

**MINUTES OF  
THE BOARD OF MANAGEMENT MEETING  
HELD ON 25 JULY 2017**

**Attendees**

**Board of Management**

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

**Ex officio members**

- Peter Self (Bar Manager)
- Shirley Hay (Provedore)

**Apologies**

- Ron Cowen (Immediate Past President)

**Opening – 4.00pm**

**Read/Confirm previous minutes**

1. The board confirmed that the name of the club should be changed to “Sorell Bowls and Community Club” and that the AGM minutes should reflect this.
2. The Secretary moved, and Bill seconded, that the minutes of the previous board meeting AND the minutes of the 2017 AGM be accepted.

CARRIED

**Business arising from the previous minutes**

3. **Name change.** The Secretary advised the board that there were a number of things to consider in relation to the name change (see Attachment 3). In relation to the name change, and the move to a “community” club, the matter of club hire was raised. This was discussed in detail in general business.

4. **Building plan changes.** Bill advised the board that the changes to the building plans were all OK in terms of Council approval, and that the problem with the sprinkler system was probably a faulty solenoid.
5. **Coffee Vending Machine.** Simon and Allan advised the board that
  - A coffee machine will cost \$56 per month for two years
  - The club will realise about \$1 profit per \$2 cup of coffee sold
  - Maintenance will require about 5-10 minutes per week
  - The machines have a self-cleaning function
  - All product is supplied by the company

Simon moved, and Allan seconded, that we obtain a coffee machine for the club as described above, and that it be installed once the building works have been completed.

CARRIED

ACTION: Simon Butler to arrange matters with provider

6. **Auditor.** Margaret advised the board that she has engaged Rendell Ridge as auditor and moved that this be ratified by the board. Shirley seconded the motion.

CARRIED

7. **Cleaning.** Peter advised the board that the cleaner was coming in on Fridays while the building works are progressing, but would increase her hours once work was finished.
8. **Patrons.** Paul advised the board that the he had invited Rebecca White MP and Rene Hidding MP to renew as Patrons of the club.
9. The Secretary advised the board that he had sent the updated Handbook information to BTS.
10. The Secretary advised the board that all members (with email) were informed about the Patron's Plate.

### **Business arising – not actioned**

11. The following matters have been carried over to the next meeting:
  - Chris – keep board informed of “Phase 2” developments
  - Bill – investigate/undertake repairs to the sprinkler wiring
  - Bill/Simon – upgrade the kitchen with a basket arrestor
  - Margaret – pay for Lee Schraner raffle tickets (\$120)
  - Paul – look into Coaches4Us listing
  - Paul – look into Sporty.com.au website hosting

## **Treasurer's report**

12. Margaret moved that the Treasurers Report, at Attachment 1, be accepted.  
Gwen seconded the motion.

CARRIED

## **Business arising from the Treasurer's report**

13. Margaret reported that the \$51,300 term deposit with Bendigo Bank ended tomorrow (26 June). This money was earmarked for the greens account. After some discussion, Bill moved that we put this money into the building account to ensure we can finish the building refurbishment once building works end.  
Allan seconded the motion.

CARRIED

14. Margaret sought approval to add Allan Chatfield to the Westpac signatory/user list and this was given.

ACTION: Margaret to update Westpac signatories

15. Paul advised the board that he'd been in touch with the Tax Office regarding a name change for our ABN registration but he was not able to make the change because he is not an authorised person. Further, since we was not an authorised person, the ATO would divulge to him who the authorised person(s) were. However, only an authorised person could add him to the list and/or make the name change. Paul asked Margaret to contact our accountant and see if she had our club on her books in terms of the ABN. If so, perhaps she could either add Paul to the authorised persons list or let us know who they might be.

ACTION: Margaret to discuss this with our accountant.

## **Correspondence**

16. The Secretary moved, and Simon seconded, that the correspondence as summarised below be accepted.

CARRIED

### **Inwards**

- Members
  - Andy Monk – withdrawal of offer to learn secretary work
  - Ross Kelly – request for an open clearance
  - Margaret Robertson – change of email address
  - Leona Smith – accident report

- **Inwards (continued)**
  - Gwen Scott – eligibility for Patron’s Plate
    - Paul – sees no problem but Patron’s decision
    - Marion – should be Club Match Committee decision
    - Bill – we should support ALL bowlers
    - Sandra – we should stick to the rules
- General
  - Dougie’s Office Equipment Warehouse – Till replacement invoices
  - BCIB Insurance claim form
  - AED – Defibrillator test and pads replacement
  - Cremorne – change of email address
- Flyers
  - Rosny Park – Pre-season 5-a-side Challenge
  - Beltana - Soup and sandwich luncheon
  - Diggers Day – Beltana – 7 Aug 2017
- Government
  - FRRR eNews: Philanthropic Services
  - SRT Actively in Touch newsletter – June 2017
  - Grant Alert – 1 July 2017
  - Grant Alert - 10 July 2017
  - Grant Alert - 17 July 2017
  - Grant Alert - 24 July 2017
  - Guy Barnett MP E-News, July 2017
- Bowls Tasmania
  - Bowls Tasmania Partners with Apia
  - UNBIASED e-newsletter
  - Coaching and Officiating Courses
- Bowls Tasmania South
  - BTS Board Meeting – 28 May minutes
  - BTS Board Meeting – 19 Jun minutes
  - BTS Annual General Meeting 2017 minutes
  - Saturday Pennant - A Grade to play 25 Ends
  - BTS Draft Conditions of Play 2017-18

## Outwards

- Open clearance – Ross Kelly
- Updated Bowls Handbook information to BTS

## Business arising from Correspondence

17. **Eligibility for the Patron’s Plate.** After some discussion, the board agreed that all financial (bowling) members should be eligible for the Patron’s Plate and it should be based on this year’s membership.

**ACTION:** Secretary to amend the conditions of play accordingly

18. **Insurance claim.** Margaret advised the board that she had paid the invoices for the new till and submitted an insurance claim for the till replacement as we believe this is a claimable event.
19. **Defibrillator pads replacement.** Paul suggested Steve Lang should be asked to manage this as he has prior paramedic experience. The board agreed.

ACTION: Paul to seek assistance from Steve Lang

20. Marion asked that it be noted that the board accepted Ross Kelly's indication not to renew his membership with Sorell.

## Reports

21. **BTS delegates.** Nothing to report.
22. **House and Bar.** Nothing to report.
23. **Greens and Gardens.** Bill to the opportunity to compliment the greens staff on the condition of the green. The club will purchase a long hose that will reach the middle of the green from all water outlets.
24. **Building Works.** Chris's report on the bar requirements is included at Attachment 2. The following other matters were discussed:
  - The new blockwork outer wall will be rendered
  - We will get quotes for internal painting but might still setup a working bee to do it ourselves
  - Allan will be responsible for inside refurbishment but will liaise with Chris to ensure we don't double-up on effort
  - Simon will assist Allan with trade quotes for internal refurbishment
  - We will finish the office/meeting room first so that we can use it as a storeroom while we finish off the rest of the interior
  - Once the temporary office is emptied it will be dismantled
  - We will the "flow wave" colour of carpet tiles (cost is about \$5,200)
  - We will use non-skid vinyl (cost is about \$10,000)
  - We will replace curtains with blinds (cost is about \$4,000)
25. **Grants.** Allan advised the board that he was looking into a couple of options. He was awaiting a letter from Brian Mitchell MP but the others were not open until the new year.
26. **Sponsorship.** Marion suggested we approach Sarah Lovell MLC re sponsorship/advertising since she is now the member for Romney.

27. **Selection.** Nothing to report.

28. **Match committees.** On the matter of the amendments to the conditions of play (para 16), Gwen asked that we review/remove the clause about having to play six games of pennant. This was agreed by the board.

ACTION: Secretary to update conditions of play

29. **Social committee.** Paul suggested we should combine the opening of the bowls season with the official opening of the new club rooms. This matter was agreed but a date was not set.

30. **Work Place Safety.** Paul advised the board that Leona Smith had reported a minor injury resulting from a slippery floor but had so far not submitted a formal incident report.

31. **Membership.** The application for Full (First Year) membership by Daniel Stitt was accepted by the board.

ACTION: Secretary to advise Mr Stitt accordingly.

## General business

32. Shirley handed Roger Hay's club key to Peter Self, who undertook to keep it in the safe until Bev Kelleher could not its return in the register.

33. Bill advised the board that he was informed that the Sorell Council will advertise our club for hire in their newsletter and on their website.

34. Paul advised the board that the following life members have requested a certificate. He has created them and will get them signed by the president at the time life membership was granted (according to AGM minutes):

- Mike Seabourne (to be signed by Glenn Petrie)
- Marion Florence (to be signed by Gwen Scott)

35. **Portfolio appointments.** The Secretary confirmed that the following portfolios were held by board members:

- Keys register – Bev Kelleher
- Membership register – Paul Matthews
- Sponsorship register – Bev Kelleher
- Bereavements – Gwen Scott
- Work Place Safety – Simon Butler
- Club Hire – Shirley Hay
- School's program contact – Gwen Scott

36. **Diary.** Shirley asked if we still had a diary behind the bar to record club hire and school visits in. It transpires that we don't. Shirley undertook to obtain one.

ACTION: Shirley to obtain a club hire diary

37. **EFTPOS.** Simon asked if it would be possible to get an EFTPOS machine for the bar. Bill undertook to approach Bendigo Bank and find out some details.

ACTION: Bill to investigate obtaining an EFTPOS facility

38. **Banking.** On the subject of banking, Paul suggested we should review our banking requirements once all building works/refurbishment has been completed. He did not think we were getting good service from Westpac. Paul recommended we move all our banking to Bendigo Bank.

39. **Club Hire.** Discussion was held on our club hire fees with the following points being raised:

- Sorell Hall (hall, supper and kitchen) costs \$350
- Sorell Hall (kitchen only) cost \$200
- Bartender should be \$20 per hour (min. \$50)
- Full members should not have to pay for club hire
- Everyone should pay a bond (which is usually refunded anyway)
- We should not vary the fees once they are set (the cost is the cost)
- The bond for small groups should be less than the bond for large groups
- Certain events (eg: 18<sup>th</sup> and 21<sup>st</sup>) should incur higher bond fees

It was decided that a matrix of fees (with a sliding scale structure) should be developed for presentation to the board at the next meeting.

ACTION: Shirley/Bill to discuss; other members to contribute ideas

40. **Scorecards.** Marion again raised the matter of our lack of score cards. Shirley undertook to investigate obtaining stocks via sponsorship.

ACTION: Shirley to look into obtaining scorecards

41. **Fire inspection.** Peter advised the board that a fire inspection occurred last week and a fire extinguisher was replaced. We should expect an invoice to cover this.

42. **Alarm wiring.** Peter advised the board that the alarm wiring would be installed on Friday 28 July.

43. **Bar fridge compressor.** Peter advised the board that he had arranged for the bar fridge compressor to be placed in the storeroom and for this reason, had asked the builders to provide a vent into this room.
44. **NBN/Internet.** Peter asked if we needed to move the NBN connections into the office. It was decided that we probably won't have to do this although this will mean that the modem will have to be collocated with the wall-mounted NBN boxes.

### **Next meeting**

45. Tuesday 22 August at 4.00pm

### **Closure**

46. Bill took the opportunity to remind board members that board discussions should be kept in-house. The president closed the meeting at 5.45pm.

Paul Matthews  
Secretary

30 July 2017

Bill Butler  
President

\_\_ August 2017

### **Attachments**

1. Financial position
2. Building works report
3. Name change – interested parties

## Attachment 1

### Financial Accounts as at 30 June 2017

#### Perpetual Trustees

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

A/C 146935705	Closed – transferred to Westpac A/C 231580 (Building account)	
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#### Westpac Bank

A/C 860811	Every day account	\$10,080.66
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A/C 208460	Debit card (Bar Manager and Provedore)	\$633.55
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A/C 229691	Rainy Day account	\$10,224.45
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A/C 231580	Building account	\$90,077.37
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A/C 230318	Fixed term deposit (matures 26 July 2017)	\$50,000.00
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**TOTAL**

**\$226,473.42**

## **Attachment 2**

### **Building works report**

I report to the Board that it is suggested that the costing for the bar to be built by Andrew Batchelor dated 8th May 2017 for \$8,921 should be replaced by a supplementary quote via Bob Taylor to myself dated 26th June 2017 for additional costs to the exterior of the bar which wasn't covered in the original quote.

I have contacted Bob Taylor regarding this matter and he informed me that the original quote was for the interior joinery of the bar only. It was initially thought that the front of the bar could be done in plaster but it was later thought not to be strong enough.

The subsequent up tempo allows for four (4) melamine sheets (grey) to be fitted to the bar exterior together with a black vinyl kick strip on the bottom, and also adding a splash back wall on the inside of the bar which hadn't been considered in the original quote.

The extra cost of \$1,749.00 seems reasonable to cover the additional material and labour costs contained in the subsequent quote.

Forwarded for Board approval.

Chris Smith  
Building Liaison Office  
Sorell Bowls Club

## **Attachment 3**

### **Name change – interested parties**

#### **Federal**

- Tax Office – ABN details
  - <https://abr.gov.au/For-Business,-Super-funds---Charities/Updating-or-cancelling-your-ABN/Update-your-ABN-details/>
- Australia Post

#### **State**

- Dept of Justice – Association details
  - [http://www.consumer.tas.gov.au/business\\_affairs2/incorporated\\_associations/particulars\\_and\\_change\\_of\\_particulars\\_-\\_public\\_officer](http://www.consumer.tas.gov.au/business_affairs2/incorporated_associations/particulars_and_change_of_particulars_-_public_officer)
  - [http://www.consumer.tas.gov.au/business\\_affairs2/incorporated\\_associations/notice\\_of\\_special\\_resolution\\_for\\_a\\_name\\_change](http://www.consumer.tas.gov.au/business_affairs2/incorporated_associations/notice_of_special_resolution_for_a_name_change)
- Dept of Justice – Liquor licence
- Dept of Justice – Constitutional changes
  - [http://www.consumer.tas.gov.au/business\\_affairs2/incorporated\\_associations/notice\\_of\\_special\\_resolution](http://www.consumer.tas.gov.au/business_affairs2/incorporated_associations/notice_of_special_resolution)

#### **Local/Other**

- Council
  - Rates
  - Food licence
- TasWater
- Aurora
- Telstra

#### **Banks**

- Westpac – five accounts
- Bendigo Bank – one account
- Perpetual Trustees – two accounts

#### **Websites**

- Our website
- Our Facebook site
- Other listings pointing to our site
  
- Domain name change?
- Email address change?