

**MINUTES OF THE  
BOARD OF MANAGEMENT MEETING  
HELD ON 22 AUGUST 2017**

**Attendees**

**Board of Management**

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

**Apologies**

- John Scott (Board member)
- Ron Cowen (Immediate past president)

**Opening**

1. The President declared the meeting open at 4.00pm.

**Read/Confirm previous minutes**

2. Shirley moved, and Simon seconded, that the minutes of the previous meeting be accepted.

CARRIED

**Business arising from the previous minutes**

3. **Fees for Club Hire.** The board discussed this matter and agreed on the matrix of fees shown at Appendix 1.
4. **Viability of an EFTPOS facility.** Margaret reported that Westpac will provide such a facility for the following terms:
  - \$80 setup fee
  - \$55 fee per month (up to \$3,500 per month sales)

Bill asked Margaret to check with Bendigo Bank as well.

ACTION: Margaret

5. The Secretary advised that
  - The club's Conditions of Play have been updated and posted to the website
  - Steve Lang confirmed that the defibrillator was up to par.
6. **Coffee machine.** Simon advised the board that the coffee vending machine will be installed once the vinyl/carpet is laid.
7. The following matters were also resolved:
  - Shirley has obtained a Club Hire/Usage diary
  - Mark Shelton MP will provide 1,000 scorecards to the club
8. The following matters remain outstanding:
  - Bill – Investigate cost of repairing sprinkler wiring
  - Bill/Simon – Kitchen upgrade (basket arrestor)
  - Paul – Investigate name change requirements
  - Paul – Look into Coaches4Us listing
  - Paul – Look into Sporty.com.au website hosting
  - Chris – Keep board informed of “Phase 2” developments

### **Treasurer's report**

9. Margaret advised the board that
  - The Westpac signatories have been updated
  - The Food Licence Renewal (\$147) has been paid
  - Lee Schraner raffle tickets (\$120) have been paid
10. Margaret presented the Treasurer's report and moved that it be accepted. Gwen seconded the motion.

CARRIED

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

11. Margaret reported that the building account had \$83,000 as at 22 August but we have the following bills to pay (which total about \$61,000, leaving about \$22,000 in the account):
  - Blinds - \$1,842.50
  - Lights - \$1,138.96
  - Vinyl/Carpet – \$18,946
  - BOAGs (lines) - \$5,000
  - Builder - \$35,359
12. Margaret reported that we'd received a \$750 payout for our insurance claim over the till replacement (after paying \$1,000 excess).

## Correspondence

13. Paul moved, and Bill seconded, that the correspondence (listed below) be accepted.

CARRIED

### Inwards

- Members
  - Alan Lovell – Licensee absence
  - Runner's up at the Ekka – Ross Brokate and David Long
  - Acceptance of invitation to be a Patron
    - Rebecca White MP
    - Rene Hidding MP
- General
  - Westpac customer feedback survey
  - BCIB Settlement Advice – Claim for till damage (payable \$790.00)
  - NBN Backup battery replacement information
- Flyers
  - Rosny Park – Soup and Sandwich day – 12 Sep 2017
  - Diggers Day – Kingborough – 4 Sep 2017
  - Claremont International Fours – 1 Oct 2017
- Government
  - Funding and Grants information
  - SRT Actively in Touch newsletter – July 2017
  - Healthy Tasmania Community Innovations Grants now open
  - Guy Barnett MP E-News, August 2017
  - Grant Alert - 14 August 2017
- Bowls Tasmania
  - Bowls Tasmania Office Hours
  - 2017 Try Bowls Day – 1 October
- Bowls Tasmania South
  - BTS 2017-18 Men's Open Championships Entry Forms
  - BTS 2017-18 Men's B Grade Championships Entry Forms
  - BTS 2017-18 Women's Open Championships Entry Forms
  - BTS 2017-18 Women's B Grade Championships Entry Forms
  - BTS 2017-18 Women's Other Championships Entry Forms
  - BTS 2017-18 Champion of Champions Championships Entry Form
  - BTS 2017-18 Junior Championships Entry Forms
  - BTS 2017-18 Registration Forms and Fees

## **Outwards**

- Annual Return of Association (\$61.20)
- To BTS – Cancellation of 2 September \$1,000 Triples
- To BT – Sorell will participate in the Try Bowls Day
- Letter of membership – Daniel Stitt
- To the board
  - Draft minutes of previous meeting
  - Draft changes to the Conditions of Play
  - Draft changes to Club Rules
  - Financial statements as at 31 July 2017

## **Business arising from Correspondence**

14. Bill is looking into the sports funding grant. Up to \$80,000 is available on a dollar-for-dollar arrangement (half each).
15. The board discussed the draft changes to Club Rules and ratified them.

## **Reports**

16. **BTS delegates.** Nothing to report.
17. **House and Bar.** The following was discussed:
  - Peter will be acting Licensee from 25 August to 6 November as Alan Lovell is away on holidays. Alan has notified the Licensing Board of this.
  - Margaret's grandson and Peter Sutcliffe's daughter were both looking for bar work. Peter suggested Ms Sutcliffe could try out for the job on Saturday and the board agreed.
18. **Greens and Gardens.** Bill advised the board that he spoken to Darrell Hope about borrowing mould-spraying equipment from Derwent City. Darrell wanted to buy our own gear and so Bill moved that we authorise Darrell to do so up to \$400. Peter seconded the motion.

CARRIED

19. **Building Works.** The following was discussed:
  - Simon has spoken with Peter Sutcliffe, who believed it is possible to convert the men's toilet into a men's toilet (existing facilities) and a disabled toilet (foyer area) for about \$10,000. This would involve creating a new door into the men's toilet area, building a dividing wall and fitting out the foyer area.
  - Gwen suggested it would be prudent to wait and see what Rene Hidding might do for us.
  - The board asked Simon to get a quote from Peter Sutcliffe as a starting point.

ACTION: Simon

20. **Building Works (continued).** Allan advised the board that:

- The motorised bar shutters will cost about \$2,800.
- The cordless speaker system will cost \$350 to install
- The club interior will be repainted in “Polar White quarter”
- The bar “feature wall” will be painted in “Blue emerald”
- The outside fascia will be painted in “Burgundy”
- The bar fridge should arrive next week. The deal included a Bayan Maree, new glasses (with lines), a grill plate and soup terrene. The cost will be \$3,684.
- The vinyl will be laid this week and the painter will start next week.

21. **Grants and Sponsorship.** The following was discussed:

- Bill is going to approach Greg Kaye at Terry White Chemist regarding sponsorship.
- Margaret advised that several signs had not yet been paid for in the current sponsorship year. Margaret will ask Bev Kelleher to write to sponsors.
- Gwen reminded the board that Westpac were no longer sponsoring the club. Bill undertook to ensure their signs were taken down.

ACTION: Bill

22. **Selection.** Marion advised the board that the ladies would be meeting in regard to selection. Both women’s divisions will be playing at Dover this year. Marion asked for approval (which was granted) to hire a bus if required.

ACTION: Marion

23. **Match committees.** The club match committee will comprise Bill, Marion and Darrell Hope.

24. **Social committee.** Nothing to report.

25. **Work Place Safety.** Nothing to report.

26. **Membership.** Two applications for membership were received:

- Graham Trewick (ex Orford). The board accepted Graham’s application as a Full First Year member.
- Greg Upton. Greg’s application to become a Social Bowler had previously been accepted although due to circumstances he did not exercise this option to join the club. The board therefore approved this application but decided to leave it on the board for the required 14 days before advising Greg.

ACTION: Secretary

## General business

27. Peter advised the board that we would host the RSL Southern Pairs competition on 18 December.
28. **Bowls Stickers.** Peter advised we were getting low:
- Peter moved that we buy 150 sticker sets from Eye Spy at a cost of \$156.75. Paul seconded the motion.
  - The board decided that members should pay for stickers as normal but that anyone playing in a representative capacity, where they were required to swap stickers, would be provided with a new set for free.

CARRIED

ACTION: Peter

29. Gwen asked for clarification of the following:
- We would be getting a cupboard for the indoor bowls mats
  - The old honour board would be mounted in the office

Allan assured Gwen that both matters were in hand.

30. **Open Day (16 Sep 2017).** Gwen asked the Secretary to remind members to attend in uniform. The board decided to invite:
- Mike Seabourne (Patron)
  - Rene Hidding MP (Patron)
  - Rebecca White MP (Patron)
  - Sarah Lovel MLC
  - Brian Mitchell MP
  - Mark Shelton MP
  - Kerry Vincent
  - Sorell Times representative \*

ACTION: Secretary

\* *SECRETARY'S NOTE: This was organised by Shirley Hay.*

31. Peter advised the board that he spoke with the BOAGs manager last week and procured a free barrel for opening day. Peter asked if he could invite him to attend and the board agreed.
32. **Saturday Pennant afternoon tea.** The board decided to revert to the practice of having players bring a plate instead of paying for catering.
33. **BTS opening day.** Shirley advised that the BTS opening day would be held at Kingborough on Monday 2 October. As neither Bill nor Paul could attend, Margaret and Gwen will represent Sorell.

34. **Front door signage.** Peter undertook to get a quote from Eye Spy for signage on the glass front doors. The suggestion was to have “Sorell Bowls and Community Club” along with the phone number and email address.

ACTION: Peter

35. Marion advised the board that she had renewed her Working with Children certification.

### **Next meeting**

36. The next meeting will be held on Tuesday 19 September at 4.00pm.

### **Closure**

37. The President declared the meeting closed at 5.40pm.

### **Appendices**

1. Club Hire fee matrix

Appendix 1

## Club Hire – Fee Matrix

Club hire fees will be as follows:

	<b>Full / Life members</b>	<b>Social bowlers</b>	<b>Social members</b>	<b>Other NFP groups</b>	<b>Private groups</b>
<b>Club hire</b>	NIL	\$50	\$75	\$100	\$200
<b>Bond *</b>	\$50	\$75	\$100	\$200	\$200
<b>Kitchen (DIY)</b>	\$15	\$25	\$35	\$50	\$50
<b>Kitchen (Catering)</b>	Price on application (per head) with a \$50 minimum)				
<b>Bar **</b>	\$30 per hour (minimum \$50)				

\* The bond is to be paid in advance and will be refunded if all conditions are met.

\*\* The club will provide a bartender.

All alcohol must be purchased through the club

<b>Weekly club hire (min. 40 weeks)</b>	<b>Fortnightly club hire (min. 20 fortnights)</b>	<b>Monthly club hire (min. 9 months)</b>
\$10	\$20	\$40