from Max Peck and Associates be appointed auditor for the club. Rendell already provides this service for quite a few BTS clubs. He will provide this service for \$785 plus GST. Seconded Paul Matthews.

CARRIED

ACTION: Treasurer to arrange matters with Rendell Ridge

10. **Name change.** The Secretary will look into the requirements for changing our name and advise what is required, including fees, at the next meeting.

ACTION: Secretary to investigate name change requirements.

11. **Assistant Secretary.** Paul advised the meeting that, in addition to Andy Monk, Lesley Cornish and Leona Smith both offered to learn the jobs of Secretary and Treasurer. He was yet to confirm that Bev Kelleher would continue assisting the club. He plans to start on-the-job training once the new office is setup.

SECRETARY'S NOTE: Andy Monk has subsequently withdrawn as others have stepped up.

12. **Patrons.** Gwen moved, and Margaret seconded, that we again approach Rebecca White MP and Rene Hidding MP to become patrons of the club.

ACTION: Secretary to write to both Lyons members

Treasurer's report

13. Margaret presented the Treasurer's report (attachment 1) and moved that it be accepted. Marion seconded the motion.

CARRIED

Business arising from the Treasurer's report

14. The Treasurer advised that she had moved the Bendigo Bank term deposit (\$28,607.31 at 31 May) into the building account on 26 June.
15. Margaret confirmed that the next progress payment to the building was due shortly.

Correspondence

16. The Secretary presented the correspondence (listed below) and moved that it be accepted. Peter Self seconded the motion.

CARRIED

Inwards

- Members
 - Trish Bolt – Queensland Pennant Declaration
- General
 - Aero/Comfitpro cheap prices – buy direct
 - Fundraiser for Lee Schraner
 - Unsuccessful HGA applicants
 - Coaches4U website listing
 - Sporty.com.au – new web platform for Aussie sports

Inwards (continued)

- Flyers
 - Cremorne's last day to farewell synthetic green
 - Diggers Day – 3 July at Sorell Bowls Club
 - 2018 Golden Oldies World Lawn Bowls Festival – Christchurch NZ
- Government
 - TasWater exemption – Compliant pre-treatment system
 - State Land/Property valuation
 - Sorell Council Food Licencing 2017-18 renewal
 - Liquor and Gaming
 - Bar alteration application form
 - Alteration / transfer application received
 - SRT Actively in Touch May 2017 newsletter
 - Guy Barnett E-News: Special Budget Edition
 - Grant Alert – 2 June 2017
 - Grant Alert – 19 June 2017
 - Volunteering in Sport Survey – Closes 15 June
- Bowls Australia
 - Bowls Connect – Ed. 4, May 30, 2017
- Bowls Tasmania
 - Inaugural BPL Cup (Burnie, Howrah, Kings Meadows)
- Bowls Tasmania South
 - BTS Board Meeting – 15 May minutes
 - BTS Affiliation Fees 2017-18
 - BTS Draft Fixtures 2017-18
 - BTS Draft Rosters 2017-18
 - Expressions of Interest
 - BTS Southern Senior Teams Selectors and Managers
 - BTS Southern Open Teams Selectors and Managers
 - BTS Southern Junior Team Selectors, Coach and Manager
 - BTS Greens Advisory Committee
 - BTS Match Committee
 - Australian Masters Games 2017

Outwards

- To Members
 - Nominations for the AGM
 - Aero/Comfitpro cheap prices – buy direct from Lee Schraner
 - Message from the President re Building Works
 - Australian Masters Games 2017
- To BTS
 - Clearance in – Julianne Purcell
 - Clearance in – Rod Purcell
- Queensland Pennant Declaration for Trish Bolt

Business arising from Correspondence

17. **Coaches4U website listing.** The Secretary will look into this and provide his recommendation at the next meeting.

ACTION: Secretary to investigate merits and report at next meeting

18. **Sporty.com.au website hosting.** The Secretary will look into this and provide his recommendation at the next meeting.

ACTION: Secretary to investigate merits and report at next meeting

19. **Raffle in support of Lee Schraner.** After some discussion, Bill moved that the club purchase all the tickets allocated to Sorell (up to the value of \$200) to support Lee as he represents Tasmania at the Australian Champion of Champions event in Darwin. If we win a prize, we will re-affle it to members. Seconded Simon Butler.

CARRIED

ACTION: Treasurer to deposit payment per instructions in flyer

SECRETARY'S NOTE: Total ticket value for tickets allocated to Sorell is \$120 (24 @ \$5 each). Treasurer advised.

20. **Information for Bowls Tasmania Handbook.** The following decisions were made:

- Program of Club Competitions 2017-18
 - 2 Sep 2017 – Sorell – \$1,000 triples
 - 12 Feb 2018 – Sorell – Farmers Day
 - 26 May 2018 – Sorell – \$1,000 triples
- Weekly Social Events (Summer) 2017-18
 - Friday Jack Attack (4.30pm onwards)
- Winter Events 2018
 - Wednesday – 12 noon social bowls (random draw)
 - Saturday - 12 noon social bowls (random draw)
- Wet Weather Contacts
 - Women – Shirley Hay (0428 877 668)
 - Men – Peter Self (0419 722 036)
- Women's Contact
 - Marion Florence (0409 485 405)
- Men's Contact
 - Bill Butler (0418 626 580)

ACTION: Secretary to advise BTS of updated information

Reports

21. **BTS delegates.** Bill asked who our delegates were and the Secretary informed him that it was the President and Vice-President although we can nominate others if either cannot attend a meeting.

22. **House and Bar.** Nothing to report.

23. **Greens and Gardens.**

- Peter advised the board that we have procured two rolls of artificial lawn which will be laid against the southern fence (in place of the hedge).
- Bill asked if we can fix the automatic sprinkler system and was advised it was a matter of electrical wiring. Bill undertook to talk to Shane Munster about locating the wiring and/or getting a quote to repair it.

ACTION: Bill to look into cost of repairs for the sprinkler wiring system

24. **Building Works.** Chris advised the board that he had a meeting with Rene Hidding MP and Darren Scott (Voss Builders) last week.

- Darren has undertaken to come up with a plan to refurbish (or rebuild) the men's toilets and install a unisex toilet that will also serve as a disability toilet.
- The electricians believe we can transfer our power line to Somerville Street and move the power box to the BBQ area once phase 2 is started.

ACTION: Chris to keep the board informed of developments

25. **Grants and Sponsorship.** Bill and Allan will monitor grant application opportunities. Bill thought he might be able to get Andy Monk involved too. Allan will attend an SRT forum on grant application writing in August.

26. **Selection.** The Secretary advised the board that he had indicated to BTS that we would field the same pennant team structure as last year. This could be amended if numbers indicated a change was warranted.

27. **Social committee.**

- Margaret advised the board that the 20 May \$1,000 Triples made a net profit (excluding bar trade) of \$776.36 (attachment 2).
- Marion moved that the social committee be put in charge of raffles for all club events. Gwen seconded this motion.

CARRIED

28. **Match committees.**

- Gwen advised the board that the indoor competition was on hold pending finalisation of building works.
- Marion advised the board that the Patron's Plate sheet was on the Ladies notice board and that the SBC Conditions of Play handicapping system will apply.
- Marion asked the Secretary to advise all members via email about the Patron's Plate.

ACTION: Secretary to email all members

29. **Work Place Safety.** Marion moved, and Bill seconded, that Simon Butler will look after WPS issues.

CARRIED

30. **Membership.** The Secretary advised the board that renewal forms were now available behind the bar. It was agreed that the Treasurer did not have to issue receipts for direct deposit (internet banking) payments.

General business

31. **Next meeting.** Marion asked that the following items be placed on the agenda for the next Board of Management meeting:

- Club name change
- Fee structure for club hire
- Fee structure for meeting room hire
- Possibility of a 'Disability membership' class
- Insurance for non-members
- Use of the kitchen
- Review Club Rules

Bill asked all members to find out about – or think about – these and other issues related to the change to a “community club” so that we can get these matters settled at the next meeting.

ACTION: All board members

32. **Insurance.** With regard to insurance, Margaret undertook to advise BCIB that building works were underway.

33. **Diggers Day.** Peter advised the board that Sorell would be hosting the RSL Diggers Day on Monday 2 July.

34. **School visits.** Gwen advised the board that the Sorell School will visit on Friday 30 June from 2.00–3.00pm. School visits so far this year are:

- 4 March
- 26 May
- 30 June

35. **Tea/Coffee.** Peter expressed his concern that the club spends about \$1,500 a year on tea and coffee without charging anything to recover at least some of this cost. Bill suggested getting a coffee machine once building works are done. Simon advised that he knew the contractors and could find out more information.

ACTION: Simon to look into cost, plumbing, etc of a coffee machine.

36. **Saturday selection nominations.** Peter expressed his concern that the election of Saturday selectors was not fair. As the competition is “open” so should the elections be “open”. That is, members should vote for two selectors (regardless of gender) from the number of selectors who nominate. The Secretary advised that this would require a change to the constitution and it should be done at a Special General Meeting in order to have the “new” rules in place for the next Annual General Meeting.

37. **Cleaner.** Peter asked if it would be OK to get the cleaner in at 3.30pm on Friday and this was approved.

ACTION: Peter to arrange for cleaning services

Next meeting

38. The next meeting has been scheduled for 24 July at 4.00pm.

Closure

39. Bill closed the meeting at 5.30pm.

Paul Matthews
Secretary

2 July 2017

Bill Butler
President

___ July 2017

Attachments

1. Treasurer’s Report
2. 20 May \$1,000 Triples outcome

Attachment 1

Financial Accounts as at 31 May 2017

Perpetual Trustees

A/C 226480	Fixed term (at call)	\$45,457.19
A/C 226480	Fixed term (at call after 6 months)	\$20,000.00

Bendigo Bank

A/C 146935705	Fixed term (matures 26 June 2017)	\$28,607.31
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Westpac Bank

A/C 860811	Every day account	\$13,215.49
A/C 208460	Debit card (Bar Manager and Provedore)	\$531.30
A/C 229691	Rainy Day account	\$10,224.45
A/C 231580	Building account	\$98,684.20
A/C 230318	Fixed term deposit (matures 26 July 2017)	\$50,000.00

TOTAL

\$264,719.94

Attachment 2

Fundraiser worksheet – 20 May \$1,000 Triples

Gross receipts/entry

78 players @ \$20 per player \$1,560.00

Sponsorship – Tiger Turf \$600.00

Raffle \$125.30

TOTAL \$2,285.30

Less cash expenditure

Prize money \$1,000.00

President's shout \$20.50

Good for meals \$488.44

TOTAL \$1,508.94

NET PROFIT (excluding bar takings) \$776.36