

**MINUTES OF THE  
BOARD OF MANAGEMENT MEETING  
HELD ON 17 AUGUST 2018**

**Attendees**

- David Long (President)
- Gwen Scott (Vice-President)
- Kathy Matthews (Treasurer)
- Paul Matthews (Secretary)
- June Kelly (Assistant Secretary)
- Shane Munster (Board member)
- Peter Self (Bar Manager)
- Peter Askey-Doran (Bookkeeper)

**Apologies**

- Marion Florence (Board member)
- John Scott (Board member)
- Shirley Hay (Board member)
- Vicky Wakefield (Providore)

**Opening**

1. Due to Phase 2 building works (no power at the club), the meeting was held in the South East Community Care building on the corner of Somerville and Gordon Streets.
2. The President declared the meeting open at 4.30pm.

**Read/Confirm previous minutes**

3. The Secretary explained that his note at item 37 of the 17 July minutes (sent to board members for consideration) included three members who would be eligible to convert their membership to “Community member” if they wished. This was incorrect as only two – Graham Innis and Linda (Georgie) George-Lang – were in fact Social members. Poppy Collett is a Social Bowling member. He has amended the minutes accordingly.
4. With this amendment in mind, Paul moved, and Peter Self seconded, that the minutes be accepted.

CARRIED

## **Business arising from previous minutes**

5. **Name change.** The Secretary advised the board that the club's name has been changed on State government records but our ABN remained to be updated.
6. **Non-working heat pump.** David advised the meeting that the reason the heat pump was not working was that a switch had failed. The heat pump in question was full of dead mice. All three have been cleaned and a new switch had been ordered and will be installed when it arrives.
7. **Photos of past presidents.** David advised the board that this process was in hand. All photos had been scanned but we need to source a new photo of Don Gatehouse which was unintentionally damaged.
8. **Contact Carpet Court re bubbling lino.** Kathy advised the board that David, Paul and her met with Nigel to discuss the matter. He was more than helpful and was happy to repair the damage but we will wait until building works are completed as we will have to put lino down in the old toilet area anyway.
9. The Treasurer advised the meeting that
  - Peter Askey-Doran's invoice tabled at the July meeting had been paid
  - Shane Munster provided his bank details, so payment of Rebecca White's \$50 "Club champion" donation would be made this week.
  - The refund of \$24 to the two Social members (mentioned above) was on hold pending advice from those members.

*SECRETARY'S NOTE: Graham Innis has advised he will not convert to community membership. Paul explained the situation to Steve Lang who will speak with Georgie about her intentions. No further action is required unless we hear from Georgie.*

10. The Secretary advised the meeting that he has sent letters to:
  - Rebecca White re Patronage
  - Rene Hidding re Patronage
  - Mr Graeme Martin re membership
11. The Secretary advised the meeting that he has updated club rules with:
  - Rule 2 - Sponsors hall hire is to be the same as for Social Bowlers
  - Rule 16 - New Smoking policy
12. The following items remain unactioned at this time:
  - Shirley – Stop the Sanitary bins contract
  - Secretary
    - Review Facebook presence
    - Name change (ABN details)
    - Compile list of honour board updates
    - Club Rules – Community membership
    - Letter of appreciation to Sorell Council
    - Call for volunteers – Grants committee

13. The following items are noted for a future Special General Meeting of members:
- Accept amended auditors report
  - Accept amended financial statements
  - Present MPIO policies to members

### **Treasurer's report**

14. Peter Askey-Doran (bookkeeper) provided an update on the following matters that he has been dealing with on behalf of the club.
15. **Revised financial statements.** After applying the GST to transactions since May 2017, he has revised the financial statements for the 2017-18 club financial year (Attachment 1). These will still need to be audited and then will have to be presented to members at a Special General Meeting. Shane moved, and Peter Self, seconded the motion to seek a re-audit of our 2017-18 accounts.

CARRIED

ACTION: Bookkeeper to arrange re-audit of accounts

16. **GST on membership.** Kathy asked the bookkeeper if we had to apply GST to membership. Peter said he did not know, although he expected we would, and he would seek advice from our BAS Agent. Kathy asked if this would affect the revised financial statements and Peter said it would.

ACTION: Bookkeeper to check with BAS Agent and amend accounts as required.

17. **GST on sponsorship.** David advised the board that he's approached most sponsors about re-invoicing them (with GST included) and most understood and would be OK with this. The board agreed to "wear the cost" if some businesses did not want to be re-invoiced but to advise them that GST would apply to future sponsorship deals.

ACTION:

1. Bev Kelleher, Treasurer and Bookkeeper to meet and create invoices
2. David (and helpers) to hand-deliver invoices to sponsors and answer any questions they might have

18. **BAS returns.** The bookkeeper hoped to be able to submit our backdated BAS returns to the ATO by the end of September.
19. **POS system training.** Peter asked if a two-hour training session on Monday, 3 September would suit interested board members. Paul advised him that he could not attend as he would be at work but he could get a Friday afternoon off if he would try for Friday 7 September.

ACTION: Bookkeeper to try for a Friday afternoon training session.

20. **Software Support Plan (POS system).** Peter provided a quote from Douggie's Office Equipment Warehouse for a one-year Software Support Plan at a cost of \$690. After some discussion about what was included, Paul moved, and June seconded, that we pay for the plan on the proviso that we get a valid licence for the POS software (which has apparently expired).

CARRIED

ACTION: Bookkeeper/Treasurer to pay for Software Support Plan.

21. **Bendigo Bank offer.** The Bookkeeper advised the board that Bendigo Bank has offered us an interest-free loan of up to \$25,000 in return for 24 months free signage at the club. This loan will only be used (if required) as a building contingency fund. To make this reality, we need to setup three accounts with Bendigo Bank (Transaction account, Debit cards account, and an Investment account) and transfer our banking to them. David, Kathy, Shirley and John will be signatories on two accounts, and Shirley and Peter Self will be signatories on the debit card account.

ACTION: Secretary to prepare letter to Bendigo Bank based on advice on what is required to be provided by Peter Askey-Doran.

22. **Coffee Machine contract.** Peter is still dealing with Simon Creeley on this matter.

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

23. As above.

### **Correspondence**

24. The Secretary presented a summary of correspondence (Attachment 2) and moved that it be accepted. Shane seconded the motion.

CARRIED

### **Business arising from Correspondence**

25. Julianne Pursell asked for a clarification about picking new Ladies Division 1 selectors with the departure of both nominated ladies. Paul advise the board that he'd written to Julianne with this interpretation of the Constitution, which was that it was up to Division 1 to decide who should fill vacancies.
26. Bowls Tasmania have organised another "Try Bowls Day" on 7 Oct 2018. Registration was due by 13 August but, as with last year, Sorell has not registered to participate.

## Reports

27. **BTS delegates.** Nothing to report.
28. **House and Bar.** The Bar Manager advised the board that he has had a \$10 Community membership button and a donations button created on the till. He has not had the \$34 Social membership button removed. Peter suggested that we should have both types (as discussed with Paul). Kathy noted that we voted to **replace** Social membership with Community membership, and therefore moved that we rescind this decision. Paul seconded the motion.

CARRIED

*SECRETARY'S NOTE: See general business for further discussion on membership.*

29. **Club Hire.** The Bar Manager advised the board that the recent 80th birthday party held at the club was “the best group ever”. They were very helpful in cleaning up and they would be “selling” our venue to friends and family. We took \$1,200 over the bar.
30. **Greens and Gardens.** David advised the board that we had one roller and two mowers surplus, and he has an offer from Ross Bannister (Derwent City) to buy all three for \$500. Paul moved, and Shane seconded, that we accept this offer and sell our surplus equipment. Peter Self suggested we put the money towards a new computer for the office.

CARRIED

ACTION: David/Peter to arrange sale of equipment

31. **Greens and Gardens (continued).** David advised the board that Darrell Hope will be re-spraying the green for mould once the pump on the sprayer is fixed. He would also like to send another letter to the Sorell Council re lopping the trees in the eastern carpark.

ACTION: David/Paul to draft letter to the council.

32. **Building Works.** David reported that building works were well underway and we are likely to meet (or beat) our schedule of a mid-October finish. The board decided on the following colours for the toilet fitout:
- Floor: Silver birch
  - Partitions: Zinc works
  - Benches: Aspen Stone
33. **Grants.** David Long and Chris Smith are working on a SmartyGrant application for \$35,000. The intention is to remove the old shed, build a new shed at the north-east corner of the grounds on a new slab, and install two disability parking bays in the area vacated by the old shed. Plans to bitumen the whole parking

area will have to be considered in phases after this initial work is completed due to the cost.

**ACTION:** David, Chris and Paul to complete online grant application.

34. **Sponsorship.** We will be placing sponsor ads on the TV screen above the bar, and these will be interspersed with photos that have been removed from the walls and/or collected from “the archive”.
35. **Match committees.** The Patron’s Plate will be starting soon.
36. **Selection committees.** Paul Matthews, Tony Hill and Kathy Matthews met to discuss pre-season practice last Saturday. Paul moved, and Kathy seconded, that we do the following:
  - Last day of social bowls – 15 September
  - Opening of the season – 15 September
  - First pennant practice – 22 September (10-noon + lunch provided)
  - Second pennant practice – 6 October
  - Third pennant practice – 13 October (teams set for 20 October first round)

**CARRIED**

**ACTION:** Secretary to notify members

37. **Social committee.** The Social Committee has decided to skip the planned September dinner due to the building works.
38. **Work Place Safety.** Nothing to report.
39. **Membership.** Applications for membership were received and accepted by the board:
  - Doug Nichols (ex Rodmans) – Full (First Year) member
  - Margaret Wise (ex Orford) – Full (First Year) member
  - Leigh Dixon – Community member
  - Sue Dixon – Community member
  - Shane Upton – Community member

**ACTION:** Secretary to take necessary action(s)

## **General business**

40. **Use of the bookkeeper.** Kathy raised the topic of the increasing costs of the bookkeeper. She asked the Board to be aware when engaging Peter Askey-Doran’s services in non-bookkeeper duties, that maybe a Board member could take on that duty. There is no doubt that Peter has done a great job to date but moving forward the Board should have in their minds “if I need advice or help maybe there is another Board member or member of the club that might be able to help or advise”, and if so, there would be no cost to the club.

41. Gwen passed on Max Upton's thanks for the use of the club for his brother Greg's wake.
42. Gwen noted that John Brown's funeral would be held on Thursday.
43. **Membership matrix.** Paul and Kathy presented a "membership matrix" to the board for consideration. The intention is to describe the benefits of membership at each level, with more benefits becoming available as the membership levels increase. The matrix is included as Attachment 3. The board will consider the proposal and bring any amendments to the next meeting.

ACTION: Board to consider the proposed membership matrix

44. **Club Hire for full members.** Peter Self noted that the membership matrix showed full members paying \$5 per hour for club hire. He asked why since previously full members could hire the club for free. Paul advised him that this was voted in at the last meeting when club hire was changed from a flat rate to an hourly rate. Following some discussion, Paul moved that we revert to free club hire for full and life members. Kathy seconded the motion.

CARRIED

ACTION: Secretary to amend club rules and membership matrix

## Next meeting

45. The next meeting will be held on Tuesday 18 September at 4.30pm.

## Closure

46. The President declared the meeting closed at 6.40pm.

Paul Matthews  
Secretary

David Long  
President

26 August 2018

\_\_\_ August 2018

## Attachments

1. Revised Financial Statements (still in draft)
2. Correspondence listing
3. Proposed membership matrix

# Attachment 1 – Revised Financial statements (draft)

## Profit & Loss [Cash]

May 2017 through April 2018

14/08/20  
11:16:56 AM

---

4-0000	TOTAL INCOME		
4-1000	SALES INCOME		
4-1100	BAR INCOME		
4-1101	Beer Sales	\$41,946.32	
4-1107	Other Sales	\$261.37	
4-1108	Coffee Machine	\$2,337.31	
4-1109	Cash Discrepancy	\$140.10	
	Total BAR INCOME		<u>\$44,685.10</u>
4-1200	CATERING INCOME		
4-1201	Hire of Club Rooms	\$35.00	
4-1202	Special Event (List JOBS)	\$2,222.75	
	Total CATERING INCOME		<u>\$2,257.75</u>
4-1300	BOWLS INCOME		
4-1305	Social Bowls	\$2,876.05	
4-1314	Indoor Bowls	\$50.00	
	Total BOWLS INCOME		<u>\$2,926.05</u>
4-2000	MEMBERSHIP INCOME		
4-2001	Membership Fees	\$15,974.56	
	Total MEMBERSHIP INCOME		<u>\$15,974.56</u>
4-3000	FUNDRAISING (NON-GST)		
4-3001	Afternoon Tea (Donations)	\$263.98	
4-3002	Raffles	\$3,729.64	
4-3003	Fund Raiser - Misc	\$367.40	
4-3004	Grants & Donations (Sp.Events)	\$6,450.00	
4-3012	Trade Table Donations	\$110.75	
4-3013	Bingo Ticket Sales	\$711.00	
	Total FUNDRAISING (NON-GST)		<u>\$11,632.77</u>
4-4000	OTHER INCOME		
4-4001	Interest Received	\$3,472.03	
	Total OTHER INCOME		<u>\$3,472.03</u>
	Total TOTAL INCOME		<u>\$80,948.26</u>
5-0000	Cost of Sales		
5-0001	Opening Stock		\$1,794.14
5-1000	COST of Sales (GST Payable)		
5-1001	Beer Purchases	\$15,754.58	
5-1004	Non- Alcoholic purchases	\$561.67	
5-1005	Bar Snacks etc	\$20.91	
5-1006	Other Bar Supplies	\$631.14	
5-2000	COSTOF SALES (GST Free)		
5-2003	Providore Supplies	\$1,146.66	
	Total Cost of Sales		<u>\$19,909.10</u>
	Gross Profit		<u>\$61,039.16</u>

## Profit & Loss [Cash]

May 2017 through April 2018

14/08/20

11:16:57 AM

6-0000	EXPENSES	
6-1000	FIXED OVERHEADS	
6-1100	ADMIN EXXPENSES	
6-1101	Accounting/Audit Fees	\$893.18
6-1102	Bank Fees & Taxes	\$4.00
6-1104	Filing Fees/Licences	\$1,126.95
6-1105	Insurance Premiums	\$114.89
6-1108	Postage, Printing & Stationery	\$335.00
6-1109	Office Supplies	\$986.36
6-1110	Committee - Drinks/Entertain't	\$532.50
	Total ADMIN EXXPENSES	<u>\$3,992.88</u>
6-1500	PROPERTY EXPENSES	
6-1501	Repairs & Mainternance	\$633.64
6-1502	Renovation Expenses	\$295.00
6-1503	Rates & Taxes & Water	\$5,879.31
6-1504	Pest Control	\$223.46
6-1506	Cleaning Materials	\$1,512.77
6-1511	Security	\$390.00
6-1513	Advertising, Signage, Notices	\$207.73
	Total PROPERTY EXPENSES	<u>\$9,141.91</u>
	Total FIXED OVERHEADS	<u>\$13,134.79</u>
6-2000	OPERATING EXPENSES	
6-2100	PROPERTY RUNNING COSTS	
6-2101	Electricity	\$4,646.00
6-2102	Telephone & Internet	\$1,495.76
	Total PROPERTY RUNNING COSTS	<u>\$6,141.76</u>
6-2200	MAINTENANCE	
6-2201	Repairs & Maintenance	\$850.10
6-2300	MEMBERSHIP EXPENSES	
6-2301	BTS Capitation & Tfr Fees	\$5,148.16
6-2303	Key & Badge Purchases	\$171.36
6-2304	Presentation Day catering	\$10.00
6-2305	\$1,000 Triples Expenses	\$171.39
6-2308	Prizes - cash payouts	\$45.45
6-2310	Social Bowls Party	\$27.27
6-2315	Travel/Other Reimbursement	\$600.00
6-2316	Trophies, Prizes, Jackpots	\$886.36
	Total MEMBERSHIP EXPENSES	<u>\$7,059.99</u>
6-2500	WAGES & HONORARIUMS	
6-2501	Honorarium Bar Manager	\$2,500.00
6-2502	Honorarium Green Keeper	\$2,500.00
6-2503	Wages - Cleaner	\$4,167.69
6-2504	Bar Wages	\$1,721.39
6-2505	Superannuation	\$209.50
6-2506	Workers Comp Insurance	\$713.64
	Total WAGES & HONORARIUMS	<u>\$11,812.22</u>
6-2600	FUNDRAISING EXPENSES	
6-2602	Bingo/Sports Tickets Purchased	\$699.02
6-2603	Bingo Prize Payouts	\$86.00
	Total FUNDRAISING EXPENSES	<u>\$785.02</u>
	Total OPERATING EXPENSES	<u>\$26,649.09</u>
6-9000	REMOVE ACCOUNTS BELOW THIS Lin	
	Total EXPENSES	<u>\$39,783.88</u>
	Operating Profit	<u>\$21,255.28</u>
9-0000	Other Expenses	
9-1000	Depreciation Annual	\$11,955.00
	Total Other Expenses	<u>\$11,955.00</u>
	Net Profit (Loss)	<u>\$9,300.28</u>

# Balance Sheet

As of April 2018

14/08/20  
11:16:15 AM

---

1-0000	Assets		
1-1000	Current Assets		
1-1100	Cash On Hand		
1-1110	Westpac - Main Account 860-811	\$11,945.78	
1-1120	Debit Card Account 208-460	\$1,741.40	
1-1121	Cash Res Bldg Fund 231-580	\$123.54	
1-1125	Westpac Cash Res 229-691	\$10,323.07	
1-1130	Cash on Hand - Bar Float	\$450.00	
1-1140	Petty Cash	\$73.80	
1-1160	Undeposited Funds	\$50.00	
	Total Cash On Hand		<u>\$24,707.59</u>
1-1300	STOCK ON HAND		
1-1310	Stock on hand	-\$1,712.27	
	Total STOCK ON HAND		<u>-\$1,712.27</u>
	Total Current Assets		<u>\$22,995.32</u>
1-2000	INVESTMENTS		
1-2200	Tas Perpet Trustees Fixed Term	\$67,297.31	
	Total INVESTMENTS		<u>\$67,297.31</u>
1-3000	Property & Equipment		
1-3100	Clubhouse		
1-3110	Clubhouse at Cost	\$358,968.68	
1-3111	Capital Building Plans/Survey	\$8,293.00	
1-3112	Clubhouse Renovations	\$8,973.17	
1-3113	Building Project 2017-18	\$167,540.74	
	Total Clubhouse		<u>\$543,775.59</u>
1-3200	Plant & Equipment - Club House		
1-3210	Plant & Equipment at Cost	\$149,310.05	
1-3220	Equipment Accum Dep'n	-\$65,822.00	
	Total Plant & Equipment - Club House		<u>\$83,488.05</u>
1-3300	GROUNDNS		
1-3310	TigerTurf Super Green2 Surface	\$127,600.00	
1-3325	Tigerturf Accum Dep'n	-\$66,570.00	
1-3360	Grounds Depreciation	-\$1,621.00	
	Total Property & Equipment		<u>\$686,672.64</u>
	Total Assets		<u>\$776,965.27</u>
2-0000	Liabilities		
2-1000	Current Liabilities		
2-1100	CREDITORS		
2-1134	Trade Creditors	\$6,671.56	
	Total CREDITORS		<u>\$6,671.56</u>
2-1200	OTHER LIABILITIES		
2-1210	Key Deposits	\$60.00	
2-1300	TAX LIABILITIES		
2-1310	GST Collected	\$6,371.95	
2-1320	GST Paid	-\$25,017.52	
2-1340	Superannuation Payable	\$229.99	
	Total TAX LIABILITIES		<u>-\$18,415.58</u>
	Total Current Liabilities		<u>-\$11,684.02</u>
	Total Liabilities		<u>-\$11,684.02</u>
	Net Assets		<u>\$788,649.29</u>
3-0000	Equity		
3-8000	Retained Earnings	\$779,349.01	
3-9000	Current Year Earnings	\$9,300.28	
	Total Equity		<u>\$788,649.29</u>

## Attachment 2 – Summary of correspondence

### Inwards

- Members
  - Julianne Pursell - Clarification of Constitution Interpretation
  - Gwen Scott – Advice on the passing of Greg Upton
  - Rod Pursell – Enquire re Peter Kirby’s letter to club presidents
  - Sally Giblin – Resignation from the club
  - Kathy Matthews – Resignation as Treasurer (WITHDRAWN)
  - Peter Askey-Doran – MYOB User Manual
  
- General
  - Henselite Name Badges
  - NMF Accounts
    - Letter of demand (coffee machine arrears)
    - Letter of final demand
  - Statewide Business Systems - Bar POS System
  - Australian Liquor Marketers – CPI increase
  - TasPlan QuickSuper – Password change notification
  - 42 Energy Street – Letter of introduction
  - Fire Safety Equipment Inspection plus invoice (\$77)
  - Bowls and Lifestyle Magazine – Winter issue out now
  
- Flyers
  - Claremont - Mad Hatters Morning Tea – 26 Sep 2018
  - Beltana – Diggers day – Aug 2018
  - 2019 RSL Lawn Bowls Carnival
  - Rodmans – Wake for Lyn Rodman – 15 Sep 2018
  
- Government
  - Mark Shelton - Sport and Recreation Grant Opportunity
  - 2018-19 Sport and Recreation Minor Grants Program
  - Liquor and Gaming News July 2018
  - Sport and Recreation Minor Grants Program
  - SRT - Actively in Touch newsletter, July 2018
  - SmartyGrants account – reset password
  - Guy Barnett MP E-News, August 2018
  
- Bowls Tasmania
  - Media Release: Tasmanian Junior Team Announced
  - High Performance Positions Vacant
  - Try Bowls Day – 7 Oct 2018
  - Coaching & Officiating Courses for 2018/19
  - Upcoming MPIO face-to-face training - North and North-West

## **Inwards (continued)**

- Bowls Tasmania South
  - Format of BTS Midweek Pennant 2018-19
    - 12 players in all divisions
    - Playing three rinks of four players
    - With at least two B Grade players in each rink.
  - Letter to all Club Presidents from Peter Kirby
    - To BTS – RE Distributing the letter to all Club Presidents
    - BTS advice – Letter is ONLY for Club Presidents
    - To Rod Pursell/David Long – Advice from BTS
    - Rod Cooper -Rebuttal and Action Plan
  - BTS Board Meeting – 16 July minutes
  - Advice that BTS have petitioned SRT for an MPIO workshop
  - Information for Bowls Tasmania Handbook 2018-19
  - Expressions of Interest
    - Manager for the Men's Open Team
    - Manager for the Women's Open Team
    - Manager for the Senior teams
    - Selector for Men's Open team.
    - Selectors and coach for Junior team
    - BTS Greens Advisory Committee

## **Outwards**

- To South East Suns Netball Assn – Invoice for club hire (\$75)
- To Australian Liquor Marketers – update records (remove Jill Reid)
- To Bookkeeper – BTS does include GST on all their invoices
- To all members
  - Rod Cooper -Rebuttal and Action Plan
  - 2019 RSL Lawn Bowls Carnival
  - BTS Expressions of Interest
  - Coaching & Officiating Courses for 2018/19
  - Bowls and Lifestyle Magazine – Winter issue out now
  - Notice – Funeral of Ernest John Brown

## Attachment 3 – Proposed membership matrix

Type of membership	Community	Social	Club Bowler	Full / Life	Junior	Honorary
Subscriptions	\$10	\$34	\$103	\$250	\$76	\$43
Use facilities	Yes	Yes	Yes	Yes	Yes	Yes
Attend functions	Yes	Yes	Yes	Yes	Yes	Yes
Play social bowls	Yes	Yes	Yes	Yes	Yes	Yes
Play in Club Events	No	Yes	Yes	Yes	Yes	Yes
Sign in guests	No	Yes	Yes	Yes	No	Yes
Social committee	No	Yes	Yes	Yes	No	No
Work behind the bar <sup>1</sup>	No	Yes	Yes	Yes	No	No
Use the green to practice	No	No	Yes	Yes	Yes	Yes
Match committee	No	No	Yes	Yes	No	No
Hold a Club key	No	No	Yes	Yes	No	No
Play in Championships	No	No	Yes	Yes	Yes	No
Board of Management	No	No	No	Yes	No	No
Vote on club matters	No	No	No	Yes	No	No
Selection committee	No	No	No	Yes	No	No
Other committees	No	No	No	Yes	No	No
Play in Pennant	No	No	No	Yes	Yes	No
Hire the club	\$50/hr	\$20/hr	\$10/hr	Free	\$20/hr <sup>2</sup>	\$20/hr
Bond for club hire	\$200	\$100	\$100	\$100	\$100	\$200

### NOTES:

1. Must hold a current RSA qualification
2. Club hire must be arranged through a responsible adult