



MEETING MINUTES

Meeting title	Bowral Bowling Club Bowls Club Committee Meeting
Date	04/01/2022
Time	17:00
Venue	BBC
Minutes	BC

Attendees

Name	Initials	Name	Initials
Bob Crowley	BC	Glenn Giese	GG
Chris Forester	CF	Terry Norwood	TN
Carl Spilker	CS		

Apologies: Glynn Phillips

Mens Committee

President	Bob Crowley
Vice President	Glenn Giese
Match Committee	Chris Forrester Terry Norwood Glynn Phillips

Agenda:

1. Appointing Carl to a committee position
2. Bowls Secretary functions
3. Treasurer functions
4. Bowls Calendar
5. Sponsorship
6. Barefoot bowls
7. Prize Money
8. Green fees
9. Club communication
10. Operations manual
11. Any other business

Discussion Items

Item	Discussion
1	<p>Appointing Carl to a committee position</p> <p>CS has resigned as Activities Coordinator for the Club, but has indicated that he is still willing to assist on a volunteer basis. Under the Club bylaws the committee are able to appoint anyone to a vacant position on the committee. The option of appointing CS to a Vice President role or a Match Committee role was discussed, and the committee unanimously voted to appoint CS to a vacant Vice President role.</p>
2	<p>Bowls Secretary functions</p> <p>With CS's resignation as Activities Coordinator, the Bowls Club is left in the position where we don't have a Secretary and we don't have a Club Ltd employee who will perform that function. BC has emailed the Club Ltd to ask whether the Club Ltd intends on filling that vacant role. At this point the Club is not in a position to advise what will happen regarding the Activities Coordinator role until at least the January board meeting. The Bowls Secretary role has the following functions:</p> <ol style="list-style-type: none"> 1. Organising and running social bowls on Wednesdays and Saturdays 2. Creating and managing the calendar of club events for the year, including Major and Minor championships, Handicap events, age limited events, and memorial events. This is complicated in 2022 because the Zone and State calendars are changing to a July to June year, to match the financial year. This is occurring this year. 3. Communicating with other clubs, the Zone and the State. 4. Posting entry forms for events, creating draws, and running the club events. 5. Running the major events that the club may choose to run, such as the Dan Ticehurst Triples.



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	<p>At this meeting GG volunteered to continue running social bowls on Wednesdays and Saturdays. GG will train CF and TN on how to do this, so that if for any reason GG is not available there will be multiple committee members who are capable of filling that gap.</p> <p>CS will start work on a calendar for 2022, to the end of June 2023. We will try to run at least some of our club championship events prior to June 2022, in an effort to position ourselves ahead of any deadlines in case there are further lockdowns that occur in the future.</p> <p>At this stage communications with other clubs, the Zone and the State will be managed by CS. We will review this following the Club Ltd making a decision on the future of the Activities Coordinator role.</p> <p>The posting of entry forms, creating draws and running club events will be shared by all committee members.</p> <p>Running major events will be shared by all committee members.</p> <p>Action22010401 – BC to find out what the Club Ltd's plans are for the Activities Coordinator role. Action22010402 – CS to start work on Bowls Calendar Action22010403 – GG to train CF and TN in social bowls operations</p>
3	<p>Treasurer Functions</p> <p>The committee decided to leave the Treasurer functions to BC at this stage, pending the Club Ltd's decision on the future of the Activities Coordinator role. The committee decided that the Bowls Club should have its own bank account. We will look at opening an account and changing the relevant procedures so that we put our takings into the account, manage our own petty cash, etc. We need to determine which bank we will open then account with – depending on outcome of Sponsorship situation below.</p>
4	<p>Bowls Calendar</p> <p>As stated under item 2 above, CS will work on a calendar for this year, including events up until the end of June 2023, so that we are aligned with the Zone and State calendars.</p>
5	<p>Sponsorship</p> <p>CS has indicated that he would like to continue to seek and secure sponsorship for the Bowls Club. As this has been a part of the Activities Coordinator function, we need to find out what the future of that role is and then decide with the Club Ltd what the appropriate direction is for securing sponsorship moving forward. We do not want to be in conflict with each other.</p> <p>There has also been an incident that may result in BOQ withdrawing from being the Club's platinum sponsor. This also has the potential to affect the uniforms, as we currently have BOQ advertising featuring prominently on the uniforms. BC will attempt a positive resolution of this situation.</p> <p>Action22010404 – BC to report back on BOQ sponsorship situation.</p>
6	<p>Barefoot Bowls</p> <p>Up until 2021, barefoot bowls was administered by the Bowls Club, and 75% of all funds raised went to the Bowls Club. With the increased amount of sponsorship that CS has managed to attract, this was changed. The Bowls Club no longer receives any of the barefoot bowls funds directly, but instead receives 75% of the sponsorship money raised. The administration of barefoot bowls now falls under the Club Ltd board, and would normally be administered by the Activities Coordinator, and the Club Ltd receives all revenue collected for barefoot bowls.</p> <p>There is a calendar available to the person performing the function of Bowls Secretary that details all barefoot bowls bookings. This calendar will be made available to the committee.</p>
7	<p>Prize Money</p> <p>The Bowls Club used to collect \$1 from all green fees paid and put this into a prize money fund. Approximately 3 years ago this stopped. In order to avoid an increase in green fees at the time, this \$1 was dropped. With the current green fees at \$15, \$1 of that goes to the jackpot and nothing goes to the prize fund. It was expected that the increased sponsorship that is being attracted would allow the Bowls Club to increase prize money for all club events. But given the current doubt surrounding the platinum sponsorship deal, it has been decided at this meeting that we will not distribute prize money for the club events from 2021. Once this situation is resolved and we have a better understanding of our financial position for 2022, we will set prize money for club events before they are conducted.</p>



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8	<p>Green fees</p> <p>The committee has decided to leave green fees at \$15 for the moment. No change for members at this time.</p>
9	<p>Club communication</p> <p>The committee wants to increase the level of communication that we have with our bowling members. We will request that we have input and control over the bowls section (for our club – the ladies will continue to look after their own of course) input to the monthly email newsletter that is sent out to all Club members. We will include the current news as well as membership numbers and other news that is relevant to our bowling members.</p>
10	<p>Operations Manual</p> <p>With the changes in committee membership over the past 2-3 years, it has become apparent that there is a lot of reliance on the memory of committee members to run the Bowls Club. Some of that knowledge has been lost. In order to avoid that in the future, the committee have decided to develop an Operations Manual document that will detail how all of the tasks need to be done in order for the Bowls Club to run well. What is the process for running social bowls? What is the format of the memorial events that we run? How do we get the sponsorship money that should flow to us? How do we run raffles and process the money that raffles attract for us? How do we get scorecards printed? Basically, if we need to do something that keeps the Bowls Club running well, it should be documented in the Operations Manual so that committee members can be replaced with as little disruption to the running of the Bowls Club as possible.</p> <p>Action22010405 BC to manage the creation of an Operations Manual with input from GG, CS and others as appropriate.</p>
11	<p>Other Business</p> <p>The only other thing that was discussed was the concept of having swinging bowlers where we have an odd number of bowlers wanting to bowl on a Wednesday or Saturday. GG has had a lot of complaints from bowlers when swingers have been assigned. So the committee reserves the right to drop the last registered phone-in bowler from the day's play if having a swinger would cause a problem. The committee members present all volunteered to either drop out for the day or be the swing bowler is required, to avoid other members complaining...</p> <p>No other business. Meeting closed early due to club closing early because of COVID related staff shortages.</p>

Action Items from this meeting:

Item	Action	Who	When	Status
Action22010401	Find out what the Club Ltd's plans are for the Activities Coordinator role	BC	31/01/2022	Open
Action22010402	Start work on Bowls Calendar	CS	05/02/2022	Open
Action22010403	Train CF and TN in social bowls operations	GG	05/02/2022	Open
Action22010404	Report back on BOQ sponsorship situation	BC	24/01/2022	Open
Action22010405	Manage the creation of an Operations Manual with input from GG, CS and others as appropriate	BC	05/03/2022	Open

Next Meeting:

Next meeting Saturday 05/02/2022 before bowls.

Next Meetings scheduled:

Date
05/02/2022 10:30am
05/03/2022 10:30am