

**President**

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**MANAGEMENT COMMITTEE MEETING**

**Minutes**

**1<sup>st</sup> July 2013**

**Meeting Commenced 5:55pm**

**Present:** *David Wilson, Peter Eagle, Mal Horner, Max Walters, Warren Phillips, Bob Cole, Kevin Tuckerman, Dallas Palm*

**Apologies:** *Geoff McIntosh, Michael Schwarcz, Mathew Stubbs*

**Minutes of last:** *Mal Horner / Max Walters*

**1. Correspondence Inward**

- 1.1 M Schwarcz – 21/6/13 – re Forfeit of Major Pairs round
- 1.2 HDBC – 24/6/13 – re transfer T Burnett
- 1.3 WPHSC – 24/6/13 – Re New fee structure – proposal accepted

**2. Correspondence Outward**

- 2.1 M Schwarcz – 21/6/13 – re Forfeit of Major Pairs round
- 2.2 WPHSC – 28/6/13 – Re acceptance of new fee structure

**3. Business and action from previous meetings/Outstanding Issues**

*Suggested changes to constitution regarding election of selectors.*

**4. Reports**

**4.1 President**

The General Meeting and Appreciation Day were run very successfully. I would like to issue a special thank you to all those involved in running the events. The result from the General Meeting exceeded my expectations which I will comment upon later. Unfortunately, not everybody appreciates the time and effort that is put into the organisation that is necessary. Thank you for a job well done.

The Major Singles final has been completed. Congratulations to Keith Robinson who has now won the event for the eighth time. It was a game played in good spirit and as we all like to see in a final, the scores were close.

WPH has had a number of bowlers enter the various Zone matches that have been held recently. To those bowlers, thank you for representing the club. It is a great opportunity to play against other bowlers and in some cases at locations that you have not played at previously. It is a pity others at WPH do not wish to be involved.

The General Meeting result was excellent. Although, I felt the Resolution would succeed, I was not expecting a vote of 54 in favour with 3 against. It clearly shows that the members are in favour of the new fee arrangement. The result with a further Submission has been passed back to the Sports Club management for consideration. It is understood, the matter is to be discussed by the Board in the near future. At this stage there is nothing further to do but wait the decision from the Board.

If the Board is in favour of proceeding, then the next step is to market the result. We already have two avenues available via our website as well as face book. Dallas has spent a lot of time and effort on both so we should use the facilities to our advantage. There are other sources, such as newspapers, flyers, the WPH website, the internal advertising within the club as well as word of mouth. The more we advertise the greater chance we have in picking up new members.

To the Committee who dealt with the Motion passed at the last AGM and to Dallas and David with their assistance, I would like to thank all of you for your effort. Mention needs to be made of the involvement of Warren Phillips. Warren initiated a good deal of the Submission that was made to the Board as well as the draft Resolution. There was a lot of discussion on both before they were finalised as what was being proposed is a big step. To Steve who dealt with the two budgets required for the Board, which eventually resulted in three being supplied as part of the final Submission well done as lot of effort was required, far more than normal.

Unfortunately, wet weather has not helped our events schedule plus we also hosted the Presidents Singles and we are currently hosting the Presidents Pairs. Max has been able to deal with the problems which meant bunching games together but there was little alternative. He has done a good job jumping the hurdles!

Rod Gamble acquitted himself well in the Presidents Singles. He lost the Section final to the eventual winner so I believe that he did very well.

Peter Eagle

#### **4.2 Senior Vice President**

No report.

Warren Phillips

#### **4.3 Vice President**

No report.

David Wilson

#### **4.4 Secretary**

Membership now stands at 125, with David Nelson and Ross Fitzpatrick joining us in June. [Trent Burnett has returned to play at The Hills](#) .

Our AGM is scheduled for Saturday 31st August. The room has been booked since early in the year. See attached plan for timing for reports and other activity.

Dallas Palm

#### **4.5 Treasurer**

According to the latest P&L we are still tracking well. I'm expecting to come in slightly under budget for the full financial year. Raffle takings have been strong and we are well in front of the budget. Please see the attached P&L and Transaction Reports.

There was some changes made to the Koala income allocations but that will not show until the June reports are out.

**West Pennant Hills Sports Club Limited**

**Sports - Men's Bowls  
31 May 2013**

	May Actual	May Budget	Variance	%	YTD Actual	YTD Budget	Variance	%
MBC Green Fees	3,525	4,449	(924)	79.23	41,032	45,653	(4,621)	89.88
MBC Raffle Takings	762	495	267	153.94	5,462	6,195	(733)	88.17
MBC Sports Fees	0	80	(80)		8,437	10,800	(2,363)	78.12
MBC Other Income	9	10	(1)	90.00	4,337	110	4,227	3,942.73
MBC Koala Carnival Income	347	0	347		347	0	347	
MBC Club Uniform Sales	77	40	37	192.50	889	440	449	202.05
MBC Sponsorship Income	0	0	0		2,406	3,000	(594)	80.20
MBC Catering Income	0	0	0		0	2,400	(2,400)	
<b>Total MBC Income</b>	<b>4,720</b>	<b>5,074</b>	<b>(354)</b>	<b>93.02</b>	<b>62,910</b>	<b>68,598</b>	<b>(5,688)</b>	<b>91.71</b>
MBC Affiliation Fees	110	143	(33)	76.92	6,234	8,685	(2,451)	71.78
MBC Raffle Costs	420	450	(30)	93.33	3,730	4,950	(1,220)	75.35
MBC Greens' Maintenance	3,791	4,000	(209)	94.77	43,359	44,000	(641)	98.54
MBC Sports Promotions	200	510	(310)	39.22	11,260	11,974	(714)	94.04
MBC Club Uniform Purchases	77	0	77		1,875	200	1,675	937.50
MBC Catering Expenses	409	100	309	409.00	4,900	7,900	(3,000)	62.03
MBC Multi/T'around Triples	0	0	0		40	0	40	
<b>Total MBC Expenses</b>	<b>5,007</b>	<b>5,203</b>	<b>(196)</b>	<b>96.23</b>	<b>71,398</b>	<b>77,709</b>	<b>(6,311)</b>	<b>91.88</b>
<b>Men's Bowls Profit (Loss)</b>	<b>(287)</b>	<b>(129)</b>	<b>(158)</b>	<b>222.48</b>	<b>(8,488)</b>	<b>(9,111)</b>	<b>623</b>	<b>93.16</b>

TRANSACTIONS BY ACCOUNT

DATE	PERIOD	BATCH NUMBER	TRANLN NUMBER	BANK PAGE LN	REFERENCE	DETAILS	DEBIT	CREDIT	BALANCE
10.2010		MBC Green Fees				Opening Balance			37507.41-
01/05/13	11 May	126	1		308		420.00		37927.41-
03/05/13	11 May	126	2		309-310		725.00		38652.41-
05/05/13	11 May	126	3		312		182.00		38834.41-
05/05/13	11 May	126	3		312		80.00		38914.41-
08/05/13	11 May	126	8		315		358.00		39270.41-
11/05/13	11 May	126	8		318		700.30		39970.71-
15/05/13	11 May	126	11		322		315.00		40285.71-
20/05/13	11 May	126	14		325-327		240.00		40525.71-
20/05/13	11 May	126	14		325-327		100.00		40625.71-
20/05/13	11 May	126	14		325-327		291.75		40917.46-
22/05/13	11 May	126	15		328-329		190.00		41107.46-
25/05/13	11 May	126	18		332		310.00		41417.46-
28/05/13	11 May	126	19		333		120.00		41537.46-
28/05/13	11 May	126	21		335		340.00		41877.46-
31/05/13	11 May	126	23		337a		283.15		42160.61-
31/05/13	11 May	123	21		MBC April	Reverse EOM estimation 30/4		3175.00	45315.61-
31/05/13	11 May	123	21		MBC April	MBC Allocate April	3221.90		42093.71-
31/05/13	11 May	123	21		MBC April	MBC Allocate April		29.00	42122.71-
31/05/13	11 May	123	23		Allocate MBC	Allocate May income	685.20		41437.51-
31/05/13	11 May	123	23		Allocate MBC	Allocate May income	80.00		41357.51-
31/05/13	11 May	123	29		GST Rec'd	GST Received May	325.48		41032.05-
						Closing Balance			41032.05-
10.2130		MBC Raffle Takings				Opening Balance			4700.73-
31/05/13	11 May	123	21		MBC April	Reverse EOM estimation 30/4	150.00		4550.73-
31/05/13	11 May	123	21		MBC April	Allocate April		628.00	5178.73-
31/05/13	11 May	123	23		Allocate MBC	Allocate May income		382.00	5538.73-
31/05/13	11 May	123	29		GST Rec'd	GST Received May	78.18		5482.55-
						Closing Balance			5482.55-
10.2220		MBC Other Income				Opening Balance			4327.89-
31/05/13	11 May	123	21		MBC April	Allocate April/Badge		10.00	4337.89-
31/05/13	11 May	123	29		GST Rec'd	GST Received May	0.91		4338.78-
						Closing Balance			4338.78-
10.2225		MBC Koala Carnival Income				Opening Balance			0.00
31/05/13	11 May	123	22		Exp/Prepay	Men's portion (not finalised)		562.18	562.18-
31/05/13	11 May	123	23		Allocate MBC	Final Koala income		189.00	751.18-
31/05/13	11 May	123	23		Allocate MBC	GST on Koala income	368.97		382.21-
31/05/13	11 May	123	29		GST Rec'd	GST Received May	34.75		347.46-
						Closing Balance			347.46-
10.2260		MBC Club Uniform Sales				Opening Balance			812.98-
10/05/13	11 May	126	7		316-317			40.00	852.98-
23/05/13	11 May	126	16		330			45.00	897.98-
31/05/13	11 May	123	29		GST Rec'd	GST Received May	7.73		890.23-
						Closing Balance			890.23-

Steve Watson

#### 4.6 Bowls Coordinator & Match Committee

**Championships** - With the completion of the Major Singles, and hopefully also the Major Pairs before this meeting, 7 of our 11 Championships will have been completed.

*Aiming for 2<sup>nd</sup> semi final of Pairs this week, followed by final 6/7/13.*

**Presidents Pairs** - The Pairs have been delayed and hopefully will have been completed on Sunday 30th June. – delayed because of rain. *Now scheduled for Saturday pm 6/7, Sunday 7/7. Triples & Fours have been moved out also.*

**WPH TAT on 22nd July 2013** - As at 24th June, we have 25 entries in our Carnival with only 3 to fill. I expect another P/Hills entry and hopefully our members will complete the remaining 2 spaces. An excellent result to date with 3 weeks still to go before Closing Date.

However, we need to check room is booked, arrange/decide the meal with the restaurant, arrange officials/volunteers, print scorecards, arrange laptop, plus raffles. *DP – The room has been booked for some time for this event.*

(Plus coffee/sugar/tea/milk).

*All spots now Filled.*

**Orange Blossom Carnival** (at our Club) Sat 14 Sept - Have we booked room? Arrange Entry Forms/Invitations.

*Mal has revised score sheet and cards for TAT, improving spread of rinks for teams and will forward to Max.*

*Festival runs from to 6/9-22/9*

*The room is already booked for another club's presentation. After discussion, agreed to hold Orange Blossom on 7<sup>th</sup> September, and move club Minor singles to 14/9/13.*

*Update calendar*

*DP*

*DP book room with Sports Club*

*DP*

*Notify clubs*

*MW*

Max Walters

#### 4.7 Selectors

No report.

*5-a-side Pennants – mid week, details available soon.*

Kevin Tuckerman

#### 4.8 Schools Committee

No report.

#### 4.9 Zone 10

The recent Zone meeting was held on Wednesday 12 June 2013. From the meeting a number of issues were discussed or mentioned. They are as follows:

- It is the intention of Mark Waters (Pennant Hills) to issue a Zone 10 newsletter on a fortnightly basis. The newsletter is to replace the articles that would have normally been in the Bowls magazine, which has temporarily ceased production. Articles with photographs and any other material need to be with Mark by each Tuesday. He is keen to get this up and going, therefore it is the responsibility of the clubs in the Zone to support him accordingly. The newsletter can be emailed to individuals or will be sent to clubs in bulk for distribution. Unfortunately, I do not have the email address for Mark but will obtain prior to the meeting.

- Chris Wallace (The Hills) has been appointed a Bowls Australian Community Development Officer. Chris has replaced Chris Green who is now undertaking other duties. On behalf of West Pennant Hills, we wish Chris Wallace well in his new role.
- The delegates at the meeting were advised that a Whole of Sport IT program which initially will be a website but progressing to a database program will probably be released in 2014. This will make the passing of information to the Zone and RNSWBA easier and quicker with the use of iPhone and Android phones to enter information. This is an issue that Chris Wallace will be dealing with in his new role.
- Umpire grading will be changing in 2015 from information Zone is receiving at the moment. A suggested grading is: 1 Marker 2 Measurer 3 Umpire. There will be no re-accreditation after January 2014 until 2015. After January 2015 level 2 Umpires will cease to exist. More information will be supplied in due course. If WPH has any umpires that require re-accreditation prior to January 2014, they may need to consider their position and discuss with Les Watkins.
- Zone boundaries are being considered by the Royal. There is the possibility that some clubs will be moved into different Zones or other clubs currently outside of our Zone may be added. More information will be supplied when details are known. The methodology is to look at demographic trends in NSW to 2050 plus other factors such as age breakdown, future growth areas etc. It is a large project which will require discussion with government authorities.

The next Zone meeting is to be held on 12 August 2013.

Peter Eagle

#### 4.10 Greens

The continual wet weather over the last few weeks has caused a number of problems with cancellations and re-arrangements of events being necessary. Currently both greens are holding up quite well. It has been necessary to close the greens more than expected to allow them to recover as WPH has been hosting more events than we have in the past. This is a plus for WPH as well as the Sports Club as bowlers from other clubs are using our facilities. Hopefully, they are leaving the club satisfied and will be happy to return in the future.

Discussions have taken place with Steve and Ross Irwin re the plinth on the western side of the top green. Due to the wet weather and other factors, the plinth needs to be raised as the edge is very soft. Continual walking on the edge will cause it to slope into the ditch, hence the reason why the top green has not been turned. If the bottom green is replaced with Tifdwarf as hoped, it is important the top green be in good shape and condition. The matter should be rectified shortly.

Ross Irwin made an inquiry recently about the Tifdwarf. He is aware that we cannot proceed until we know what is happening about the renovations. Currently, Ross is holding off doing any major work on the bottom green until a decision is made. I am hopeful we will have a clearer understanding of what is going to happen within the near future.

With the strong westerly winds experienced recently it was interesting to note that we did not have the same amount of tree rubbish on the top green that has been deposited in the past. It seems the removal of some trees and the trimming of others has been a benefit. Let us hope it continues.

Peter Eagle

#### 4.11 Coaches

No report.

*Congratulations to Keith Robinson and Dallas Palm for successfully completing re-accreditation as club coaches.*

PM Schwarcz

#### 4.12 Umpires

No report.

Don Couch

#### 4.13 Welfare

David posts reports on notice board regularly.

David Roles

#### 4.14 Mixed Bowls

No report this month.

Warren Phillips

#### 4.15 Communications

Many thanks to Kaye Eagle for her posts on our facebook page, and generating awareness and support within the Women's section.

I have commenced a review of the new website being provided to all clubs. I have established an account (free). I will familiarise myself with the current capacity and features with a view to moving our club site over. I will provide updates as I go and once I have a basic site setup, I'll advise the URL.

Dallas Palm

#### 4.16 Corporate

No other bookings to report.

Warren Phillips

### 5. General Business

5.1 Orange Blossom – unable to book room due to other function. Alternate of 7<sup>th</sup> or 21<sup>st</sup> to be considered. Also possibility of holding on same date and having lunch served in dining room – *moved forward 1 week – see above.*

5.2 *New Fee Structure – Discuss administration with WPHSC -*

*WP/SW*

*Add notice of result into AGM notice.*

*DP*

*Advertise on website & facebook. Warren to provide script.*

*WP/DP*

*Actively market from October to other clubs.*

*Suggested to add menu tab (Fees) to website menu with membership application form and dialogue on the fee structure. Warren will provide script to add to site.*

*Dallas to update website*

*WP/DP*

*Max moved vote of thanks to Warren for the smooth running of the meeting.*

5.3 *AGM – constitution changes – agreed seek WPHSC Board approval prior to putting to members for approval. Add generic clause re selectors (referring to regulations on how to elect them).*

*DW*

*Circulate revision with 5 days to accept, then forward to Board for approval*

*DW*

*Discussed proposed timetable and accepted. Dallas to issue report requests*

*DP*

5.4 *Ladies weather policy – ladies have previously advised they prefer different to Policy to that of the Men's section. Jason has indicated a preference for sections to have compatible policies and methods (if not the same).*

*David to finalise policy for approval with Constitution*

*DW*

5.5 *Information sheet for new members – Warren provided suggested changes.*

*Agreed to include Sports Club phone no as secondary number.*

*DP*

5.6 *Markers Duties – WP suggests Markers not measure bowls to avoid responsibility on marker should mistake be made. After discussion, agreed to leave as per rule 55. Warren provided other amendments to consider.*

*Dallas to incorporate suggested changes into draft and circulate to committee for review/approval.*

*DP*

*It was suggested to update and circulate the etiquette sheet.*

*DP*

## **6. Next Meeting**

The next meeting is scheduled for August 5, commencing at 6:00pm. This will be the last Committee Meeting prior to this year's AGM (31<sup>st</sup> August).

*Meeting Closed: 7:10*



## 2013 AGM Plan

Resp	Milestone	Days/ wks Before AGM		Due
S	Request reports	-56	d	Sat 06-Jul
C	Reports Due to Secretary (ex Treasurer's)	-42	d	Sat 20-Jul
	Nominations Open	-42	d	Sat 20-Jul
S	Notice of Meeting & Nomination forms posted on notice board	-42	d	Sat 20-Jul
W	Post Notice on Website	-42	d	Sat 20-Jul
S	Draft report distributed for review (ex Treasurer's)	-35	d	Sat 27-Jul
W	Post "Duties of Elected Committee" to notice board and web	-5	w	Sat 27-Jul
T	Treasurer's Reports Due to Secretary	-4	w	Sat 03-Aug
S	Confirm Auditor	-4	w	Sat 03-Aug
S	Notice of Meeting/Invitation posted to Section members	-23	d	Thu 08-Aug
S	Draft report distributed for review (inc Treasurer's)	-22	d	Fri 09-Aug
S	Nominations Close	-3	w	Sat 10-Aug
S	Prepare Key & badge register	-3	w	Sat 10-Aug
S	Draft Running sheet	-18	d	Tue 13-Aug
S	Prepare Ballot papers	-2	w	Sat 17-Aug
S	Confirm arrangements for room with Sports Club	-2	w	Sat 17-Aug
S	Report finalised	-10	d	Wed 21-Aug
S	Previous Mins & Report printed for distribution	-8	d	Fri 23-Aug
S	Confirm Patrons	-1	w	Sat 24-Aug
S	Report & previous minutes available from Sports Room & website	-1	w	Sat 24-Aug
S	Prepare General Business items	-1	w	Sat 24-Aug
S	Attendance Responses Close	-1	w	Sat 24-Aug
S	Recover Office badges	-1	w	Sat 24-Aug
S	Finalise Attendees Listing	-5	d	Mon 26-Aug
S	Finalise Running Sheet	-4	d	Tue 27-Aug
S	Finalise Order of Business & print for distribution at AGM	-4	d	Tue 27-Aug
S	Confirm catering requirements with Sports Club	-4	d	Tue 27-Aug
	Confirm bowlers for selectors	-4	d	Tue 27-Aug
S	Order Drink Vouchers from Sports Club admin	-4	d	Tue 27-Aug
S	Issue Business Papers & Agenda for 1st Committee Meeting (sub committees, Zone representatives).	-3	d	Wed 28-Aug
C	Ensure room is setup, seating, lectern, table	0	d	Sat 31-Aug
S	Recover keys	0	w	Sat 31-Aug
S	Manage the roll - sign off and confirm all present have signed	0	d	Sat 31-Aug
C	Issue Order of Business, drink voucher	0	d	Sat 31-Aug
S	AGM	0	d	Sat 31-Aug
S	Group Photo	0	d	Sat 31-Aug
W	Update email addresses on server	1	d	Sun 01-Sep
S	1st meeting of new Committee	2	d	Mon 02-Sep
W	Update blog with results of AGM	3	d	Tue 03-Sep
S	Advise WPHSC of Committee & Panels	4	d	Wed 04-Sep
W	Update Contacts page on website	4	d	Wed 04-Sep
T	Confirm qty vouchers redeemed/value	1	w	Sat 07-Sep
S	Issue Keys	1	w	Sat 07-Sep
W	Update Bowls committee table (website) 'comm_mens.php'	1	w	Sat 07-Sep
S	Update Bowls committee table (Notice Board) 'Committee_List 2012-13.doc'	1	w	Sat 07-Sep
S	Submit Zone10 Executive & Delegate Information	1	w	Sat 07-Sep
S	Submit Annual Club Officials update to RNSWBA	1	w	Sat 07-Sep
S	Issue AGM Minutes (Committee, Sports Club, web)	2	w	Sat 14-Sep
S	Template files to 2014 folder	3	w	Sat 21-Sep