

**MINUTES OF THE  
BOARD OF MANAGEMENT MEETING  
TO BE HELD ON 21 NOVEMBER 2017**

**Attendees**

**Board of Management**

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

**Ex officio members**

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

**Opening**

1. The President declared the meeting open at 5.35pm.

**Read/Confirm previous minutes**

2. Gwen moved, and John seconded, that the minutes of the previous meeting be accepted.

CARRIED

**Business arising from the previous minutes**

3. Shirley advised the board that the matter of Saturday afternoon tea kitchen duty has been sorted.
4. Bill advised the board that the following matters had been attended to:
  - Removal of Westpac signage
  - Move/secure Chemist Warehouse sign
5. Simon advised the board that he would install the Kitchen upgrade (basket arrestor) as soon as possible.

**ACTION:** Simon to install basket arrestor

**Apologies**

- Ron Cowen (Past President)
- Bev Kelleher (Asst Secretary)

**Vacancies**

- Treasurer

6. Bill advised the board that he had no time to pursue major sponsorship discussions with regard to the club tops. Paul provided three options (Annex B) for consideration by the board.

ACTION: Bill to continue negotiations

7. Shirley advised the board that the Christmas Dinner would be held on Sunday 10 December. The raffle prizes would be a Ham (1st), Turkey (2nd) and Cake (3rd).
8. Simon advised the board that he would be talking with Paul Gittas tomorrow about Solar/Renewable energy and interest-free loans and would advise his findings at the next meeting.
9. ACTION: Simon to report at next meeting
10. Gwen/Shirley advised the board that they had reinstatement of 50c cups of tea.
11. Gwen advised the board that she has spoken with Sorell High School re club usage.

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

12. The following matters remain unactioned
  - Simon – Beautification of building frontage
  - Shirley – Paper towel dispenser
  - Shirley – Art classes using club facilities
  - Paul – Investigate name change requirements

### **Treasurer's report**

13. Gwen (on behalf of Margaret) presented the financial statements for October (Annex A) and moved that it be accepted. Allan seconded the motion.

CARRIED

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

14. The following items are on hold until appointment of a new Treasurer:
  - Bendigo Bank EFTPOS costs
  - Coffee Machine – hire purchase/outright purchase
  - Financial statements from 1 November onwards
15. John moved that we look into a cloud accounting solution.

16. The Secretary advised the board that he had forwarded the following invoices to Allan Chatfield to be paid in the absence of a Treasurer:
- BCIB (Building insurance increase – \$126.38)
  - Beltana Bowls Club Inc (Wheel – \$50)
  - Digital Pacific (Website hosting – \$14.90)
17. The President thanked Gwen, Peter and Allan for stepping in to help during this transition.

## **Correspondence**

18. Paul moved, and John seconded, that the correspondence as detailed below be accepted.

### **CARRIED**

### **Inwards**

- Members
  - Andy Monk – Declined appointment as Treasurer
  - Mikayla Fuller – Seeking advice on membership fees
  - Ross Kelly – Late transfer to Sorell
  - Janet Cowen – WWC registration has expired
- General
  - Phillip Barker – Security Monitoring Fees
  - Invitation: 1st anniversary for Australian Hearing in Sorell
  - Eye Spy – Door decal layout (for approval)
  - Quad Services – Obligation-free cleaning quote
  - Business Energy Quote offer
  - Quote for Phase 2 from Josh Rowe (Builder)
- Flyers
  - Beltana – Melbourne Cup Luncheon – 7 Nov 2017
  - Geeveston – New Year 2 Bowl Triples – 6 Jan 2018
  - RSL – Notice for Southern Triples
  - Rosny Park – Christmas Pairs – 22/23 Dec 2017
  - Sandy Bay – Turkey Fours – 3 Dec 2017
  - Sandy Bay – Women’s Fair and Fun Day (Cancelled)
  - Beltana - \$2,000 Triples – 31 Dec 2017
- Government
  - Acquittal report – \$100,000 grant
  - Grant Alert - 20 October 2017
  - Grant Alert - 31 October 2017
  - Grant Alert - 10 November 2017
  - SRT Actively in Touch newsletter – October 2017
  - SRT - Grant writing workshops

- Lyons Armistice Centenary Grants Program
- Guy Barnett MP E-News, November 2017
- Bowls Tasmania
  - Try Bowls Registrations
  - Bowlers with Bowling Arms
  - 2018 Bowls Tasmania Gala Week of Bowls
  - State Championships entry forms
- Bowls Tasmania South
  - Future Delegates Meetings and General Business
  - Pennant
    - BTS Midweek Pennant and Opposite Gender Players
    - BTS Thursday Women's Pennant and Opposite Gender Players
    - Mobile Phones and Pennant
    - Clarification of Conditions of Play 2017-18
    - Change to roster – Sorell v Dover (Ladies Div 1 and Div 4)
  - Expressions of Interest to host ...
    - Bowls Tasmania State Triples Championships
    - Bowls Tasmania Veolia Open
    - Bowls Tasmania APIA Senior State-wide Challenge
    - Bowls Tasmania Saturday Pennant State Pennant Finals
    - BTS Men's and Women's Triples Championships
  - Expressions of Interest for ...
    - Bowlers with Bowling Arms Tasmania Committee
    - BTS Women's Open and B Seniors (Over 60's) Southern Sides
    - BTS Greens Advisory Committee
  - Changing Bowls During Game
  - BTS Board Meeting – 16 Oct 2017 minutes
  - Clearances 2017-18 as at 12 November 2017
  - Registration of Mikayla Fuller (sent by Shirley)
  - Entries received for ...
    - BTS Women's Open and B Grade Fours Championships
    - BTS Women's Open and B Grade Triples Championships
    - BTS Men's Open and B Grade Fours Championships
    - BTS Men's Open and B Grade Triples Championships
  - Draws for ...
    - BTS Men's Open and B Grade Fours Championship
    - BTS Women's Open and B Grade Fours Championship
    - BTS Men's Open and B Grade Triples Championship
    - BTS Women's Open and B Grade Triples Championship
    - BTS Men's Open Triples Championship (Amended)

## Outwards

- Late Registrations
  - Christine Marsh
  - Nancy Simmons
  - Ross Kelly (ex Beltana)
- Late Registrations (managed by Shirley)
  - Mikaela Fuller
  - Ross Brokate
- To all members
  - Jack Attach on Fridays (5.00pm for 5.30pm start)
  - Bowls Tasmania Gala Week of Bowls
  - Membership cards
- Email to Andy Monk re Appointment as Treasurer
- Email to Margaret Robertson re Handover of duties to Andy
- To BTS
  - Confirmed roster change for Ladies Dover games
  - Host BTS Men's and Women's Triples Championships (Unsuccessful)
- To EyeSpy – Front door decal

## Business arising from Correspondence

19. **Security installation/upgrade.** Peter advised the board that we would be speaking with Phillip Barker this week and would ask for the invoice.

*SECRETARY'S NOTE: The invoice was received on 25 November for the amount of \$3,022.25. It was forwarded to Allan to pay and the board was CC'd into the email so that they were aware of the costs.*

## Reports

20. **BTS delegates.** Nothing to report.
21. **House and Bar.** Peter advised the board that the bar lines blew because the storeroom was too hot. This caused the gas in the lines to evaporate which blew the lines. The room must be cooled to 20°C and so, moved that we purchase a small air conditioner for about \$2,000. Shirley offered to donate a small unit she had recently removed which would reduce the cost to servicing and installation. The President thanked Shirley for her kind offer.

**ACTION:** Peter to arrange matters.

22. **Greens and Gardens.** The following matters were discussed:

23. Allan, on behalf of David Long, moved that we purchase a small blower for \$260 to supplement the big blower we already have. Bill seconded the motion.

CARRIED

ACTION: Allan/David to arrange purchase

24. Simon undertook to talk with Kerry Vincent (Rural Solutions) about helping with our plans to beautify the building frontage.

ACTION: Simon to investigate and report

25. **Building Works.** Paul, on behalf of Chris Smith, advised the board that:

26. We received a request to acquit the \$100,000 election grant provided for our building extension. Chris provided details and this matter has been settled to the satisfaction of the Government.

27. Chris had received quotes from Josh Rowe as follows and that these quotes had been passed on to Rene Hidding's office:

- Men's toilet only - \$127,272.72 + GST
- Men's, Women's and Disability toilet - \$365,999.98 including GST

28. Bill suggested we obtain quotes from John Sutcliffe and another builder to make sure we are getting the best costing possible.

ACTION: Bill to investigate/discuss with Chris

29. **Grants and Sponsorship.** Nothing to report.

30. **Match committees.** The following matters were discussed:

31. Shane Munster has put all the sheets up for Men's championships. All entries close on 21 December.

32. The Patron's Plate is still going. It was decided that it must be decided before 17 December or the event will be cancelled.

33. Marion asked the Secretary to send out flyers for Farmers' Day 2018.

ACTION: Secretary to send out flyers.

34. **Selection.** Nothing to report.
35. **Social committee.** The following matters were discussed:
36. Peter advised the board that Sam would run the bar for the Christmas Dinner.
37. Allan suggested the Social Committee should meet monthly and report planned activities to the board.
38. Shirley advised the board that the Social Committee did meet last week and would be working on the following list of ideas:
- Stall at the Sorell Market
  - Quiz Night
  - High Tea(s)
  - Cocktail Party
  - Champagne Breakfast(s)
  - AusMas in July
  - Melbourne Cup sweep that runs through the year
  - Ham and Chicken numbers raffles
39. Bill suggested we should hold an Australia Day buffet tea with a Jack Attack content preceding it. The cost was set at \$25 per person.

ACTION: Secretary to send out flyers.

40. **Work Place Safety.** Nothing to report.
41. **Membership.** The following applications for membership were received and approved by the board:
- Dianne Burgess (Full, First Year).
  - Jason Mannering (Social).

ACTION: Secretary to advise new members

## **General business**

42. Marion suggested we obtain photos of Bill and Leona with their Australian Masters Games medals for the “wall of fame”.
43. Simon and Marion asked that the batteries in the clocks throughout the club be changed and the clocks set to the correct time.

ACTION: Allan undertook to make this happen

44. Bill asked Shirley to buy BBQ sheets so that cleaning of the BBQ would be easier into the future.

ACTION: Shirley to purchase BBQ sheets

45. John noted that, when there were two teams playing at home there was one raffle prize, but the same was true when there was one team playing at home. He moved, and Gwen seconded, that there be two prizes when two teams play at home (meat tray and wine) to provide a similar chance to win something.

CARRIED

46. Gwen advised the board that the ladies wanted a notice board back on the wall within the clubrooms. Paul noted that they already have one on the wall next to the honour board and one in the ladies toilet foyer. It was agreed that we would not add anymore notice boards within the clubrooms.
47. Allan suggested we update our presence on Facebook. Paul undertook to look into this.

ACTION: Paul to review Facebook presence.

48. Allan suggested we try and get a full-page spread in the Sorell Times to highlight the benefits our club can offer the community. Shirley undertook to talk to the Times.

ACTION: Shirley to investigate the possibility of a full-page spread.

### **Next meeting**

49. The next meeting will be held on Tuesday 16 January at 5.30pm.

### **Closure**

50. The President declared the meeting closed at 7.05pm.

Paul Matthews  
Secretary

Bill Butler  
President

19 December 2017

\_\_ December 2017



# Annex A: Financial Statement

## Financial Accounts as at 31-10-17

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 Bldg. A/c

Builder \$35,359.79  
Printing on front door. ....??.....  
Coffee Machine ? ? 244.68 per month

### Funds under Management

#### Perpetual Trustees

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

#### Westpac Bank

A/C 860811 Every day account \$ 19,287.00

A/C 208460 Debit card (Bar Manager/Providore) \$ 680.88

A/C\$ 229691 Rainy Day account \$ 10,269.50

A/C 231580 Building account \$ 35,580.66

**Total** **\$131,727.97**

## Annex B: Possible new shirt logos

