

CLB Management Committee Meeting May 18 , 1:30 PM, Clubhouse

Minutes (Linda Vanneste)

Attendance: Michael, Dick, Vern, Dean, Jackie, Linda, Frank

2018.40 Approval of the Agenda (with additions as noted) Dean /Frank

2018.41 Review Minutes April 20 Carried

2018.42 Correspondence/Inquiries

1. Stephen LeBlanc Email re **Booking a lawn bowling session for a Staff Event -40** People Inquiring about costs and feasibility .
 - a. Comments suggested we continue to ask for a Donation rather than a specified amount.
 - b. Recognize a larger group is usually more work for the club
 - c. Suggest 3-500 per participant as a suitable donation
2. Inquiry by Lake Trail Schools x 2 received by Dean.
 - a. Discussion – Nature of the event (Recreation basically minimally supervised vs Coaching in the sport.
 - b. School is a little vague on their objectives and number of participants
 - c. Michael suggests no more than 30 students as a Coaching style structured event
 - d. Frank concerned about if kids coachable in this scenario
 - e. Vern indicated in the past kids did not demonstrate intent to learn the game
 - f. Michael suggest a flat fee with Teacher(s) in Supervision 3.50 per child with club providing 2 members per green
 - g. Concern raised over CRC obligation of club, which is mitigated if the Teachers are in supervision.
3. Summer Add Invoice Received from Deanne Gendron
 - a. Check signed at meeting
4. Vicki Parton Reminder applications for grants closes May 31, and provided link to the webinar.
 - a. As per last meeting Dick recommends we pursue community Grant Instead – no action plan assigned
5. Letter to **Derek re Charity Event** for Kids Sport (Confirmed Charity 5/16) Response Drafted and circulated to Management Committee for feedback.
 - a. Letter drafted, confirmed he has approached Kidsport as Charity, confirmed needs use of Bar and key access needs to be provided. Brief mention of Event Insurance (required)
6. **David Fredrickson Confirmed Sept 15th Interclub Visit.** He would like to discuss food (for a possible club BBQ event), Courtenay sources the food/cooks , they pay.

- a. **Consensus reached** – Courtenay will make this a social gathering with BBQ. Linda to Talk to April re this opportunity.

Potential New member (Inquiries Received)

Source CLBC – Website

Gerry Woloshyn 5/12/2018 replied to by Dick

Doug Stewart Campbell River 5/12/2018 Doug followed up with Club Visit

Lee Hardy also **RFI to bring group of 17 students to bowl May 15,16, Or 17**

John Davis and partner 5/16/2018 invited to Monday 2/4/2 in May

- a. Linda to ask Membership Committee if they are interested in following up with inquiries. Linda Spoke to Susan who brought this to the group that organized the open house. They feel their obligations are concluded and are not inclined to take on inquiries at this time.
- b. Currently Dis is replying with invitation to come to upcoming games, usually Monday

General Discussion – Action Items Raised during Finance Report

- a. **Michael to continue to pursue the Water problem with the City. Note it continued to be a problem at the Tournament, especially water to the garage to clean mowers, and the usual problems of intermittent low pressure especially in the washroom, effecting Kitchen timing of water use.**
 - **Garbage – Grass Clippings – Dean raised issues and concerns. Action Item assigned to ?? to resolve.**
 - **Issue Keys (to restricted areas) and locks on kitchen cupboards, assigned to Michael. Note three doors are on separate keys (Done)**

Finance Report included in the Printed Agenda and circulated ahead of the meeting

2018.43 Reports

Courtenay Lawn Bowling Comparative Income Statement

| | Actual 11/01/17 to 05/15/18 | Budget 11/01/17 to 10/31/18 | Difference |
|---|-----------------------------------|-----------------------------------|------------------|
| REVENUE | | | |
| Revenues | | | |
| Membership Dues | 7,935.00 | 7,000.00 | 935.00 |
| Discounted Membership | -80.00 | 0.00 | -80.00 |
| Social Membership | 30.00 | 0.00 | 30.00 |
| Entry Fees | 90.00 | 550.00 | -460.00 |
| Book Sales | 0.00 | 10.00 | -10.00 |
| Bowl Rentals | 0.00 | 10.00 | -10.00 |
| Donatios & Grants | 0.00 | 0.00 | 0.00 |
| Kitchen Revenue | 0.00 | 600.00 | -600.00 |
| Kitchen Expense | -270.81 | -500.00 | 229.19 |
| Net Kitchen Revenue | -270.81 | 100.00 | -370.81 |
| Beverage & Ice Cream Revenues | 0.00 | 1,000.00 | -1,000.00 |
| Beverage & Ice Cream Expense | -189.34 | 0.00 | -189.34 |
| Net Beverage & Ice Cream Sales | -189.34 | 1,000.00 | -1,189.34 |
| Fund Raising | 0.00 | 500.00 | -500.00 |
| Sponsorship | 0.00 | 450.00 | -450.00 |
| Supply Sales | 15.00 | 5.00 | 10.00 |
| Interest Revenue | 0.36 | 125.00 | -124.64 |
| Miscellaneous Revenues | 0.00 | 550.00 | -550.00 |
| Net Revenue | 7,530.21 | 10,300.00 | -2,769.79 |
| TOTAL REVENUE | 7,530.21 | 10,300.00 | -2,769.79 |
| EXPENSE | | | |
| General & Administrative Expe... | | | |
| Accounting & Legal | 0.00 | 0.00 | 0.00 |
| Advertising & Promotion | 470.62 | 400.00 | 70.62 |
| Banners | 0.00 | 98.29 | -98.29 |
| Bowls Supplies | 0.00 | 200.00 | -200.00 |
| Coaching | 0.00 | 100.00 | -100.00 |
| Donations | 0.00 | 100.00 | -100.00 |
| Dues & Membership | 0.00 | 2,100.00 | -2,100.00 |
| Games | 34.71 | 250.00 | -215.29 |
| Government Fees | 75.00 | 25.00 | 50.00 |
| Greens & Ground | 1,789.76 | 2,000.00 | -210.24 |
| Insurance | 0.00 | 1,800.00 | -1,800.00 |
| Janitorial | 0.00 | 900.00 | -900.00 |
| Member Recognition | 0.00 | 400.00 | -400.00 |
| Office Expense | 11.14 | 350.00 | -338.86 |
| Rent | 0.00 | 0.00 | 0.00 |
| Repairs & Maintenance | 282.88 | 100.00 | 182.88 |
| Social | 0.00 | 300.00 | -300.00 |
| Trophies & Awarads | 37.00 | 800.00 | -763.00 |
| Utilities | 0.00 | 0.00 | 0.00 |
| Website | 168.00 | 400.00 | -232.00 |
| Miscellaneous | 150.00 | 250.00 | -100.00 |
| Dartboards | 356.55 | 300.00 | 56.55 |
| Shelving & Cabinets | 2,668.60 | 1,000.00 | 1,668.60 |
| Total General & Admin Expens... | 6,044.26 | 11,873.29 | -5,829.03 |
| TOTAL EXPENSE | 6,044.26 | 11,873.29 | -5,829.03 |
| NET INCOME | 1,485.95 | -1,573.29 | 3,059.24 |

Courtenay Lawn Bowling
Balance Sheet As at 05/15/18

ASSET

Current Assets

| | | |
|-----------------------------------|-----------|------------------|
| Member Equity Account | 5.95 | |
| Petty Cash - Bar | 0.00 | |
| Contingency Reserve Account | 34,957.56 | |
| Operating Bank Account | 10,292.37 | |
| Trust Account - City of Courtenay | 3,205.00 | |
| Total Cash | | 48,460.88 |
| Accounts Receivable | 0.00 | |
| Total Receivables | | 0.00 |
| Prepaid Expenses | | 0.00 |
| Total Current Assets | | 48,460.88 |

Inventory Assets

| | | |
|-------------------------------|--------|---------------|
| Club Pins | 542.46 | |
| Club Shirts | 90.42 | |
| Food & Beverages | 115.00 | |
| Rule Books | 32.99 | |
| Total Inventory Assets | | 780.87 |

Capital Assets

| | | |
|-----------------------------|-----------|------------------|
| Furniture & Equipment | 49,927.56 | |
| Total Capital Assets | | 49,927.56 |

Other Non-Current Assets

| | | |
|---------------------------------|------|-------------|
| Computer Software | 0.00 | |
| Total Non-Current Assets | | 0.00 |

TOTAL ASSET 99,169.31

LIABILITY

Current Liabilities

| | | |
|----------------------------------|--------|---------------|
| Accounts Payable | 400.00 | |
| Key Deposits | 190.00 | |
| Unclaimed Membership Rewards | 20.00 | |
| Total Current Liabilities | | 610.00 |

TOTAL LIABILITY 610.00

EQUITY

Member's Equity

| | | |
|------------------------------|-----------|------------------|
| Contingency Reserve Fund | 38,162.56 | |
| Retained Earnings | 58,910.80 | |
| Current Earnings | 1,485.95 | |
| Total Member's Equity | | 98,559.31 |

TOTAL EQUITY 98,559.31

LIABILITIES AND EQUITY 99,169.31

1. Finance

Encouraged to write off Furniture and Equipment – discussed – Dick to do inventory at end of season, with write off expected before transition to new management Team.

Confirmed Spring AGM allocated 2000.00 for Cabinets (Minutes Provided for confirmation)

2. Games

Games Report

May 2018

I will begin with our tournament coming this weekend, we have twenty-four teams listed in the event. I had made an error while transcribing the entries and we actually only had twenty-three; (Note 24 entries achieved after receipt of report) I put out a request to the membership and am happy to report that another “team” was assembled. Our coming Scotch Pairs Open has 30 teams listed so far so I do hope to convince two more teams to play so we can run it as a winner-play-winner format. The Men’s Classic is nineteen strong at this point but it should be noted that last years event boasted the same totals till game day.

Our Mixed Fours boasts seventeen teams.

After this weekend’s tournament, on Victoria Day, Monday, I will setup and run a “golf” game for our members to enjoy. The usual “round” takes twenty minutes so they can do several turns and rest as they see fit. Since Golf is a fun and challenging game, it will help our bowlers hone their skills and help them highlight their areas that require more work.

Our leagues are running well so far; the Tuesday “gender” league is seven team strong on the ladies’ side and eight strong on the men’s. The Wednesday Scotch Pairs is full with all rinks running on that night, and most seem to be having a good time, plus getting a better respect for both Lead and Skip positions. The singles on Thursday is chugging along and while not every rink is being used, those that miss a game appear to be, so far, striving to catch up. We are seeing good participation from our new members on Fridays and though the weekend.

While the Rotating Triples I offered on Monday evening is not attended by any of our new bowlers, we do have four teams in that league so it is a double round robin to provide as many games as I could.

Henri and Sandy approached me with the idea of running a **Novice League** like they were familiar with down south. I feel that it is a good idea but asked them to submit the “lesson plan” and that we would need to include the club coaches. It was also mentioned that they should not teach the gestures that they use for jack spotting but rather show the novices the full arm method. They were agreeable to that but stated they were not planning to teach but rather to inform. It would be a short “class” at the start of the night, each night, and followed by a game. (see attached paperwork).

Now in regard to the box of Grippo that was sent to the club from Vince Mai, near as we can figure it was in error. He has now informed me that Dave Mathie will collect it when he is in the area. I told him that we are looking to purchase a box of Grippo but since we had not ordered this box, we needed to determine it's owner. A box of Grippo is \$240, taxes in. I have also ordered three Ubbie Launchers from Shelley in Oak Bay. They are back-ordered but I hope to get them before the mid season. We currently have one club Ubbie and I have borrowed Karen's till she is able to use it again. Cath has expressed an interest in buying one of the pending Ubbies when they arrive. We also have a new member who uses the club Ubbie, Bev L who thinks she could play if there were an Ubbie for her to use, and I am sure there will be more down the road.

I have spoken with the fellow who sold me my and Karen's trikes, I have put the bug in his ear that it might be a good audience to showcase his trikes to our tournament attendees. I also mentioned that one of his tours would make a great raffle or draw item at a tournament. He has not gotten back to me yet but does plan to consider it.

Member Novice League Initiative - see below brought forward by Games Chair

Novice League from Sandy Tonnellier Via Dean

We have re-worked the Sun City notes so they are more appropriate for our club. We have kept it pretty simple and reduced it to 4 weeks.

I think the invitational email should go out sooner rather than later, to allow newcomers a chance to plan ahead.

We include below our "lesson plans"— which you can share with committee members, but please, do not share with newcomers at this point.

Our intent is to send out emails as the clinic proceeds, each summarizing what was learned the week before.

Our idea as well is to give all participants something as a memento of the clinic (with the entry money), rather than rank them or make it a competition.

The competition can come at the league level, or at the Novice tournament in August which hopefully many of them will enter.

We will need volunteers to help out. Dean, you said Jackie West was interested. What about Pat Chambers? Any new coaches as a result of the coaches training taking place in May? Should we approach them or should you?

Sandy Tonnellier

- a. Games Chair Supports this which was also discussed with Jackie West.

- b. Kudos to Games Chair by Michael regarding planned Gold Monday Event.
- c. Confirmed Club will have 3 UBBIE loaners after purchase. Note: One of the two in inventory was sold to Karen, but not known how/ if this was recorded on inventory records or Finance.

3. Greens

Greens Report May 18th 2018

The season is now well on it's way. The green is in great shape and so far no sign of any problems arising. The first tournament starting this weekend and Archie and I are doing a verticut. I have been rolling the green before most leagues and it seems to help speed the green up. I have had a lot of help from Archie and Dave Hambly cutting the green. I also have had a lot of help with the verg by Gary Rhindress who is doing excellent job. I have added sand to the ditches as well.

The club had been chosen to pilot the T LINE project for the district. Dean and I revamped one of our existing 2 metre nail markers to make the T LINE using powdered chalk. So far it seems to be working out for us. We have been trying to make a chalk line to run from the T LINE to the hog line. Dean and I have not had any luck making that work so far. We plan to keep trying and hope to get it working here soon. I am now going to seed my nursery once again and keep it watered. I am hoping this will produce a good growth of grass.

I have not as yet written up a report about safety working on the greens with the mowers. I know with the accident that happened to John Larner, I need to put something together. I know having someone working with us when cutting the green is ideal. I have found the problem is finding someone to be down the 3 mornings that the green is cut each week to be difficult. This is something I will work on as the season progresses. I plan to write a safety list that will include the procedure of each step of running the mowers so nothing like what happened to John Larner will ever happen again.

That's my report for now. I hope everyone is enjoying the green and here is to a great season at our club.

Respectfully Submitted By Your Greens Warden

Vern Greenhill

- a. **Discussion followed regarding Cotton Lines for marking Chalk Pin to the Hog to speed up the game. Action Item - Dean to check out Cotton line at Canadian Tire (and other sources) and look for thicker weight. T lines to be used in Tournament**
- b. RE Working Alone – issues raised re getting people – **Suggestion made** of a volunteer signup sheet on the website – concern with varied schedule around Vern's timing of cutting making it

hard to predict in advance when he will be on the green. Consensus - continue to ask membership for support. **Ongoing Problem.**

Vice Presidents Report

Keys: The process is basically complete for 2018.

Key Summary

| Key Status | Year Paid | Number of Keys | Paid 2018 | Paid Previously |
|--------------------|-----------|----------------|-----------------|-----------------|
| New Key Received | 2016 | 7 | \$0.00 | \$70.00 |
| | 2017 | 5 | \$0.00 | \$50.00 |
| | 2018 | 34 | \$340.00 | \$0.00 |
| Grand Total | | 47 | \$340.00 | \$120.00 |

We have a list of who has received their key for future reference.

Discipline: End of April 2018 - Spoke with a member about the language they were using on the green, since then I have noticed an improvement in the member on green use of questionable language.

Website: Results are up and running for both our club competitions and our members tournament results.

Email and Documents: 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.

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: Just waiting for the last few members to complete their registration and we will proceed with the name tag order hopefully next week. Presently 38 members have requested new name tags approximately cost is \$11.04 each plus spare magnets, tax and shipping. We should have one last call out to members to see anybody else wants a name tag, and to advise those who have ordered them where we are in the process.

4. Presidents Report

Michael summarized the activities he was pursuing. (Minute in detail elsewhere in minutes.)

(Fundraisers, School visit, Charity Event, Corporate event, Interfacing with the City)

2018.44 Committee reports

None Presented

2018.45 Old Business

Reference

1. Safety see notes in Greens Report
2. Constitution Rewrite Tabled
3. Etiquette Tabled
4. Mission Vision
 - a. Management team Requested by Michael to review BC Bowls Mission/Vision and comment. (Action Item All)
5. New Club Logo , Name Tags Promotional Material
 - a. Being Incorporated onto t new Poster
 - b. Continuing to tweak design Dean to send out Email to Membership re costs when confirmed. We will not be confirming who continues to want names tags but go with what is currently recorded and priced accordingly
 - c.
6. Letter to City Acknowledging completion, contribution in kind Sent by Michael, Acknowledged and awaiting reply
7. Update Request from Derek Kaufman for Fund Raising Event -
 - a. See Correspondence section of minutes for details (Closed)
8. CHAIRS - Michael to draft and Circulate a letter to members and meeting to be held at 5:45 in June prior to league games. City concerns re Chairs hard on floor driving the decision to do this asap rather than wait for fall AGM
9. Disposal of chairs and tables Tabled
10. Planters (costing) Tabled

11. Portraits Tabled

12. Club Visit From Tssawwassen – Hospitality / Food Service /Games

- a. **Consensus support an event with food service see Correspondence for details - Closed**

13. Benches - tabled

14. Cleaner for the Club House Closed no further action required

2018.46 New business

1. Insurance Renewal Received

- a. **Michael reviewed and inquired if additional used mower need to be insured at replacement value. Discussion on insurance and ability to modify agreement. Check will include the additional mover at replacement value ~\$1232.00 insurance secured.**

2. Year End Recognition - Jackie West

- a. **Discussion - Jackie is a sponsor of Ladies Novice and Vern Sponsored a Keeper Trophy as well. Discussed Perpetual Trophy, giving out only the brass plaques, rotating prized (Towel, water bottle, luggage tags etc)**
 - i. **No Consensus reached - management Committee is to ponder, Michael will investigate what other clubs do, consider offering Money or Prize**

15. Thursday Coffee Coaching at the Club House every second Thursday BYO Beverage

- b. General Discussion. Concern that not all members closely watch the website for changes to program. Dick advises that for 65/year website and send out weekly notices – concerns raised over number of emails being sent
- c. Thursday Coaching (byo coffee) alternates to QF coffee morning Dick suggests we check the calendar of events that morning

3. Novices - see Games Report and Novice League notes. Jackie has offered to help.

4. School Visit see notes under correspondence

5. Fee Policy Discussion for Corporate Lawn bowling Use of Greens and Equipment (note we have not yet completed Guest policy/fee discussion.)

- a. General Discussion and review of history see notes under correspondence. Staying with suggested Donation at the moment.
- b. Reviewed history of Open bowling night at 8.00
Idea that a Donation may devalue the sport as opposed to a set fee.

6. National Bowls Day June 2 (Our Scottish Pairs Open Tournament)

Michael will make reference at opening of games.

General Discussion – Team Dynamics Added to meeting by Dick

Dick appreciates the amount of great work that Management Committee have undertaken over the past six months. Over this time many changes have been implemented and, at all times we need to be cognizant that change can be stressful and it's important to bring our concerns forward to the management team. We all had experienced times when a change we supported and implemented need a little refinement.

Vern raised a concern over the length of time some items take to get completed. We agreed we need to be more efficient. Dean suggests we add a response due date to action items with the provision that a null response is, in fact, agreement to allow the process to move forward.

Frank mentioned that he felt that some decisions are made without the knowledge of all the Management Committee and that we also need to keep all members in the loop.

Linda Noted the unprecedented success of the membership drive (congratulations to the membership committee), has required us to change how we provide services especially to new members.

It is essential that we remain open and flexible to the new landscape of our fantastic club.

Dick spoke about how of his own first-year experience where the club provided an excellent introduction to the game, but in year two left him wondering what's next. (the what, where and "hows" to ensure he moved forward in the right direction).

We have a kind and caring management team who have all worked tirelessly over the past six months, with great success. With the season well underway we all need to record what we feel is working and what needs to be adjusted for next season so we can review the over the winter and develop a plan for 2019.

On another note:

In listening to other clubs executives from our district, we are not alone in facing change as our clientele have a greater choice of recreational activities, busy family lives, health challenges, etc.

Our recent changes have been more dynamic than most clubs, for example, the shift from paper-based tournaments scoring to electronic scoring (displayed on the television). Other clubs are into their second year of development and have yet to complete the process. We have also had the opportunity, and work, regarding our renovated and refurbished Clubhouse. We need to recognize our successes and achievements while thinking about ways to pass on learnings to the incoming management team to ensure continued success.

2018.47 Next Meeting July at

2018.48 Adjournment Time