**CLBC Management Committee Meeting Friday August 28 2:30 PM, Clubhouse**

## Agenda

## 2018.60 Approval of the Agenda

## 2018.61 Approval of Minutes June 29

## 2018.62 Correspondence/Inquiries

BC Bowls Letter Re Provincial Mens Tournament
Champ Of Champs
National Pairs Poster

## 2018.63 New Member / Guest ( Fees and Inquiries)

## 2018.64 REPORTS

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

## 2018. 65 Committee reports

Booze News

License Review Completed. Document will be drafted for presentation at the AGM

Summary - Application fee 2200 Requires Criminal Record Checks for Executive, Executive profiles, Floor Plans and a need to register the club with the CRA to obtain a business number (If we do not have one). Annual Renewals based on $ Purchased Previous Year Minimum 250.00 – expected to be between 250. Or 500 in subsequent years (Table to be include in the summary). We would register under the subcategory of Club and would need to sign in all non CLBC members (Guests, tournament players, visitors) Inventory and record keeping of drinks served mandatory. BYO Not permitted.

## 2018.66 Old Business

1. Labor Day Two Jacks and Tea
2. Tsawwassen Club Visit Games and BBQ Sept 15
3. Ribbon Cutting Thursday Sept 20th 10:00 AM , Morning tea
4. **Disposal of chairs and tables (Update)**
5. **Portraits**
6. **Recognition / Year End and AGM Meeting**
7. **Guest fees and Late Registration fee schedule /Motion**
8. **Submitting changes to Constitution and Mission/Vision to B.C.**

## 2018.67 New Business

## 2018.68 General Discussion

## 2018.69 Next Meeting Sept ___ at PM

Regrets

## 2018.70 Adjournment

REOIRTS

Presidents Report

We have had a very busy 2 months of bowling. The high lights for me have been the new bowlers being encouraged and supported by our members. The reaching out and encouragement from Dean has seen them included in so many bowling experiences.

The coaching time has decreased as our new bowlers have gained skills and confidence to one day a week. The Tuesday and Thursday mornings changed to Beat the Heat. The activity is, The Metre Game. A marking sheet was developed by Dick that helped the players track their progress. We had a mixture of new and experienced players coming for each session. It has been warmly received activity. The comment I hear repeatedly is they can track their skill level and monitor their own successes.

The chairs are an ongoing concern. We have finally received our two replacement chairs. Most comments from the members has been positive. Moving our old chairs on to new homes is proving to be problematic. Our on line ad brought one enquiry. I will continue to work on getting a new home for our old chairs.

Many times I come early to the club to set up the days activity. As I walk round to front of our club house I am struck how wonderful our green and surroundings are. I often stop and just enjoy the colour and neatness of it all. Our greens keeper and his group of volunteers are to be commended for providing a first class facility for us to play on and enjoy.

The holding of the Provincial Triples was a great experience for our club. We got to see young bowlers at play. We saw that our club players are very skilled and competitive.

As we wind down in September, I would encourage us all to reflect on what has worked well in our club this season. And maybe suggestions on what we can improve upon for next year.

Michael Lynch
President

VP Report

August 24th, 2018.

1. **Discipline:**
    a. Nothing to report for July, 2018
    b. Nothing to report for August, 2018

**Website:**
Members are using the site and using the online forms to register for events etc.

1. (June 2018) Results are up and running for both our club competitions and our members tournament results.
2. (August 2018) Process still in effect Dean updating the information directly to the website and I follow up afterwards and reset the standings.

**Email and Documents:**
Some of the executive are using the google system for email, documents etc. But not all.

1. (June 2018) Executive members should consider using their .....*@courtenaylbc.com* email address as this will make the sharing of information (documents etc) easier. We have established a "CLBC drive" where we can collaborate on documents using the Google Docs, Sheets, Slide etec). Also Google products are very easy to place on our website and update automatically after changes are made.

2. (August 2018) We have began to use “MailChimp” to communicate with our members (particularly our novices)
    a. Benefits:
        i. No cost.
        ii. Look professional.
        iii. Analytical data on who is opening the emails (if they use a preview mode on their email we will not know if they have opened the email or not).
        iv. Secure and meets all
        v. Meets Canadian Anti-Spam Law (CASL) requirements
    b. Negatives

.Take a little longer to format an email.

i.A small amount of training required

**Passwords:** If you have forgotten your password I have set the system up allow you to reset your password yourself without waiting for me.

**Name Tags:**

Name tags have been manufactured and we are in the process of handing them out.

We are in the process of ordering a second round of name tags closing date July 28th.

1. (August 2018) Two rounds of name tags have been ordered resulting in 55 new name tags. We have 15 outstanding payments to be received.

**Inventory:**

1. (June 2018) I have begun to layout the inventory process which I expect to complete over the winter months, the goal to get the outside done by the end of September 2018 with the inside items being inventoried over the winter months.
2. (August 2018) No further action at this time.

**Emergency Contact information:** **Link to Emergency Contact Document**

Emergency contact information form to be presented at this meeting executive have had a couple of weeks to review and make comments. Thank you to those who have sent me comments changes have been made to the original form.

1. (June 2018) I will be looking at this in early July and hope to bring some semblance of a proposed form to the next meeting.
2. (July 2018) Brief review of the “Medical Information” document and a review of how to implement the process.
3. (August 2018) Perhaps this topic should be introduced at the Spring AGM 2019.

**Fundraising**

I’m in the process of completing the forms.

1. (June 2018) The City of Courtenay Grant application opens soon, due August 1st, 2018. I suggest we look at replacing some or all the benches

2. (August 2018) Application submitted before the August 1st, 2018 deadline. The submission is to replace the wooden benches with a more sustainable materials to improve public safety and increase product life.
3. (August 2018) In July we reviewed the proposed levels of event sponsorships, it was agreed the “Gold Level” sponsorship needs a little attention before we approach potential sponsors for 2019. Link to “Proposed Sponsorship Levels Document”