

SORELL BOWLS CLUB INC

**MINUTES OF THE
BOARD OF MANAGEMENT MEETING
HELD ON 19 SEPTEMBER 2017**

Attendees

Board of Management

- Gwen Scott (Vice-President)
- Margaret Robertson (Treasurer)
- Paul Matthews (Secretary)
- Marion Florence
- John Scott
- Peter Self (Bar Manager)
- Shirley Hay (Providore)

Apologies

- Bill Butler (President)
- Simon Butler
- Allan Chatfield
- Ron Cowen (Immediate past president)

Opening

1. The Vice-President declared the meeting open, after assuring a quorum was present, at 4.05pm.

Read/Confirm previous minutes

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

CARRIED

Business arising from the previous minutes

3. **Coffee Machine.** Simon was not present, but the coffee vending machine was in use, so this matter was considered closed.
4. **Scorecards.** Shirley advised the board that Mark Shelton MP has provided score cards, with his sponsorship on them. Shirley asked that we send a letter of appreciation to Mark for his help.

ACTION: Secretary to send letter.

5. **Bus hire for pennant games.** Marion advised the board that she has booked a bus to Dover at a cost of \$550, and she will be charging the 24 players \$15 each per previous arrangements. Marion also advised the board that she will probably book a bus to Geeveston for 12 people but will have to check on the price.
6. **Bowls stickers.** Peter advised the board that the stickers had been delivered.
7. **Front door signage.** Marion moved that we ask EyeSpy for the proposed artwork and proceed with the purchase (at a cost of \$295). Peter seconded the motion.

CARRIED

ACTION: Secretary to provide the go-ahead to EyeSpy.

Carried over (to do)

8. The following matters remain outstanding and have been carried over until the next meeting:
 - Bill – Investigate cost of repairing sprinkler wiring
 - Bill – Remove Westpac signs
 - Bill/Simon – Kitchen upgrade (basket arrestor)
 - Simon – Quote from Peter Sutcliffe re disability toilet
 - Margaret – Bendigo Bank EFTPOS costs
 - 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 moved, and Paul seconded, that the Treasurer’s report at appendix 1 be accepted.

CARRIED

Business arising from the Treasurer’s report

10. **Telstra phone bill.** Paul advised the board that he DID NOT have a phone that was paid for by the club. This was an incorrect assumption and can lead to mistrust and false accusations. The Telstra bill shows the club phone number as 6265 2503 but this is no longer our “real” number. With the rollout of the

NBN, we have a new number that this number redirects to and this is what is appearing on the bill. The other (third) number is a line to the security system.

11. **New club rule.** Given the possibility of misunderstanding highlighted by the Telstra bill (above), Paul moved that we add a new club rule (below) to formalise the arrangement in place to buy printer ink for the Secretary and Treasurer. Shirley seconded the motion.

15. Printer ink

The Board of Management has approved the purchase of replacement printer ink for the Secretary's home printer as required using the club credit card.

The Board of Management has approved the purchase of replacement printer ink for the Treasurer's home printer as required using the club credit card.

CARRIED

Action: Secretary to add this to the club rules.

Correspondence

12. The Secretary moved, and Margaret seconded, that the correspondence listed below be accepted.

CARRIED

Inwards

- Members
 - Andy Monk – enquiry re BTS fees
 - Mikayla Fuller – clearance from Beltana (+ \$10 fee)
 - Tony Hill – clearance from Howrah
- General
 - Letter of Introduction – Bowlers with Bowling Arms (Tasmania)
 - Special Packages – Golden Oldies Lawn Bowls
 - Lee Schraner – Fundraising Raffle
 - Greenkeeper Enquiry – Philip O'Brien
 - FireSafe inspection report, certificate and invoice (\$132)
 - Sorell Locksmiths – New locks for doors (\$270)
 - Eye Spy quote for door signage (\$295 plus GST)
- Flyers
 - Huonville – Apple Blossom Day – 8 Oct 2017
 - Buckingham – Spring Luncheon Day – 2 October 2017
 - Claremont – International Fours – 1 Oct 2017
 - Buckingham – Show Day Fours Carnival

- Beltana – Ladies Fashion Parade – 9 Oct 2017
- Government
 - Current Grant Opportunities – Sport and Recreation
 - Grant Alert – 23 August 2017
 - SRT Actively in Touch newsletter – August 2017
 - Brian Mitchell MP - Stronger Communities outcome
 - Guy Barnett MP – Funding and Grants information
 - Guy Barnett MP – E-News, September 2017
 - Invitation to lunch with the Premier and Cabinet Ministers
- Bowls Australia
 - 2019 & 2020 World Singles Champion of Champions
 - Bowls Australia – Instantaneous Penalties
 - Bowls Australia Club Support
- Bowls Tasmania
 - Try Bowls Day
 - Try Bowls Day flyers and tip sheet
 - Bowls North – Michael Hill Open Triples (4-6 Nov 2017)
 - Bowls Tasmania Handbook 2017-18 – Draft Proof
 - Bowls connect training – Sep 2017
- Bowls Tasmania South
 - Bowlers with Bowling Arms
 - Updated – BTS Women's Thursday Pennant Roster 2017-18
 - BTS Board Meeting – 21 August minutes
 - Unsolicited contact with Club Sponsors
 - Come and Try Day – Ideas meeting – 11 Sep 2017
 - Notice and Agenda for BTS Delegates meeting – 27 Sep 2017
 - Nominations for lower pennant divisions 2017-18
 - BTS Conditions of Play 2017-18
 - BTS Side Captains Guidelines 2017-18
 - BTS Pennant Results Form 2017-18
 - Invitation to BTS Season Opening and Delegates Day – 2 Oct 2017
 - Expressions of Interest
 - BTS Match Committee
 - BTS Greens Advisory Committee
 - BTS Southern Open Teams Selectors and Managers
 - BTS Southern Senior Teams Selectors and Managers
 - Women's Open Southern Team (Veolia State-wide Challenge)
 - Invitation to join Past President's and Officials Association
 - Training Session for Club Treasurer's

Outwards

- To BTS (transfer fee received)
 - Clearance – Mikayla Fuller
 - Clearance – Tony Hill
- To all members – a word from our President
- Letters of membership
 - Graham Trewick (FFY)
 - Greg Upton (SB)
- Opening Day invitations
 - Attending
 - Rene Hidding MP
 - Mark Shelton MP
 - Rebecca White MP
 - Not Attending
 - Bill Butler
 - Sarah Lovell
 - Jackie Wynwood
- Mercury notices
 - Peter Scott
 - Laurie Iles
 - Mary Stokes

Business arising from Correspondence

13. **Sorell Locksmiths.** Peter advised the board that all locks were now working. The Board key (Committee) will open the Front door and Office, and the Bar key (Master) will open everything.
14. **Invitation to lunch with the Premier and Cabinet Ministers.** Marion will attend on behalf of the club.
15. **Try Bowls Day.** Shirley and Gwen will run this event from 11.00am to 2.00pm. They are planning a sausage sizzle.
16. **Training Session for Club Treasurer's.** Paul was planning on attending and Margaret will attend if she can.

Reports

17. **BTS delegates.** Gwen will attend. If Bill is unable to, Gwen will ask Allan to attend.

18. **House and Bar.** Peter reported on the following:
 - The keypad for the office security system is still to be installed.
 - Until the office security system is installed, do not use the office if the bar is secured.
 - The duress button is yet to be wired into the new bar.
 - A few 'regulars' have donated \$500 towards the rent on the coffee machine – it should cover the first few month's rent.
 - The cleaner will clean the coffee machine once a week.
 - He will be away interstate from 12-22 October.

19. **Greens and Gardens.** Darrell Hope will be spraying the green for fungus in the next week or two.

20. **Building Works.** Nothing to report.

21. **Grants and Sponsorship.** Bev Kelleher is going to send letters to sponsors who are behind in renewing their deal. It was also decided to NOT approach Sarah Lovell MLC as Sorell now falls under Prosser and not Rumney.

22. **Selection.** Ladies selection is complete and Saturday selection is mostly done.

23. **Match committee.** Marion advised the board that the Patron's Plate was running well but we were awaiting the Bill v Simon match before the winner can play Darrell. Marion also advised that the Ladies Consistency would be posted in the next week.

24. **Social committee.** The following ideas were put forward as a way of promoting the club to the community:
 - Invite Presidents of clubs, organisations, groups to a meeting at the club and put on nibbles
 - Invite local businesses to use our club on Friday's as they finish work for the week
 - Invite football clubs (now that season is over) to hold an inter-club bowls challenge.
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25. **Work Place Safety.** Nothing to report.

26. **Membership.** Nothing to report.

General business

27. Peter advised the board that Emily Dunn of South-East Nursing asked to borrow about 50 chairs. Emily is trying to come to the club for wine and a roll, and Helen Pollard of SE Nursing is hoping to hold two dinners per year plus meetings at the club. With these prospects in mind, Peter moved that we lend the chairs to this organisation. Seconded John Scott.

CARRIED

ACTION: Peter to arrange matters with SE Nursing.

28. Gwen noted that we had not, as yet, received any information from Rene Hidding MP regarding the toilet block renovations. We believe he is trying to find the funds (probably as an election incentive).
29. Gwen asked that letters of appreciation be sent to Helen Chatfield, Allan Chatfield, Peter Self, Darrell Hope, Shane Munster and Peter Coyle for the work they undertook to finish off the new renovations.

ACTION: Secretary to prepare letters

30. Marion moved, and Peter seconded, that we allow the cleaner to close the clubroom while she is cleaning the floors.

CARRIED

ACTION: Peter to advise the cleaner

31. Margaret advised the board that Faye Gardner has asked to sell “Organic cold brew coffee” to ladies on Tuesdays and Thursdays. After some discussion it was decided we should reject this request.

ACTION: Margaret to inform Faye of the board’s decision

32. Margaret asked if we should look at increasing our insurance cover now that the new building works were completed. The Secretary advised the board that the latest State Government valuation put the land at \$220,000 and the whole site at \$450,000. Given we are covered for over \$800,000 it was decided to leave this matter in abeyance for the time being.
33. Shirley advised the meeting that she did ask the Sorell Times to attend the opening day and ribbon cutting ceremony but they didn’t come.
34. Shirley offered to purchase and donate a mat for the front door to save tracking dust/mud into the building proper. The board thanked Shirley for her offer.

35. Shirley advised the board that the preference seems to be for a catered afternoon tea during Saturday pennant. She undertook to ask everyone at the first Saturday practice and obtain a quote from the corner store.

ACTION: Shirley to survey members and obtain quote(s)

Next meeting

36. The next meeting will be held on Tuesday 17 October at 4.00pm.

Closure

37. Gwen declared the meeting closed at 5.45pm.

Paul Matthews
Secretary

11 October 2017

Gwen Scott
Vice-President

___ October 2017

Appendix:

1. Financial statement for August 2017

Financial Accounts as at 31-08-17

I advise the Board of Management that the Sorell Bowls Club is solvent at the date shown above with current assets and liabilities as follows:

Current Assets

Current Liabilities

Funds under Management

Perpetual Trustees

A/C 226480	Fixed term (at call)	\$ 65,909.93
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Westpac Bank

A/C 860811	Every day account	\$ 14,890.57
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A/C 208460	Debit card (Bar Manager/Providore)	\$ 825.32
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A/C\$ 229691	Rainy Day account	\$ 10,249.39
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A/C 231580	Building account	\$ 74,723.97
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Total		\$166,599.18
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