

## Agenda & Minutes

|                                |  |                                    |          |           |
|--------------------------------|--|------------------------------------|----------|-----------|
| Date                           | Jan 5, 2022, at 6 PM   |                                    |          |           |
| Attendance                     | Stephanie Walters, April Gilchrist, Michael Lynch, Dean Penny, Dick Divine, Heather Divine<br>Tim McGiffin |                                    |          |           |
| Absent                         |  |                                    |          |           |
| Agenda                         |  |                                    |          |           |
| 1. Motion to accept            | The agenda as presented  |                                    |          |           |
| Motion By                      | Seconded by  | For                                | Against  | Abstained |
| <i>Stephanie Walters</i>       | <i>April Gilchrist</i>   | <i>5</i>                           | <i>0</i> | <i>0</i>  |
| 2. Motion to accept            | Minutes from the Executive Meeting   | Sept 24, 2021                      |          |           |
| Motion to accept               |  |                                    |          |           |
| The minutes from Sept 24, 2021 |  |                                    |          |           |
| Motion By                      | Seconded by  | For                                | Against  | Abstained |
| <i>Michael Lynch</i>           | <i>Stephanie Walters</i>   | <i>3 (2 new executive members)</i> | <i>0</i> | <i>0</i>  |

## Club Correspondence

|                    |  |
|--------------------|--|
| 3. COVID 19 update | Resent directive from ViaSport indicates we are not required to make any changes to our procedures at this time. |
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## Reports

|                     |                               |
|---------------------|-------------------------------|
| 4. President Report | Not required for this meeting |
| 5. Vice President   | Not required for this meeting |
| 6. Treasurer        | Not required for this meeting |
| 7. Greens           | Not required for this meeting |
| 8. Games            | Not required for this meeting |

## Committees

|                   |                               |
|-------------------|-------------------------------|
| 9. Club Committee | Not required for this meeting |
| 10. Volunteering  | Not required for this meeting |

## Goals and Initiative Reports

|                    |                               |
|--------------------|-------------------------------|
| 11. Benches        | Not required for this meeting |
| 12. Shelter Covers | Not required for this meeting |
| 13. Garden         | Not required for this meeting |
| 14. Membership     | Not required for this meeting |
| 15.                | None at this time             |

## Business arising from the last meeting minutes:

|                           |   |
|---------------------------|---|
| 16. Calendar of Events    | At the September executive meeting, the Executive was asked to provide dates when items, events were to take place. For example, dates for open houses, registrations, in effect when things are supposed to occur throughout the year.<br><i>We are looking at submitting as much we can by the end of February for 2022</i> |
| 17. Position Descriptions | At the September executive meeting, the Executive was asked to review their updated position descriptions. Would you please review your position description for our two new executive members by the end of January?<br><i>Position descriptions to be forwarded to April and Tim</i>  |

## New Business

|                              |   |
|------------------------------|---|
| 18. Governance               | Dick presented a slideshow to begin the Governance topic. As there are several areas to talk about, we will continue the discussions at the next few meetings-  |
| 19. Executive Members Emails | <i>Each position of the CLBC executive has an email that is used by the position and is passed to a new person elected to the board. This will help with the continuity of the position. E.g. each secretary will be assigned the email secretary@clbc.com, and the new secretary can access past minutes and any other documents and information put into the club's website by the past secretaries,</i>  |
| 20. Safe Sport               | I will run this through the Club Committee.   |
| 21. Executive Reports        | I'm suggesting we make some changes to our monthly reports.<br>Reduce the number of reports produced by 50% except for the Treasurer's Report, which will remain monthly.<br>Our reports format should be more progressive and include:<br>Status of any initiatives/projects/events we are undertaking.<br>Upcoming initiatives/projects/events, including details, such as scope, timing, costs, and if members will be required to assist.<br><br><i>The Executive agreed that reducing the number of reports per year makes sense since we have more communication with our members through the Wick, website and there is little sense in repeating information.</i> |
| 22. Membership Committee     | Terms of Reference  |

|                           |  |            |                |                  |
|---------------------------|--|------------|----------------|------------------|
| Motion to accept          | Membership Committee Terms of reference  |            |                |                  |
| <i>Motion By</i>          | <i>Seconded by</i>   | <i>For</i> | <i>Against</i> | <i>Abstained</i> |
| <i>Michael Lynch</i>      | <i>Tim McGiffin</i>  | <i>6</i>   | <i>0</i>       |                  |
| 23. Fundraising Committee | Terms of Reference   |            |                |                  |
|                           | <i>We had a discussion about some of the past efforts in fundraising that did not go well. Within our strategic plan, priorities have been identified to help the committee stay focused. Also, this committee will have at least one Executive chairing the meeting to help prevent problems.</i> |            |                |                  |
| Motion to accept          | Fundraising Committee Terms of reference with the addition of the CLBC Sponsorship policy and suggested levels of support.   |            |                |                  |
| <i>Motion By</i>          | <i>Seconded by</i>   | <i>For</i> | <i>Against</i> | <i>Abstained</i> |
| <i>Tim McGiffin</i>       | <i>Michael Lynch</i>   | <i>6</i>   | <i>0</i>       |                  |

|                                 |  |  |  |  |
|---------------------------------|--|--|--|--|
|                                 |  |  |  |  |
| 24. Most Improved Player Female | <p>With the recent changes in determining the Most Improved Player Award, we need to consider adding a female category to the MIP award</p> <p><i>Dick explained the data we get from each game played, submitted by the leads and the skips, naming their choice for most influential player etc. Some of the ideas and comments include:</i></p> <p><i>We discussed that our ladies do not play as many games as the men, so one suggestion was to have both a man and a lady be awarded the MIP.</i></p> <p><i>One concern at this might become a gender issue that may not be a good thing. Society, in general, is moving away from gender identification</i></p> <p><i>Change the name of this award to the most valuable player</i></p> <p><i>This change would consider other areas such as volunteering and demonstrating a positive club etiquette both on and off the green.</i></p> <p><i>With a most valuable award or the most valuable member being suggested, we could add other awards, such as the most improved player.</i></p> <p><i>We also have the merit award (up to three in a calendar year) that recognizes good club members regularly.</i></p> <p><i>We had good discussions on this topic and agreed to come back to this topic at the next meeting.</i></p> |  |  |  |
| 25. Preparing for 2022          | <p>Open discussion on what the club should offer its members this year. If our options continue to be restricted, how will we entertain our members and keep them interested in the game and the club?</p> <p><i>Some ideas that were discussed include the following:</i></p> <p><i>Have daytime events that are geared to bring back our older members who have not bowled very much over the past two years COVID times</i></p> <p><i>We could provide opportunities for people in small steps. With fewer ends and lots of fun.</i></p> <p><i>Michael has an idea to run a daytime 4-week program that members register to play.</i></p> <p><i>We talked about the issue of some members wanting to play fewer ends just before or after a game has started</i></p> <p><i>To help with this issue, there could be a signup page on the website where the conditions of play are stated, and members must click the box saying that they have read this. Dean has volunteered to provide this information. Thanks, Dean</i></p> <p><i>We could have more one-day tournaments</i></p>  |  |  |  |
| <b>Next Meeting</b>             |  |  |  |  |
| 26. Next Meeting Date           | February 2, 2022   |  |  |  |
| 27. Meeting Adjourned           | 19:40  |  |  |  |



***Courtenay Lawn Bowling Club***

Executive Agenda



**Courtenay Lawn Bowling Club**  
**Executive Agenda**

**Agenda & Minutes**

|                   |  |                         |     |         |           |
|-------------------|--|-------------------------|-----|---------|-----------|
| <b>Date</b>       | September 24, 2021, Clubhouse at 14:55 PM  |                         |     |         |           |
| <b>Attendance</b> | Stephanie Walters, Michael Lynch, Vern Greenhill, Dean Penny (advised that he will be late today and arrived at 15:45) Dick Divine, Heather Divine |                         |     |         |           |
| <b>Absent</b>     |  |                         |     |         |           |
| <b>Agenda</b>     |  |                         |     |         |           |
| 1.                | Motion to accept   | The agenda as presented |     |         |           |
|                   | Motion By  | Seconded by             | For | Against | Abstained |
|                   | Michael Lynch  | Vern Greenhill,         | 4   | 0       |           |

|    |                                    |  |     |         |           |
|----|------------------------------------|--|-----|---------|-----------|
| 2. | Minutes from the Executive Meeting | July 30, 2021  |     |         |           |
|    | Errors or Omissions:               |  |     |         |           |
|    | Motion to accept                   | Minutes from the previous executive meeting of July 30, 2011 |     |         |           |
|    | Motion By                          | Seconded by  | For | Against | Abstained |
|    | Stephanie Walters                  | Michael Lynch  | 4   | 0       |           |

**Club Correspondence**

|                   |  |
|-------------------|--|
| 3. Correspondence | 1. Bowls Canada Strategic Planning Committee |
|                   | 2. 2022 National Senior Triples              |
|                   | 3. Bowls Bc Rep                              |
|                   | 4. Membership Fees Bowls Canada              |
|                   | 5. Viasport Newsletter September 2021        |
|                   | 6. QBLBC Indoor Schedule                     |
|                   | 7. Membership Recruitment Fund               |
|                   | 8. Response from Powell River                |

**Reports**

|                     |                               |
|---------------------|-------------------------------|
| 4. President Report | Not required for this meeting |
| 5. Vice President   | Not required for this meeting |
| 6. Treasurer        | Not required for this meeting |
| 7. Greens           | Not required for this meeting |
| 8. Games            | Not required for this meeting |

**Club Committee**

|                 |                               |
|-----------------|-------------------------------|
| 9. Next Meeting | Not required for this meeting |
|-----------------|-------------------------------|

**Volunteering Report**

|            |                               |
|------------|-------------------------------|
| 10. Update | Not required for this meeting |
|------------|-------------------------------|



## **Courtenay Lawn Bowling Club Executive Agenda**

### **Goals and Initiative Reports**

- |                           |                               |
|---------------------------|-------------------------------|
| 11. Inventory Development | Not required for this meeting |
| 12. Table & Chair Dollies | Not required for this meeting |
| 13. Office Modifications  | Not required for this meeting |
| 14. Membership            | Not required for this meeting |

### **Business arising from the correspondence**

- |                                 |  |
|---------------------------------|--|
| 15. Membership Recruitment Fund | The funding request form has been completed and submitted. |
|---------------------------------|--|

### **Business arising from the last meeting minutes:**

- |                  |  |
|------------------|--|
| 16. Powell River | A letter of congratulations has been sent to the Powell River. Within the letter, we suggested that the Port Alberni, Powell River and Courtenay clubs consider an event involving the three clubs for 2022. |
|------------------|--|

### **New Business**

- |                                  |  |
|----------------------------------|--|
| 17. Returning Executives 2021/22 | Each of us to confirm our intentions of continuing to the executive for the 2021/2022 season.  |
| 18. Date for AGM                 | Determine the date for the AGM. (AGM to be held within 60 days of the September 30)<br><i>We are looking at the evening of November 5, 2021, using the Google Meet technology.</i>   |
| 19. 2021 Awards                  | Discussion about the best date to host the Award night, the awards have followed on after the AGM in recent years. Are we happy with this arrangement?<br><i>After discussion, the executive decided to do awards presentations in the spring of 2022 to present awards in person.</i>   |
| 20. Garden Project               | Meeting with Eric from the City of Courtenay (Michael)<br><i>During August, the club's Garden Plan was shared with the City of Courtenay. We then had Senior Managers meet at the club to discuss the Garden Plan. Dick and Michael met with Mike Kearns and walked through areas of the plan. There was a general agreement with the scope of the plan. The space for the sand storage made sense. There will be a need for further planning for the concrete pad as drains in that area.<br/>Further feasibility as to the Japanese maples along the fence is needed. Mike shared that he would include our garden plans in this year's planning and budget meetings for work in 2022. Michael met Eric Jearnslet about areas of the plan that directly affected the building. Our original stairs were confirmed as needing replacement. Locating the new stairs to the end of the deck was seen as a good plan. The painting of the posts and the wood below the concrete deck</i> |



**Courtenay Lawn Bowling Club**  
**Executive Agenda**

|  |  |
|--|--|
|  | <p><i>to unify the look was agreed upon. More paint will be given to us in the future. The other parts of the plan were briefly covered. A new club sign and its location on the building. The new front entrance and patio were briefly covered. Eric will be bringing our Garden Plans to this year's planning and budget meetings for work in 2022. We emphasized to Mike and Eric our Garden Plan was over three or four years and were willing to help with the work involved. It was pointed out that the handicap entrance needs to be brought up to code, and having an accessible parking spot was also needed.</i></p> |
| 21. Shelter Supports                     | <p>Shelter supports are due to be installed shortly.<br/> <i>We are waiting for a date from the fencing company.</i></p>   |
| 22. Proof of Vaccination to play indoors | <p>To meet provincial guidelines, our members must show proof of vaccination before registering to participate in the indoor program.<br/> <i>It was discussed that the City of Courtenay was asking for proof of vaccination, and we have decided that the CLBC will also ask for proof of vaccination for the short mat season this year.</i></p>  |

|                  |  |     |         |           |
|------------------|--|-----|---------|-----------|
| Motion to accept | Members are required to show proof of vaccination before registering to participate in the indoor program. |     |         |           |
| Motion By        | Seconded by  | For | Against | Abstained |
| Michael Lynch    | Stephanie Walters  | 4   | 0       |           |

|                            |   |     |         |           |
|----------------------------|---|-----|---------|-----------|
| 23. Bylaws - Youth Members | <p>We should consider changing the junior members voting rights from zero to full-members rights at the 2021 AGM.<br/> <i>After discussion, it was decided that junior members should be provided with voting rights.</i></p> |     |         |           |
| Motion to accept           | Change the junior members voting rights to that of a full member effective November 2021.   |     |         |           |
| Motion By                  | Seconded by   | For | Against | Abstained |
| Stephanie Walters          | Heather Divine  | 4   | 0       |           |

|                                 |   |
|---------------------------------|---|
| 24. Calendar of events          | As the executive members will begin to change over time, we must leave behind a road map of what and when things happen to ensure the successful transition of positions from one person to another.  |
| 25. Position Descriptions       | <p>Please see the attached position descriptions for each of the executive positions.<br/> <i>It was asked that the executive member review the position description for their position and let Dick know if there are any changes required before September 30, 2021</i></p> |
| 26. Reports from the treasurer. | <ul style="list-style-type: none"> <li>● <i>Stephanie reported that \$166 from the BVINPR had arrived.</i></li> <li>● <i>There are funds from Comox Valley that CLBC can apply for sponsorship.</i></li> <li>● <i>Club members have sponsored five new benches</i></li> </ul> |



**Courtenay Lawn Bowling Club**  
**Executive Agenda**

**In-Camera Portion of the Meeting**

27. Most Improved Player 2021      Nomination and voting for the Most Improved Player for 2021 have been decided.  
*Dick reviewed the information from the game's cards, where all players selected the most influential player for each game. After he reported who were the top 5 members, the executive voted on whom they thought also fit the criteria for the 2021 Most Valuable Player*

|                  |   |   |         |           |
|------------------|---|---|---------|-----------|
| Motion to accept | The nomination for Most Improved Player for 2021 has been decided |   |         |           |
| Motion By        | Seconded by   | For                                       | Against | Abstained |
| Michael Lynch    | Stephanie Walters.  | 5 (Dean Penny has now joined the meeting) | 0       |           |

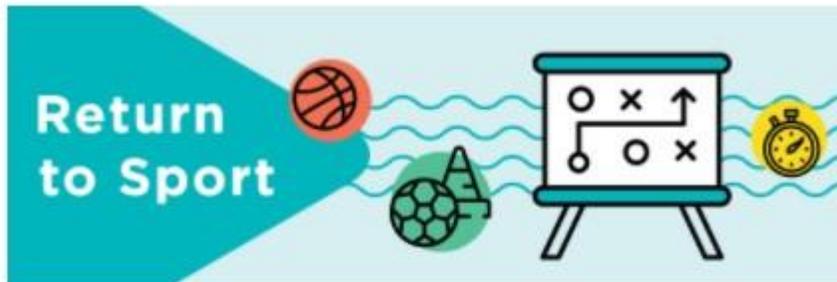
**Next Meeting**

28. Next Meeting Date      November date to be determined after the AGM
29. Meeting Adjourned      Adjourned at 1610



**Courtenay Lawn Bowling Club**  
**Executive Agenda**

**Item # 3**



Return to Sport update: December 24, 2021

The PHO [Order on Gatherings and Events](#) has been updated with restrictions on sport tournaments, spectator capacity and recreational sport. To reflect these changes, we have updated our [Return to Sport Restart 2.0 chart](#) with the details. To summarize:

- Sport tournaments are not allowed at this time
- Spectators: seated and standing capacity is at 50%
- Adult indoor and mixed-age sport and recreation programs (including pool-based) are at 50% of capacity/occupancy of the space
- Interprovincial travel and international travel for sport is not advised

Please share this message with anyone you think may benefit from it.

From all of us at viaSport, thank you for your commitment to keeping your sport and your community safe.