



Courtenay Lawn Bowling Club
Executive Agenda

Date	December 11, 2020
Attendance	Michael Lynch, Dean Penny, Vern Greenhill, Stephanie Walters Heather Divine, Dick Divine,
Absent	

Appointments	
1.	Games Chair

Motion to accept:	Dean Penny as games chair for 2020/2021			
Motion By	Seconded by	For	Against	Abstained
Micheael Lynch	Stephanie Walters	4	0	0

2.	Greens Chair
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Motion to accept:	Vern Greenhill as greens chair for 2020/2021			
Motion By	Seconded by	For	Against	Abstained
Heather Divine	Michael Lynch	4	0	0

3.	Agenda			
Motion to accept:	The agenda as presented			
Motion By	Seconded by	For	Against	Abstained
Vern Greenhill	Dean Penny	5	0	0

4.	Minutes from the Executive Meeting	October 23, 2020		
	Errors or Omissions:			
Motion to accept:	Minutes from the previous executive meeting of October 23, 2020.			
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Dean Penny	5	0	0



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Correspondence		
5.	Correspondence	<ol style="list-style-type: none"> 1. Spring Recreation Guide 2. Ministry of Health Update

Reports				
6.	President Report	Not required for this meeting		
7.	Treasurer Report	Not required for this meeting		
8.	Green Report	Not required for this meeting		
9.	Games Report	Not required for this meeting		
Motion to		Accept the reports as presented.		
Motion By		Seconded by	For	Against
				Abstained

Club Committee		
10.	Next Meeting	The Club Committee next meeting to be determined

Volunteering Report		
11.	Next Meeting	The Club Committee next meeting to be determined

Initiative Update	
12.	<p>Verbal Report</p> <p>Strategic # 16: Inventory Development - Clubhouse Dick <i>We need to check with April to ensure that there are none of her personal items before we can do an inventory of the kitchen.</i></p> <p>Safety # 11: Table and chair dollies - Awaiting Paint Clubhouse - Dean <i>Dean reassured the executive that the painting will be completed in the winter months</i></p> <p>Construction # 1: Office Modifications - Clubhouse - Michael <i>Michael reassured the executive that he has a few quick jobs to complete before the office is finished and will be completed in the next few weeks.</i></p> <p>Procedure # 2: Membership Phase 1 - Policy - Procedures - Dick</p>



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Business arising from the correspondence:		
13.	Spring Recreation Guide	<i>We have indicated that we will have an advertisement in the Spring Recreation Guide 2021</i>
14.	COVID-19	Minister of Health Update <ul style="list-style-type: none"> a. <i>The restrictions will be reviewed in early January so until then we will not be able to use the clubhouse for short mat bowling.</i>

Business arising from the last meeting minutes:		
15.	Benches	<p>Next steps</p> <p><i>From October 23, 2020 meeting (information)</i> <i>Vern and Dean brought forward the condition of the wooden benches. A number of benches are beyond repair. Due to the cost of the replacement maintenance free benches with the likelihood of us having to spread the replacements over a number of years, they proposed the following:</i></p> <ul style="list-style-type: none"> a. <i>Remove the benches that are beyond reasonable repair approximately eight benches.</i> b. <i>Construct wooden benches as temporary replacements for the removed benches, at a cost of approximately \$100 to \$120 each.</i> c. <i>Units can be sold once they are no longer needed.</i> <p><i>The executive thought it is a reasonable approach to the problem and would like to see at least a picture of the proposed bench before making a decision. Dean to forward a picture of the proposed bench to the executive. The executive will respond via email.</i></p> <p><i>At the AGM there was a vote passed to approve the purchasing of 6 wooden benches to replace the benches that are not safe to use. The executive approved that Dean email the specs for one wooden bench. On approval we agreed that Dean would build one bench for now and if it looks like our club will be returning to more normal bowling activities, there would be time to complete the remaining five benches.</i></p> <p><i>At the AGM the members voted no to purchase any of the more permanent benches at this time.</i></p>
16.	Strategic Planning	<p>Steps to creating our Strategic Plan.</p> <p>Phase 1:</p> <ol style="list-style-type: none"> 1. Identify potential participants. (approximately 20 to 24 people) 2. Set potential dates for online meetings 3. Collect “Core Value/s” from each participant electronically. <p>Phase 2:</p> <ol style="list-style-type: none"> 4. Present identified Core Values. 5. SWOT Analysis 6. Strategic Priorities



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		<p>Phase 3:</p> <ol style="list-style-type: none"> 7. Identify SMART* goals for the next three years. 8. Develop Road Map for each goal 9. Assign who's responsibility for each goal <p>Phase 4:</p> <ol style="list-style-type: none"> 10. Develop review strategy <p><u>From October 23, 2020 meeting (information)</u> <i>We should consider undertaking the development of a three-year strategic plan for the club.</i> <i>To ensure our members understand and are aware of the opportunities available to them, we need to put together a strategic plan for the next three years and to include a brief description and cost implementations. The plan should include but not limited to, the following:</i></p> <ol style="list-style-type: none"> 1. <i>List of planned games/tournaments</i> <ol style="list-style-type: none"> a. <i>Normal Year</i> b. <i>Full COVID 19 year as per 2020</i> c. <i>A hybrid year with some league play, club and open tournaments etc.</i> 2. <i>Planned projects, upgrades, and significant maintenance for the green and or equipment for the next three years.</i> 3. <i>Replacement of any bowls equipment for the next three years</i> 4. <i>Membership drive and retention</i> 5. <i>Etc</i> <p><i>Strategic planning will start in January 2020 with the executive meeting twice a month for the first couple of months to put this together.</i></p>
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17.	Members Handbook	<p>The handbook is almost completed, just a review and a few grammar corrections. The Members Handbook has been reviewed by the executive, and club committee.</p> <p>The handbook is designed for new members in printed form as part of their membership package and will be available to all members via the website.</p>			
Motion to		<p>Accept the Members Handbook as presented.</p> <p><i>After discussion, we will make a change to reflect that in tournament situations, there will be no denim worn. This change will be made on:</i></p> <ol style="list-style-type: none"> 1. <i>page 10 under Appropriate Dress</i> 2. <i>page 17 under Clothing for New Member Information</i> <p><i>Heather to make this changes</i></p>			
	Motion By	Seconded by	For	Against	Abstained
	Heather Divine	Michael Lynch	5	0	0
18.	AGM Review	Review of November 22, 2020 AGM and Awards.			

Next Meeting



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19.	Next Executive Meeting	January 22, 2021
20.	Meeting Adjourned	1:45