

Agenda/Minutes - CLBC Management Committee Meeting

Date: April 26, 2019

Attendees:

Michael, Vern, Dean, Pete, Frank, Dick

Absent:

Heather

Approval of the Agenda

Motion by	Seconded	Result
Dean	Vern	Passed 6-0

Approval of Previous Minutes

Motion by	Seconded	Result
Carried Forward to next meeting		

Correspondence/Inquiries

- 1. Letter from City of Courtenay RE: Funding application (letter attached below)**

Provided as information we did not receive any funding to replace our benches

Reports

1. President
2. Vice President
3. Games
4. Greens
5. Treasurer

Committee reports

Motion by	Seconded	Result
Dean	Vern	Passed 6-0

Old Business

- 1. Cleaning Contract.**

Email from Vern

vern greenhill Fri, Apr 19, 10:58 AM

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Hi Heather April and I are willing to take on the cleaning, Thanks Vern

Approved 5-0 (Vern unable to vote on this item)

2. Discussion of adding one more executive member

General discussion on what would the new member of the executive committee roles and responsibilities be. The position would be responsible for all matters relating to membership business, including but not limited to new and returning members, membership drive/s, database management, etc. Roles and responsibilities to be developed, along with required expertise, and computer competence.

3. Outstanding payable: Our Treasurer has determined that an invoice for kitchen supplies from the previous financial year has not been paid. The Treasurer request that the approval to pay this bill of \$76.00

Approved 5-0 (Vern unable to vote on this item)

New Business

1. Role of Secretary with communications

See excerpt from our **Bylaws for Duties of Secretary**

“Secretary shall convene and attend all meetings of the club, keep minutes of same, conduct all correspondence, according to the directions he/she may receive from the Executive Committee, prepare and submit to the Annual General Meeting a report of affairs of the Club for the past year, shall keep a record of the Name, Address, and Telephone number of all members of the Club, shall attend generally to the clerical duties in connection with the Club, shall retain Master Copy of the Constitution and By-Laws of the Club, shall make available for examination the record of the club at a time mutually agreeable to both parties”

2. Membership Communications

Emails

As secretary, I would like make a few suggestions that would provide our CLBC members with an efficient and timely communication system and help reduce the workload of other executive members.

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- Using Mail Chimp, emails go out complete with each member's name and our logo which gives our communications a personal and professional look and also helps with the branding and image of our club.
- This system enables us to track emails which will help us to assist members who have any difficulties with emails)

CLBC's What's Up Next Week Weekly email

I would like to suggest a weekly "**CLBC's What's Up Next Week**" email that contains the next week's activities, events, notices (and any pertinent details) of sign-up sheets, requests for volunteers to help with the green, kitchen, or any other project and any thank yous to members where due.

- Many members go to the website's calendar for what is happening but this will provide a complete picture at a glance every week.
- This will get information out in a timely manner (survey noted members asked for more notice of upcoming events and activities)
- This will reduce the number of emails and any duplicates that go out to our members.
- Members can unsubscribe from Mail Chimp if they choose which meets the Canadian standards for email communications.

The details for the for the following week "**CLBC's What's Up Next Week**" be forwarded to secretary by Monday of the week ahead so the so the update can go out on the Tuesday of the week before..

Any other important and/or emergency emails can be sent to secretary for distribution to members. I can ensure that an urgent email from any of you will be forwarded to member(s) immediately and at the very latest, within 2 hours of my receiving it.

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The executive spoke at length about the importance of email correspondence and if we are possible sending out too many emails to our members. The proposed process would handle the correspondence associated with planned events, emergency situations need to be addressed separately. To accomplish this members of the management team will provide information on upcoming events to the timeline established by the CLBC Secretary for publication a week ahead of the event. Example of the timeline could be:

- *Information due at the latest May 6th in relationship to events/activities that occur during the week of May 13th to May 19th*
- *Email to go out on May 7th*

Since we know when league games occur any known additions, changes, cancellations for the following week are to be included.

All members agreed to this and we will review the effectiveness of the process at the end of the season.

3. Membership Dues

Discussion on partial payments, people who can only play for 3 months and or people who can only afford to pay monthly. We understand we have prorated membership fees for people that join late perhaps we should be address those that plan to leave early the same consideration.

After a lengthy discussion on the merits of this request and the implications it could have on the membership and the executive management committee. It was determined that a new membership category (Visiting Member/s) be established for temporary members who reside outside of British Columbia.

The new category fees to include the payment of Bowls BC and North Island District at the going rate plus the a monthly fee: For 2019 the fee is determined as follows (Fixed costs \$37.50 plus \$21 per month).

Motion by	Seconded	Result
Dean	Vern	Passed 6-0

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4. A person to take photographs over the season

General discussion on the need for a person/persons to be taking photographs of members activities in and around the club. It was determined that we should have many members taking pictures to ensure there is an interest its proposed that a month competition be established to allow our member to vote on the best photo of the month contest. A monthly prize of \$20 to be awarded to the best photograph, based on the membership votes.

Motion by	Seconded	Result
Dean	Vern	Passed 6-0

5. Liquor Licence for special events

To obtain a liquor licence for the three open tournaments for the Saturday only.

6. Club Vacuum Cleaner: We do not have access to the City's vacuum cleaner. It's requested that we purchase a vacuum for our own use.

Approved 6-0

7. Presidents Cup: To be played on May 23rd

Next Meeting May 31st, 2019

Adjournment 3:15 PM

Reports Appended Below

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Presidents Report April 2019

Welcome to a new season of lawn bowling. It is always exciting to plan out our season. For me it is being out on the green with members of the club. On rainy, blowing evenings where we our bowls meander down the green. To those warm, balmy, summer evenings where laughter is heard. Watching bowlers deliver a bowl perfectly, to weave through the head to rest on the jack.

For some time we have been discussing the club benches. Our present benches were made by Bill Whitehouse. Time and weather have taken their toll and the benches need increasingly more repair. We have been researching for replacement benches. Commercially available benches are expensive. We looked at approaching North Island College Metal Fabrication course as a project for their students. There is no course planned until fall 2020. A local steel fabrication company has quoted on 48 metal bench frames. Our members need to be included in the discussion on replacement benches. If the members see the replacement of the benches is a need a budget needs to be approved.

I have two goals for this year. I would like to see our membership grow. I think we need to discuss the idea of having a new board member whose primary responsibility is membership. I would also like to introduce more opportunities for our members to bowl during the weekend. There has been beginning discussions on this.

I hope I see you all on the green over the season.

Michael Lynch
President

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Courtenay Lawn Bowling Club

PROFIT AND LOSS

October 1, 2018 - April 15, 2019

	TOTAL
INCOME	
bar sales	795.15
bowls rentals	13.50
Coaching income	30.00
donations/grants rceived	450.00
entry fees	1,059.45
Interest earned	13.93
kitchen sales	794.40
Memberships	4,810.00
social memberships	40.00
supplies sales	170.20
Uncategorized Income	0.00
Total Income	\$8,176.63
COST OF GOODS SOLD	
cost of goods sold grippo	43.65
Cost of Goods Sold. measures	93.55
Total Cost of Goods Sold	\$137.20
GROSS PROFIT	\$8,039.43
EXPENSES	
Advertising	57.12
Bank charges	17.50
Dues and Subscriptions	372.50
Freight and Delivery	20.11
games expense	554.38
Government fees	40.00
greens and grounds	138.71
name tags	-33.00
Office expenses	11.14
Repair and maintenance	222.55
social expense	63.20
Stationery and printing	19.80
Tools	478.74
trophies/awards	1,045.64
Uncategorized Expense	8.40
Total Expenses	\$3,016.79
PROFIT	\$5,022.64

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Courtenay Lawn Bowling Club

BALANCE SHEET

As of April 15, 2019

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
High Interest Savings Account	11,272.65
member equity account	5.95
Operating Account	6,574.85
Total Cash and Cash Equivalent	\$17,853.45
cash to be deposited	
	0.00
club pins	542.46
club shirts	45.42
grippe	211.94
kitchen goods	115.00
rule books	32.99
String measure	206.83
Total Current Assets	\$19,008.09
Non-current Assets	
furniture and equipment	52,656.61
Total Non Current Assets	\$52,656.61
Total Assets	\$71,664.70
Liabilities and Equity	
Liabilities	
Current Liabilities	
key deposits	580.00
Total Current Liabilities	\$580.00
Total Liabilities	\$580.00
Equity	
Members Equity	66,060.07
Retained Earnings	1.99
Profit for the year	5,022.64
Total Equity	\$71,084.70
Total Liabilities and Equity	\$71,664.70

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Greens Report April 26th 2019

I want to start my report with a big thank you to Archie Harris who has stepped up to take charge of the green with me having a couple health concerns. I am now starting to feel better and have been working on the green as well, The green is in great shape and it looks like the weather is now going to start warming up just in time for the start of league play and tournaments.

Stu from the city has taken our roller newer mower and the verge mower in for tune ups the other greens mower will be taken in for sharpening here soon as well. I had all bowlers use the green mats at all times so the green would not take a beating this early in the season. I now will be allowing all bowlers to play without the green mats but use caution and if they see any damage starting to use them.

I am always looking for help on the green Hal Gray and Ross Younger have offered to learn to cut the green so thank you to them for stepping up and helping out. I of course have the help of Dave Hambly and Gary Rindress do the wednesday green and verg work. I guess other than that I am pleased with our green and ready for another great season.

Respectfully Submitted By Vern Your Greens Warden

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Games Report April 26, 2019

Well, this season is off to a furious start for the games department. We have manufactured twenty-eight new boxes for the club bowls, eleven are fully painted and in service, eleven more close to completion. We have updated our rakes to use the little rollers and while I am aware they still require a bit more work, they are all usable and should give little or no problems to their users.

In regard to the club bowls, while organizing them for their new boxes I have discovered that we possess nine size zero, two size one, five size two, two sets of size three and two sets of size five. The other sets of bowls in the club cabinet are either sized by the old standard or very worn to the point that makes sizing difficult. I believe it is indeed time to retire those bowls and invest in newer sets.

Our leagues are off to a fine start as the "Gendered Pairs" filled quickly with eight sets of men's teams and eight sets of women's pairs. The Scotch Pairs has twenty-one names on the list and we will be organizing the draw this coming week. The Webber Singles list also filled with I believe twenty-one players/markers. While I have had people asking about the other leagues we plan to offer, I maintain to not display those sign-ups till closer to the events.

Our Open Tournaments also had a nice showing with our receiving thirty-one emails between 8:00-8:01 on April 15th. That said, we have twenty-five teams for the triples, twenty-nine teams for the Scotch Pairs, seventeen Men's Pairs, and fourteen for the Fours. I am told that there is still room in most of the events around the district with the exception of those that host pairs. So, our club is seeing the expected level of entries. As per the request of the membership I have started and asked for a list of those members that wish to be added to a "spares list" for open events....to date I have three names on it.

With our new membership enrollment, I am having to either forward my messages to Dick as I don't have access to the new member's information. While it is not a huge deal, I believe that information should be available more easily for both the management committee and the membership on whole.

This season I plan to use the help of both Marsha Mann and our new member Bill Justice to assist with both the weekend events when I am not here and for the leagues where necessary. Bill having had some experience in his former club of Qualicum. As you are aware also, tomorrow the bowls representative out of Sidney will be visiting our club to both deliver our new Ubi Launchers, blue jacks and pink just. The total Ubi Launchers for the club inventory will be five club and three privately owned. The coloured jacks are for our indoor short mat program....it will mean we will no longer need to grab the four required from our outdoor program.

Submitted by Dean Penny

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Letter from City of Courtenay RE: Funding application

THE CORPORATION OF THE CITY OF COURTENAY

Financial Services Department
830 Cliffe Ave,
Courtenay, B.C.
V9N 2J7



Phone (250)334-4441
Fax (250)334-4241
Email: finance@courtenay.ca

File No. 1850-00 [2019]

31 January, 2019

Courtenay Lawn Bowling Club
c/o Richard Divine, Vice President
121-303 Arden Rd
Courtenay, B.C. V9N 0A8

RE: 2019 Grant application

Please note that City Council, at its January 21st, 2019 council meeting reviewed your grant application for \$15,000. However, you were not selected as one of the successful candidates for grant funding in 2019.

Attached for your reference is a copy of the Grant-in-Aid policy for future reference.

Council appreciates your commitment to promoting the well-being of residents in Courtenay.

Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Nelson', is written over a light blue horizontal line.

Jennifer Nelson, CPA, CGA
Director of Financial Services

Attachment:

- Grant-in-Aid Policy #1850.00.04