

Courtenay Lawn Bowling Club – Executive Agenda and Minutes



1. Agenda & Minutes							
1.1. Date	2022-08-22			Time	5:45 PM		
1.2. Attendance	April Gilchrist	Steph Walters	Dean Penny	Michael Lynch	Dick Divine	Heather Divine	Choose Name
1.3. Absent	Choose Name	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
2. Agenda	Four items have been added to the Agenda 9.5 Bowl shed lighting 9.6 Bowl shed and equipment shed need to be tidied up 9.7 New Horizon Grant 9.8 Providing shade of windows in the clubhouse. 9.8 Member in put: A suggestion to install roll-up bamboo blinds along the upper area of the veranda above the hanging baskets.						
Motion to accept	The Agenda as presented						
	Motion By	Seconded by	For	Against	Abstained		
	Steph Walters	Dean Penny	5	0			
3. Motion to accept	Minutes from the previous Executive Meeting of 2022-03-02						
Error or Admissions							
	Motion By	Seconded by	For	Against	Abstained		
	April Gilchrist	Dean Penny	5	0			
4. Correspondence							
Agenda Item	Description			Action	Responsible	Due	Status
4.1. Insurance	Clarification on what our insurance covers. <i>It has been clarified that members of the New Bowler Program are fully insured</i>			Choose an item.	Dick Divine	Click or tap to enter a date.	Completed
4.2. Summer Games	Letter of support for the 2024, 2025 or 2026 BC +55 Summer Games for Campbell River. Lawn Bowling to be held at CLBC. <i>The Club provided a letter of support indicating our willingness to host and run the event.</i>			Info	Dick Divine	Click or tap to enter a date.	Completed
4.3. Grant	Peninsula Co-op – A grant of \$25,000 to 150,000 is available for non-profits. <i>We did not receive a grant.</i>			Info	Dick Divine	Click or tap to enter a date.	Completed
5. Reports							
Agenda Item	Description			Action	Responsible	Due	Status
5.1.	President Report			No Action	Choose Name	Click or tap to enter a date.	Choose an item.
5.2.	Vice President Report			No Action	Choose Name	Click or tap to enter a date.	Choose an item.

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5.3.	Treasurer Report See attached report	Report	Steph Walters	2022-02-23	Choose an item.
5.4.	Greens Report Discussion	No Action	Choose Name	Click or tap to enter a date.	Choose an item.
5.5.	Games Report	No Action	Choose Name	Click or tap to enter a date.	Choose an item.
5.6. Motion	Motion to accept reports				
	Motion By	Seconded by	For	Against	Abstained
	Choose Name	Choose Name			

6. Committees Reports

Agenda Item	Description	Action	Responsible	Due	Status
6.1.	Club Committee No meetings	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.2.	Membership Committee – Membership showed no interest in this committee.	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.3.	Fundraising Committee – Membership showed no interest in this committee.	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.4.	Mentoring Program – Membership showed interest in this committee. <i>We have interest and have five mentors, and they have been assigned a mentee.</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

7. Initiative Reports

Agenda Item	Description	Action	Responsible	Due	Status
7.1.	Benches – <i>One small bench to be installed The installation of the large benches across the front of the veranda is delayed. The City is looking at replacing the veranda as the structure is failing.</i>	Info	Dick Divine	Click or tap to enter a date.	In progress
7.2.	Shelter Covers – <i>The roof reinforcement for the shelter covers is due to start shortly.</i>	Choose an item.	Dick Divine	Click or tap to enter a date.	In progress
7.3.	Garden – <i>The City has completed work on phase 1 of the garden upgrade.</i>	Info	Michael Lynch	Click or tap to enter a date.	In progress



8. Business arising from the previous meeting minutes					
Agenda Item	Description	Action	Responsible	Due	Status
8.1.	None at this time	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.1.1. Motion to accept					
	Motion By	Seconded by	For	Against	Abstained
	Choose Name	Choose Name			
9. New Business					
Agenda Item	Description	Action	Responsible	Due	Status
9.1. Term	Proposed changes to the bylaws to include the length of a member can hold their position on the board. <i>After discussion, we decided to put more thought and research before the AGM to bring the best ideas to the membership. Other clubs are using a 2-year term where positions do not all end at the same time</i>	Choose an item.	Choose Name	2022-08-22	Choose an item.
9.2. Executive	Indication from the Executive of their intention to run for 2022-2023 <ul style="list-style-type: none"> <i>April Gilchrist will stay</i> <i>Dean Penny will stay</i> <i>Stephanie Walters will stay one more year</i> <i>Heather Divine will stay one more year</i> <i>Dick Divine will stay one more year</i> <i>Michael Lynch has completed his past presidential term</i> 	Input	Dick Divine	2022-08-22	Choose an item.
9.3. AGM	Proposed AGM Monday, November 14, 2022	Input	Dick Divine	2022-08-22	Choose an item.
9.4. Awards	Proposed Awards for 2021 & 2022 Monday, November 21, 2022	Input	Dick Divine	2022-08-22	Choose an item.
9.5. Bowls Shed	Installation of a motion sensor light in the bowls shed. <i>It was suggested that there be a motion sensor for the bowls shed to help members see better in this area.</i>	<i>Input</i>	Dick Divine	2022-08-22	Choose an item.
9.6. Items	Personal items stored at the Club. <ul style="list-style-type: none"> <i>Executive members must remove all personal items from the Club by September 30, 2022.</i> <i>We will set a date at the AGM for our members to remove items that do not belong here and can be removed.</i> 	Input	Dick Divine	2022-08-22	Choose an item.
9.7. Grant Application	What services and equipment should the Club provide in the next twelve to eighteen months? Non-capital-based items.	Input	Dick Divine	2022-09-16	Choose an item.

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	<p><i>This grant needs to be done and submitted. Other bowling clubs have been successful in receiving a grant.</i></p> <p><i>Some suggestions to use the funds include a ramp onto the green, transportation for disabled bowlers, coaching aids, smaller bowls to keep more seniors bowling</i></p>				
9.8. Shades	<p>Member input: A suggestion to install roll-up bamboo blinds along the upper area of the veranda above the hanging baskets.</p> <p><i>There are times when the sunshine on the balcony and in the clubhouse is too bright. We can look into possible solutions and anticipated costs..</i></p>	Input	Dick Divine		Choose an item.
10. In-camera					
Agenda Item	Description	Action	Responsible	Due	Status
10.1		Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
10.2 Motion to					
	Motion By	Seconded by	For	Against	Abstained
	Choose Name	Choose Name			
11.Next Meeting					
11.1. Next Meeting	2022-09-23				
11.2. Adjourned at	7 PM				



Minutes of the previous meeting

1. Agenda & Minutes

1.1. Date	2022-03-02		Time	6:00 PM			
1.2. Attendance	April Gilchrist	Stephanie Walters	Dean Penny	Heather Divine	Dick Divine		
1.3. Absent	Michael Lynch	Tim McGiffin					
2. Agenda							
Motion to accept	The Agenda as presented						
	Motion By	Seconded by	For	Against	Abstained		
	April Gilchrist	Dean Penny	4	0			
3. Motion to accept	Minutes from the previous Executive Meeting of 2022-02-02						
Error or Admissions	None at this time.						
	Motion By	Seconded by	For	Against	Abstained		
	Steph Walters	Dean Penny	4	0			

4. Correspondence

Agenda Item	Description	Action	Responsible	Due	Status
4.1. Bowls Canada	Bowls Canada Survey re strategic planning.	Info	Dick Divine	2022-02-15	Complete
4.2. Bowls BC	Response from Harry Caruthers regarding Bowls BC fees.	Email Communication	Choose Name	Click or tap to enter a date.	Choose an item.
4.3. Bowls BC	Announcement of senior provincials hosting Club for 2022	Report	Dean Penny	2022-03-02	Complete
4.4. Phone	City of Courtenay billed us for phone costs for 2021.	Email Communication	Dick Divine	Click or tap to enter a date.	Inprogress
4.5. Ads	Summer 2022 Parks Guide	Other	Dick Divine	2022-02-18	Complete
4.6. Covid	Covid Protocols Update	Info	Dick Divine	Click or tap to enter a date.	Choose an item.

5. Reports

Agenda Item	Description	Action	Responsible	Due	Status
5.1.	President Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
5.2.	Vice President Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
5.3.	Treasurer Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
5.4.	Greens Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

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5.5.	Games Report	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
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6. Committees Reports

Agenda Item	Description	Action	Responsible	Due	Status
6.1.	Club Committee –	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.2.	Membership Committee -	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.3.	Fundraising Committee -	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
6.4.	Mentoring Program - <i>Dick has a draft presentation outlining what is involved in being a mentor. Four members have said they would like to be mentors. As we get closer to the bowling season, a date can be set to meet with mentors.</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

7. Initiative Reports

Agenda Item	Description	Action	Responsible	Due	Status
7.1.	Benches - <i>Club members have now purchased 23 benches Parts have been ordered and should be here in the next few days, and then a date can be set to assemble them. The old benches will be removed by March 5 to 6</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
7.2.	Shelter Covers – <i>As benches are installed, the additional shelter covers will be reinforced</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
7.3.	Garden –	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.

8. Business arising from the previous meeting minutes

Agenda Item	Description	Action	Responsible	Due	Status
8.1. Score Cards	Bowls BC Score Cards 2022 – order 250 scorecards	Other	Dick Divine	2022-02-16	Complete
8.2. Provincials	Bowls BC 2022 Provincials – we will ask to host the ladies' senior triples. If unavailable, we would be happy to host the men's senior triples	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.3. Bowls BC	Bowls BC 2022 Membership Fees – we are not happy with Bowls BC's plan to calculate the Club's fees based on 2019 membership	Other	Dick Divine	Click or tap to enter a date.	Choose an item.

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	<p><i>numbers. We have not seen a plan from Bowls BC.</i></p> <p><i>What is Bowls BC's plan to reduce their \$132,000 deficit? At this time, they have only indicated that the deficit will be passed onto the clubs. An email to Bowls BC indicates we do not support their proposed fee structure.</i></p> <p><i>It will cost our Club \$10 more for each person.</i></p>				
8.4. Bowls BC	<p>Bowls BC Dates for information to Bowls BC – Dean to meet with the District game chairs to establish which clubs are interested in hosting provincials at their Club.</p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.5. Bowls BC	<p>Bowls BC AGM Notice – Courtenay LBC will not be attending the Bowls BC AGM in person as we feel it is irresponsible during the COVID 19 pandemic to host a meeting in a senior center.</p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.6. Club Calendar	<p>Calendar Input to date - <i>Dick indicated that the calendar is on the website located on the website at Executive Calendar - COURTENAY LAWN BOWLING CLUB (courtenaylbc.com)</i></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.7. Awards	<p>Awards further discussion (continue from the last meeting) – <i>The Executive discussed at length the type of awards and struggled over the present awards and their fit for the changing world of lawn bowling. The first step is to determine what we should be awarded and its role in retaining second and third-year bowlers—Dick to develop an outline of a possible award framework.</i></p> <p><i>The Executive has agreed to the awards structure as presented by Dick. See chart below item # 8.7.</i></p> <p><i>It will be a positive change to bring more members into the winner's circle. We need to work on criteria for classifying divisions 1 and 2. Criteria for awarding the awards at the different levels also need to be developed.</i></p>				
8.7.1 Motion to accept		The awards structure as presented for further development.			
	Motion By	Seconded by	For	Against	Abstained
	April Gilchrist	Stephanie Walters	4	0	
8.8. Covid-19	<p>Proof of vaccination for outdoor players 2022</p> <p><i>As of February 3, 2022, proof of vaccination is not required in BC. We will continue to monitor the situation.</i></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.9. Governance 2022	<p>Please read the attached Proposed Governance Documents for the Club.</p> <p><i>Item moved to the next meeting for discussion</i></p>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
8.9.1. Motion to accept		Accept the Governance document as presented.			
	Motion By	Seconded by	For	Against	Abstained
	Choose Name	Choose Name			
9. New Business					
Agenda Item	Description	Action	Responsible	Due	Status
9.1. Grant	Peninsula Co-op – A grant of \$25,000 to 150,000 available for non-profits.	Report	Dick Divine	2022-03-01	Complete

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	<i>Dick presented the funding proposal that outlined the changes we could make if we receive all or part of the grant. We have asked for \$37500 see drawings and budget below for 9.1</i>				
9.2. SAGM	Date for SAGM <i>The date has been set for April 9, 2022, at 4 PM in person All reports are due by March 20, 2022</i>	Choose an item.	Choose Name	Click or tap to enter a date.	Choose an item.
9.3. Summer Guide	Summer Parks and Rec guide comes out May 11, <i>I have agreed to place an ad Half page at the cost of \$140.</i>	Report	Dick Divine	2022-02-23	Complete
9.4. Covid	The latest information from ViaSport indicates no requirement to wear a mask for outdoor competition. See correspondance item # 4.6 <i>We will wait to see what the recommendations from Bowls BC VisSports say before we make decisions</i>	Report	Dick Divine	2022-03-02	Complete
10. Discussions	<p><i>The question was asked that suggested that the past president is not voted in by the membership and should not vote.</i></p> <p style="text-align: center;">Reply</p> <p><i>Our bylaws indicate an expectation that voted in president to take up past president's role automatically. We are reasonable in our position of the past president voting on motions etc., as the appointment is automatic from a voted-in position.</i></p> <p><i>If the president cannot take up the role of the past president for some reason, then the position will remain vacant.</i></p> <p><i>The Club would then look to find a board member to hold the " board member at large" position to ensure that the board can continue to undertake board business.</i></p> <p><i>Presently the "member at large" position is not in our bylaws; this is not a problem as the board can appoint the position and person and then ratify the position and vote as a member at the next general meeting.</i></p> <ul style="list-style-type: none"> • <i>Dean will be communicating with Rob to set up a marking course for CLBC members</i> • <i>Dick reported that there is interest in Skip School for members interested in becoming a skip.</i> • <i>Wick info requests. - ask any members who may have extra bowls home to take these home. Ask members to tidy up the cubicles in preparation for the 2022 season.</i> • <i>Dean reported that the District hosts the Novice tournament and Parksville is responsible for the Tenderfoot tournament, and they may drop this yearly event</i> 				
11. Next Meeting					
11.1. Next Meeting	2022-04-06				
11.2. Adjourned at	7:53 PM				



Correspondence 4.1



Dick Divine <dick@courtenaylbc.com>

Fwd: Insurance Coverage for Clubs

1 message

Colleen Drain <parksvillelbcpresident@gmail.com>

Sat, March 26, 2022 at 5:28 PM

To: Frances Tester <fctester@shaw.ca>, president@qblbc.ca, "president@courtenaylbc.com" <president@courtenaylbc.com>, robin.forrest@shaw.ca, L Elaine Marentette <emarentette3@gmail.com>, Shirley Phillips <shirley.phillips@shaw.ca>
Cc: mdlynchca@hotmail.co

Hi all

Attached is clarification from Harry at Bowls BC re: insurance coverage for lessons. Hope it answers your questions. Colleen

----- Forwarded message -----

From: **Harry Carruthers** <harry.carruthers@bowlsbc.com>

Date: Sat, March 26 2022 at 16:42

Subject: RE: Insurance Coverage for Clubs

To: Colleen Drain <parksvillelbcpresident@gmail.com>

Hi Colleen:

The literal insurance coverage is for members of Bowls BC while conducting/participating in Bowls BC sanctioned bowls events. That is what the policy states. We have verbal assurance from our insurance agent that the Underwriter agrees that they will cover non-members for three sessions. So, for one-off events that the club sponsors such as Open Houses, etc. all participants will be covered. For ongoing events, such as coaching, the underwriter will cover participants for a maximum of three visits, if they are not members. If the Club gets paid for the coaching, there is an unlimited amount of sessions as they would be considered members during their coaching. If the Club offers free coaching to non-members, the underwriter will cover them for three coaching sessions.

Bowls BC will consider events that are intended to attract members, as a 'sanctioned event'. The main exception is a club rental for non-members. As the insurance is specific that it only applies to Bowls BC members, Bowls BC will consider paid coaching recipients to be members in order to get over the three free sessions stipulated.

I hope this helps. If not, please give me a call. Regards.

Harry Carruthers



President

Tel: 604-985-2241

Cell: 604-916-1101

From: Colleen Drain [mailto:parksvillebcpresident@gmail.com]
Sent: Saturday, March 26, 2022 11:11 AM
To: harry.carruthers@bowlsbc.com
Subject: Insurance Coverage for Clubs

Hi Harry

I have a question for you with regards to insurance coverage at the clubs. I listened very carefully to your discussion at the AGM and thought I understood but at the District meeting, we had different understandings. Generally, I am quite self-sufficient in researching / finding answers but both the insurance related links on Bowls BC website are broken. So here I am. The question is – *“are there a set number of lessons that are covered by our insurance and are any lesson(s) in excess of this number not covered?”*

What I heard from you at the AGM is that *‘any function related to the recruitment of new members is covered.’* What I read in the November 2, 2019 minutes is that *“Bowls BC insurance covers all activities that involve promoting the sport of lawn bowls. If the function shows people holding a lawn bowl and receiving coaching, then the Club is insured.”*

Seems pretty straight-forward except that members at the district meeting have an understanding that only three (3) lessons are covered and that we can not provide 4 – 6 lessons if, as a club, we decide that is what we want to do.

I committed to the District members that I would follow up and get back to them. Can you please clarify and provide a copy of the clause from the insurance policy that provides this clarity?

Much appreciated

Colleen Drain

President

Parksville Lawn Bowling Club



Correspondence 4.2



Dick Divine <dick@courtenaylbc.com>

55+ BC Games Bid Application - request for letter of support

1 message

Jennifer Zbinden <jzbinden@comoxvalleyrd.ca>

Wed, Jun 15, 2022 at 3:10 PM

Good Afternoon,

The Comox Valley Regional District and the City of Campbell River are working to submit a joint bid for the 55+ BC Games for 2024, 2025 or 2026. As part of the bid package we are required to provide letters of support from community groups, clubs and facilities, etc.

The joint bid will include the following competitions: Bridge, Cribbage, Snooker, Mountain biking, Whist, Pickleball, Carpet bowling, Lawn Bowling, Golf, Ice Curling, Track & Field, Ice Hockey, Triathlon, Swimming, Equestrian, Table Tennis, Dragon Boat Races, Soccer, Badminton, Bocce, Disc Golf, Slo-pitch, Tennis, Archery, 5-pin bowling, Darts, and Cycling.

Would your group, Club or facility be interested in supplying a letter of support and commitment to assist the joint Comox Valley/Campbell River 55+ Games by providing facilities, volunteer help, sports administration or embracing our visitors in 2024, 2025 or 2026 for the Games.

Your letter can be a generic as: Your group, Club or facility is providing this letter to confirm your support, with the CVRD to place a joint bid to host the 55+ BC Games to be held in September 2024, 2025 or 2026. Letters of support can be addressed and returned to me via email. The submission deadline for support letters is Friday June 24, 2022.

Victoria is hosting this years Games September 14-17, 2022. For more information about this years 55+BC Games to give you an idea of the size of the Games . [55+ BC Games – For Life, Sport and Friends. \(55plusbcgames.org\)](https://55plusbcgames.org)

So many thanks for your support,

Sincerely,

Jennifer

Courtenay Lawn Bowling Club – Executive Agenda and Minutes



Jennifer Zbinden (she/her)

Senior Manager of Recreation Services

Community Services Branch

Comox Valley Regional District

600 Comox Road, Courtenay, BC V9N 3P6

Tel: 250-898-3701 www.comoxvalleyrd.ca

The CVRD's Community Services Branch respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation and the Lig'wíldax^w Peoples.

Jennifer Zbinden (she/her)

Senior Manager of Recreation Services

Comox Valley Regional District

Tel: 250-898-3701

The CVRD's Community Services Branch respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation and the Lig'wíldax^w Peoples.



Reports 5.3

Profit and Loss

Courtenay Lawn Bowling Club

Date Range: Oct 01, 2021 to Aug 15, 2022

ACCOUNTS	Oct 01, 2021 to Aug 15, 2022
Income	
Bench sponsorships	\$4,550.00
Donations	\$80.00
Entry fees	\$3,587.95
Garden project sponsorship	\$150.00
Grants	\$250.00
Interest earned	\$9.17
New bowler program	\$300.00
Other income	\$514.10
Program Income – Membership Dues	\$7,855.00
Sales - kitchen	\$1,000.60
Sales - other	\$413.00
Sponsorship	\$750.00
Total Income	\$19,459.82
Cost of Goods Sold	
Kitchen purchases	\$624.85
Other purchases	\$200.00
Total Cost of Goods Sold	\$824.85

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Gross Profit As a percentage of Total Income	\$18,634.97 95.76%
Operating Expenses	
Advertising and promo	\$975.13
Bank charges	\$25.00
Benches project	\$7,398.35
Coverings on the verge	\$3,096.45
Dues and fees	\$82.00
Games expense	\$440.00
Garden project	\$89.92
Greens and grounds	\$37.31
Insurance	\$1,522.00
Office expense	\$209.93
Repairs & Maintenance	\$318.09
Trophies and awards	\$2,967.06
Total Operating Expenses	\$17,161.24
Net Profit As a percentage of Total Income	\$1,473.73 7.57%



Balance Sheet

Courtenay Lawn Bowling Club

As of Aug 15, 2022

ACCOUNTS

Aug 15, 2022

Reports 5.3

Assets	
Cash and Bank	
CU checking	\$13,303.95
Cu Equity	\$5.95
CU Savings	\$9,844.99
Float	\$50.00
Total Cash and Bank	\$23,204.89
Other Current Assets	
Club items for sale	\$778.76
Total Other Current Assets	\$778.76
Long-term Assets	
Furniture and equipment	\$52,274.57
Leasehold Improvements	\$934.90
Total Long-term Assets	\$53,209.47
Total Assets	\$77,193.12



Liabilities

Current Liabilities

Key deposits	\$700.00
Unalloted sponsorships	\$500.00
Total Current Liabilities	\$1,200.00

Long-term Liabilities

Liabilities

Total Long-term Liabilities	\$0.00
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Total Liabilities	\$1,200.00
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Equity

Members equity	\$66,948.30
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Retained Earnings

Profit for all prior years	\$7,571.09
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Profit between Oct 1, 2021 and Aug 15, 2022	\$1,473.73
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Total Retained Earnings	\$9,044.82
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Total Equity	\$75,993.12
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