

President

David Wilson

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Secretary

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**Business Papers
6th July 2015**

1. Correspondence In

1.1 TBA.

2. Correspondence Out

2.1 TBA.

3. Reports

3.1 President

David Wilson

3.2 Secretary

Current membership – confirmed list stands at 101.

Lockers – have finally received report showing which members have paid for 2015 (21 out of 33). I will be chasing up the miscreants as part of allocating lockers to waiting list.

AGM - 5th September. Planning has commenced. Room has been booked from 10 am (no early entry requested). I will be calling for reports for inclusion in the Annual Report shortly and are due to me by 1st August. Please do not leave until the last minute to submit reports. If you are lacking inspiration you may want to look at 2014 Annual report for ideas on content.

Nominations will open on 25th July and close on 15th August. Please give consideration now to your plans and who we ought to approach to consider nominating.

The next meeting is the last as this committee. David & I will be reviewing our performance and looking to close at all outstanding issues by that meeting with your assistance.

The following is timetable of all AGM planning activities.

Milestone	Days/ wks Before AGM	Due	27-Jun	04-Jul	11-Jul	18-Jul	25-Jul	01-Aug	08-Aug	15-Aug	22-Aug	29-Aug	05-Sep	12-Sep	19-Sep	26-Sep
Request reports	-8 w	Sat 11-Jul														
Nominations Open	-6 w	Sat 25-Jul														
Notice of Meeting & Nomination forms posted on notice board	-6 w	Sat 25-Jul														
Post Notice on Website	-6 w	Sat 25-Jul														
Post "Duties of Elected Committee" to notice board and web	-6 w	Sat 25-Jul														
Reports Due to Secretary (ex Treasurer's)	-5 w	Sat 01-Aug														
Financial Report & Treasurer's Reports Due to Secretary	-4 w	Sat 08-Aug														
Draft report distributed for review (ex Treasurer's)	-4 w	Sat 08-Aug														
Notice of Meeting/Invitation emailed/posted to Section members	-23 d	Thu 13-Aug														
Confirm Patrons	-3 w	Sat 15-Aug														
Draft report distributed for review (inc Treasurer's)	-3 w	Sat 15-Aug														
Nominations Close	-3 w	Sat 15-Aug														
Prepare Key & badge register	-3 w	Sat 15-Aug														
Request Office badges	-3 w	Sat 15-Aug														
Draft Running sheet	-18 d	Tue 18-Aug														
Report finalised	-2 w	Sat 22-Aug														
Report & previous minutes available from Sports Room & website	-2 w	Sat 22-Aug														
Prepare Ballot papers	-2 w	Sat 22-Aug														
Confirm arrangements for room with Sports Club	-2 w	Sat 22-Aug														
Recover Office badges	-2 w	Sat 22-Aug														
Order Replacement Badges (if required) and Past President (if required)	-2 w	Sat 22-Aug														
Advise catering estimates	-10 d	Wed 26-Aug														
Previous Mins & Report printed for distribution	-8 d	Fri 28-Aug														
Prepare General Business items	-1 w	Sat 29-Aug														
Attendance Responses Close	-1 w	Sat 29-Aug														
Finalise Attendees Listing	-5 d	Mon 31-Aug														
Finalise Running Sheet	-4 d	Tue 01-Sep														
Finalise Order of Business & print for distribution at AGM	-4 d	Tue 01-Sep														
Confirm catering requirements with Sports Club	-4 d	Tue 01-Sep														
Confirm bowlers to selectors	-4 d	Tue 01-Sep														
Order Drink Vouchers from Sports Club admin	-4 d	Tue 01-Sep														
Issue Business Papers & Agenda for 1st Committee Meeting (sub committees, Zone representatives).	-3 d	Wed 02-Sep														
Ensure room is setup, seating, lectern, table	0 d	Sat 05-Sep														
Recover keys	0 w	Sat 05-Sep														
Manage the roll - sign off and confirm all present have signed	0 d	Sat 05-Sep														
Issue Order of Business	0 d	Sat 05-Sep														
AGM	0 d	Sat 05-Sep														
Group Photo	0 d	Sat 05-Sep														
Issue Keys	0 w	Sat 05-Sep														
Update email address forwarding on mail server	1 d	Sun 06-Sep														
Update 'Committee' newsletter group	2 d	Mon 07-Sep														
Update 'Committee' on bowlsbox.com.au	2 d	Mon 07-Sep														
1st meeting of new Committee	2 d	Mon 07-Sep														
Update blog with results of AGM	3 d	Tue 08-Sep														
Advise WPHSC of Committee & Panels	4 d	Wed 09-Sep														
Update Contacts & Committee page on website	4 d	Wed 09-Sep														
Confirm qty vouchers redeemed/value	1 w	Sat 12-Sep														
Update Bowls committee table (Notice Board) 'Committee_List 2014-15.doc'?	1 w	Sat 12-Sep														
Submit Zone10 Executive & Delegate Information	1 w	Sat 12-Sep														
Submit Annual Club Officials update to RNSWBA	1 w	Sat 12-Sep														
Issue AGM Minutes (Committee, Sports Club, web)	2 w	Sat 19-Sep														
Template files to next year folder	3 w	Sat 26-Sep														

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3.3 Treasurer

Report to be circulated by Treasurer prior to meeting.

Ross Fitzpatrick

3.4 Match Committee

No report.

Michael Schwarcz

3.5 Competition Panel

No report.

Tony Boughton

3.6 Events Committee

No report

David Wilson

3.7 Tournaments Committee

No report

Gary Tyrrell

3.8 Membership Committee

No report

Stephen Watson

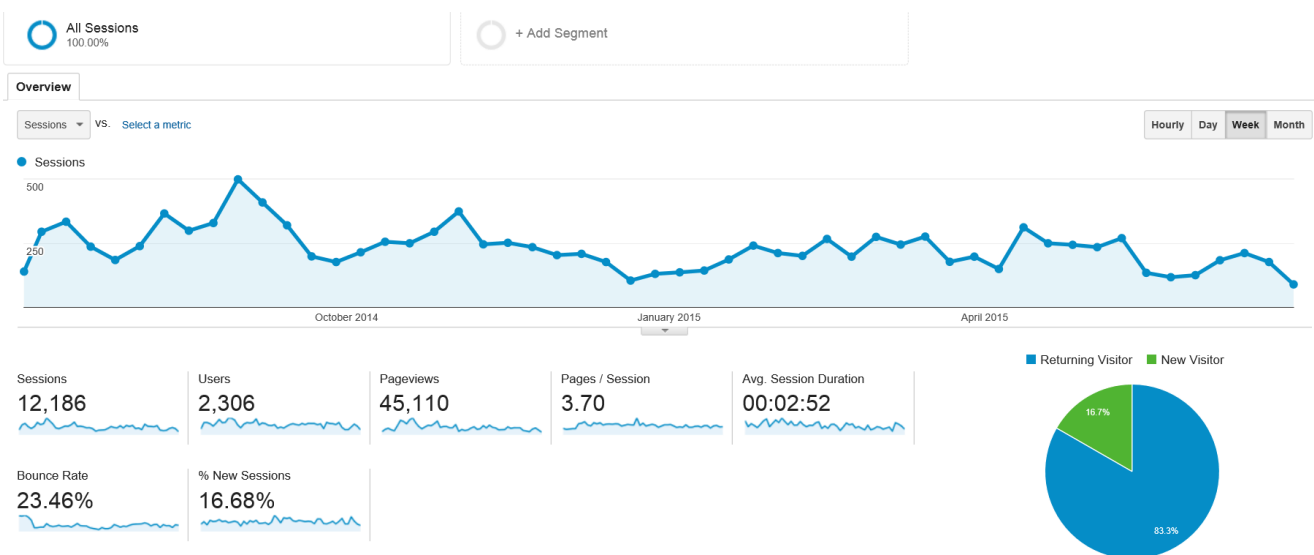
3.9 Welfare

No report.

David Roles.

3.10 Communications Committee

Google Analytics statistics on website users past 12 months.



Facebook reach for past 3 months

Post Reach

The number of people your post was served to.



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3.11 Greens Committee

No report

Peter Eagle

3.12 Corporate Bowls

No report

Max Walters

4. General Business

4.1

5. Next Meeting

The next meeting is scheduled for Monday 4th August 2015, commencing at 6:00pm.