

**MINUTES OF THE  
BOARD OF MANAGEMENT MEETING  
HELD ON 17 OCTOBER 2017**

**Attendees**

- Bill Butler (President)
- Gwen Scott (Vice-President)
- Paul Matthews (Secretary)
- Simon Butler
- Marion Florence
- John Scott
- Shirley Hay (Provedore)

**Apologies**

- Margaret Robertson (Treasurer)
- Peter Self (Bar Manager)
- Allan Chatfield
- Ron Cowen (Immediate Past President)

**Opening**

1. The President declared the meeting open at 6.25pm.

**Read/Confirm previous minutes**

2. Gwen noted that mention of remounting the old honour board was not included in the previous minutes and asked that this be noted in the current minutes.
3. Bill moved, and Marion seconded, that the minutes of the previous meeting be accepted.

CARRIED

**Business arising from the previous minutes**

4. The Secretary advised the board that the following matters were resolved:
  - Letter of thanks sent to Mark Shelton MP re: Scorecards
  - Letters of thanks sent to various members (see outwards correspondence) for their hard work in realising our building upgrade
  - Request sent to EyeSpy to develop the artwork for the front door signage
  - Club Rules updated

5. Shirley advised the board that the loan of chairs to SE Nursing would happen this coming Friday. Shirley plans to visit and chat with this group about hiring the club.
6. Due to the absence of board members, it was assumed that the following matters had also been resolved.
  - Peter – Advise cleaner to close club rooms during floor cleaning
  - Margaret – Advise Faye re ‘Organic cold brew coffee’
7. Shirley advised the board that Saturday Pennant afternoon tea was organised at a cost of \$6 per member. Marion moved, and Bill seconded, that Shirley would discuss the possibility of having the dishes done by the bar lady by allowing her to come in half-an-hour early (paid).

ACTION: Shirley to investigate

### **Carried over (still to do)**

8. Simon advised the board that further investigation of installing a disability toilet was now with Chris to manage.
9. Bill undertook to ask Darrell Hope to remove the Westpac signage. He would also ask Darrell to remount the old Honour Board.

ACTION: Bill to arrange

10. Simon undertook to order the necessary parts, that Shirley would pick-up and pay for using the Provedore’s credit card. He also undertook to upgrade the kitchen with a basket arrestor when the parts were obtained.

ACTION: Simon and Shirley

11. Gwen reported, on Margaret’s behalf, that an EFTPOS facility through Bendigo Bank would cost \$35 (joining fee) and \$35 per month. 1.151% of each amount would be withheld by the bank, and 20c per EFTPOS transaction would be charged. Bill said he was going to talk to the Bendigo Bank Manager this coming Friday. He moved that we ask the incoming Treasurer to setup an account and arrange installation of the handset.

ACTION: Bill (and new Treasurer)

12. The Secretary advised the board that the following matters were still outstanding:
  - Paul – Investigate name change requirements
  - Paul – Look into Sporty.com.au website hosting

## **Treasurer's report**

13. The Secretary forwarded the Treasurer's report (attached) for September to all Board members via email. Gwen reported, on Margaret's behalf, that the building account was now empty, and moved that we accept the report. Shirley seconded the motion.

CARRIED

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

14. **Resignation as Treasurer.** With regret, the board accepted Margaret's resignation. Bill advised the board that Andy Monk has indicated a willingness to undertake the duties of Treasurer. Margaret has offered to help with the transition up until 31 October. Simon moved, and Paul seconded, that we appoint Andy Monk as the new Treasurer.

CARRIED

*SECRETARY'S NOTE: Andy Monk has since withdrawn his offer to assist as "the scope of work involved in time and processing is out of [my] reach ... at present".*

15. **Coffee Machine.** Simon advised the board that the coffee machine costs the club \$244.68 per month on a hire purchase agreement. He also advised that the Bar Manager was banking about \$100 per week at the moment (about \$400 per month). The matter of whether or not outright purchase of the machine is a better option than hire purchase of the machine was left to the incoming Treasurer to investigate.

ACTION: New Treasurer to assess options

## **Correspondence**

16. The Secretary presented the correspondence since the last meeting and moved that we accept it as shown below. John seconded the motion.

CARRIED

### **Inwards correspondence**

- General
  - Henselite – Club equipment time!
  - LED Sports Lighting - Lawn Bowls
  - Fundraiser Raffle for Lee Schraner
    - 1st - Set of bowls: Peter Thornton (Griffiths, NSW)
    - 2nd - CX Trolley Bag: Nic Russell (East Launceston)
    - 3rd - Nirvana Bowls Shoes: Deb Stearned (Glen. Rodman)

## **Inwards correspondence (continued)**

- General (continued)
  - Top Shot Lawn Bowls Accessories
  - Hostplus Employer Record of Contributions for Jan to Jun 2017
  - Rod Purcell - Request for BA Census return information
- Flyers
  - Diggers day/East coast visit – St John’s Park – 2 October
  - Glenorchy Rodman Bowls Club - Army Navy Day - 23 Oct 2017
  - Derwent City Annual Melbourne Cup Chicken & Champagne Lunch
  - RSL – Army v Navy Golden Rivet day – 23 Oct 2017
  - St John’s Park – Pink Day fundraiser – 26 Oct 2017
- Government
  - Grant Alert – 20 September 2017
  - SRT Newsletter - Actively in Touch - September 2017
  - Liquor and Gaming News September 2017
- Bowls Tasmania
  - Bowlers with Bowling Arms – coaching clinic
  - Try Bowls Day – visitor log book
  - Measurers Memo
  - Bowls Tasmania Handbook
  - Accreditations: Coaches, Markers, Measurers, Umpires – Oct 2017
- Bowls Tasmania South
  - Expressions of interest
    - BTS Men's and Women's Championships
    - Women's Open Southern Team (Amended)
    - Men's Open Southern Team
  - List of clearances received as at 20 Sep 2017
  - Pennant
    - Clearances 2017-18 as at 5 October 2017
    - Shortage of players?
    - Entries received for Midweek Pennant Divisions 2, 3 and 4
    - Entries received Division 5 Thursday Women's Pennant
    - Synthetic versus Grass Greens
    - Saturday Pennant Rosters Divisions 6 and 7
    - Saturday Pennant Rosters Divisions 6 and 7 (Amended)
    - Midweek Pennant Rosters Divisions 2, 3 and 4
    - Midweek Pennant Rosters Division 4 (Amended)
    - Thursday Women's Pennant Roster Division 5
    - Lawn Bowls and The Mercury

- Bowls Tasmania South (continued)
  - Reminders
    - nominations for lower pennant divisions 2017-18
    - BTS Season Opening and Delegates Day
  - BTS Newsletter - September 2017
  - BTS Board Meeting – 18 Sep 2017 minutes
  - Bowls South Forums for Officials

### **Outwards correspondence**

- To MPs – photos of the SBCC opening day
- To selectors
  - List of members as at 21 Sep 2017 (73)
  - Bowls Connect website training
  - BTS conditions of play 2017-18
- To Phillip O'Brien – no requirement for a greenkeeper
- Chemist Warehouse sponsorship (from Bill Butler)
- Email to Eye Spy re glass door signage
- To BTS:
  - Club registration return (\$5,036)
  - Late Registration – Alan Waller
  - Deregistration – Mikayla Fuller
- Letter of appreciation to Mark Shelton MP re Scorecards
- Letters of appreciation re Building works
  - Chris Smith
  - Bob Taylor
  - Allan and Helen Chatfield
  - Peter Self
  - Andy Monk
  - Darrell Hope
  - Peter Coyle
  - Shane Munster
- To Rod Purcell – Sorell responses to past four BA Census

### **Business arising from Correspondence**

17. Shirley advised the board that she would be writing the Ladies Div 1 column for the Mercury each week.
18. Gwen asked the Secretary to remind all members that the club would reimburse re-accreditation fees for Coaches, Markers, Measurers and Umpires.

**ACTION:** Secretary

## Reports

19. **BTS delegates.** Gwen noted that the matter of disability toilets was raised that the recent delegates meeting, however, there was no action required by the club in this regard.
20. **House and Bar.** Nothing to report.
21. **Greens and Gardens.** The following matters were raised:
  - Bill noted that the greens and gardens were in excellent condition.
  - Bill advised that we would look into digging into the watering system and repairing it at the end of the bowls season.
  - Paul advised the board that Mike Seabourne has nominated a greens member for a merit award. The board asked the Secretary to hold this until Presentation Night.
22. **Building Works.** Crazy paving was being applied to the concrete at the front entrance this week but it has already been paid for.
23. **Grants and Sponsorship.** Bill and Simon have been negotiating with Terry White Chemist AND Chemist Warehouse about the possibility of major sponsorship for our club. This will involve the purchase of new tops (with sponsor logo) to be handed free to all current Full/Life members. Bill asked Paul to come up with 2-3 designs that we can put to members and sponsors.

ACTION: Bill/Simon – continue talks re major sponsorship  
Paul – create 2-3 designs for a new club top

24. **Selection.** Nothing to report.
  25. **Match committees.** Marion advised the board that we will be holding a Melbourne Cup luncheon this year. Sweeps will start at 11.30pm, followed by lunch, and then a social bowls game until the big race.
  26. **Social committee.** Shirley broached the subject of the Christmas lunch. The board decided either Sunday 3 or 10 December would be fine. Shirley will see what catering is available to either day and report back.
- ACTION: Shirley to look into catering
27. **Work Place Safety.** Gwen noted that the Chemist Warehouse sign was only held onto the fence by tie-downs and suggested moving it to the BBQ fence and securing it in place with screws.

ACTION: Bill undertook at ask Darrell to do this

28. **Membership.** The Secretary noted that Basil Marden (Life member) had paid the BTS capitation fee but thought he might not be playing this year. Shirley advised the board that she had spoken to Basil about this and couldn't dissuade him from paying the money. Shirley suggested we hold the money as a "donation" for now and not register Basil as a pennant player at this time.

## General business

29. Marion advised the board that the Ladies Christmas Lunch would be held on 12 December at the Midway Point Tavern at 1.00pm.
30. Simon suggested we should look into an interest-free Government loan (over three years) for the installation of solar panels up to \$10,000. Bill asked Simon to bring the details of what would be involved to the next meeting

ACTION: Simon to investigate

31. Simon suggested we plant four two-meter tall (max height) trees against the new club wall to break up the long unadorned wall. Bill moved, and Simon seconded, that we apportion up to \$300 to the Greens/Gardens Committee to arrange this.

CARRIED

ACTION: Simon to discuss requirements with David Long

32. A suggestion was made that we move the pie warmer behind the bar. Bill said "that is a brilliant idea" and moved that it happen. Marion seconded the motion.

CARRIED

33. Gwen suggested we reintroduce the 50c cup of tea to supplement the Coffee Machine because this machine did not have water hot enough for a nice cuppa. The board agreed that an honour system for tea would be fine.

ACTION: Gwen and Shirley to arrange matters

34. Gwen reminded the board that we needed the following plaques arranged and affixed:

- The Trevor Shepherd Bar (on the wall behind the bar)
- Donated by Nancy Simmons (Trophy cabinet)
- Joinery donated by Allan Lovell (coffee/bingo machine cupboard)
- This area is alarmed (Office door AND bar door)

35. Gwen advised the board that she was holding some indoor carpet bowls money and would be banking it shortly.

36. Bill advised the board that he wanted to start Friday Jack Attack from 5.30pm.

ACTION: Secretary to advise all members

37. Simon suggested we should write to businesses and invite them to hold their EOY functions at the club and perhaps incorporate a barefoot bowls contest. If we get enough interest perhaps we can start an inter-business competition.
38. Marion suggested we could ask the local teachers to hold their end-of-term functions here and Gwen undertook to see if we could get any interest from kids for a “bring your parent” outings.

ACTION: Gwen to approach Sorell High School

39. Shirley asked if we could replace the paper hand towel dispenser in the ladies/men’s toilets with a paper towel dispenser. The board agreed that this fell within the purview of the Provodore.

ACTION: Shirley to arrange matters

### **Next meeting**

40. The next meeting will be held on Tuesday, 21 November at 5.30pm.

### **Closure**

41. The President closed the meeting at 7.05pm.

Paul Matthews  
Secretary

29 October 2017

Bill Butler  
President

\_\_ November 2017

### **Attached**

Financial Statement as at 30 September 2017



## Financial Accounts as at 30 September 2017

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 Liabilities

Building account	Builder	\$35,359.75
	Knightsbridge Furniture	<u>\$3,711.27</u>
		<b>\$39,071.02</b>

### 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	\$20,990.98
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A/C 208460	Debit card (Bar Manager/Providore)	\$1,013.00
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A/C\$ 229691	Rainy Day account	\$10,260.07
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A/C 231580	Building account	<u>\$40,662.27</u>
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<b>Total</b>		<b>\$138,836.25</b>
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Margaret Robertson  
Treasurer

10 October 2017