

(C)Courtenay Lawn Bowling Club



Agenda and Minutes for Executive Meeting May 3, 2023

Executive

Date:	May 3, 2023 3 pm	Location	Clubhouse ▾
Called to Order	3 PM ▾	Quorum	... ▾
Attendance	Michael Lynch, Dennis Perrier, Sandy Tonnellier, Heather Divine, Brian Scherr		
Absent	Stephanie Walters, Vern Greenhill		

Minutes	Motion	Seconded	For	Against	Abstained
1. Approval of Agenda with addition of Discussion about purchasing 2 BBQs for the club	Dennis Perrier	Heather Divine	4	0	
2. Approval of the minutes from the previous meeting				0	

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Correspondence	Description	Next Steps	Responsible	Date Due	Status
3. None		

Reports	Description	Next Steps	Responsible	Date Due	Status
4. President	Not required at this time		...	May 8, 2023	...
5. Vice President	Not required at this time		...	May 8, 2023	...
6. Treasurer	Not required at this time		...	May 8, 2023	...
7. Greens	Not required at this time		...	May 8, 2023	...
8. Games	Not required at this time		Brian Scherr	May 8, 2023	...
9. Fundraising			...	May 8, 2023	...
10. Club Committee	Not required at this time	
11. Membership	Not required for this meeting		...	May 8, 2023	Not started
12. Past President	Not required for this meeting		...		Not started

To accept Executive Reports as presented

Motion	Second	For	Against	Abstained
...	...			

Reports - Committees	Description	Next Steps	Responsible	Date Due	Status
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Reports - Initiatives	Description	Next Steps	Responsible	Date Due	Status
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To accept Committee & Initiative reports as presented

...	...			
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Business Arising from Previous Meeting	Description	Next Steps	Responsible	Date Due	Status
13. Fundraising Committee	We decided to put the fundraising committee at the first topic of discussion to help put a plan together to move forward. <i>Sandy Tonnellier presented a very well thought out presentation that will help the Courtenay Lawn Bowling Club to work with individuals and businesses in our community to provide sponsorships opportunities that will benefit both our club and our sponsors in several ways. Sandy has also been in meetings with the editor of the Record and he is interested in working with our club.</i> Great Job Sandy			May 3, 2023	

Motion	Second	For	Against	Abstained	
...	...				

		
14. Members Survey	I am happy to start a survey and have Brian as consultant		Heather Divine		...

New Business	Description	Next Steps	Responsible	Date Due	Status
15. Website	Current Costs for website	1. When the website went off April 26 to 27 Alison found that the payment was not made and that the costs are going from about \$250 to \$404 (with tax)			...



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New Business	Description	Next Steps	Responsible	Date Due	Status
		2. This year I (Ally) found a way to keep our Cognito forms free. But it was not the best way at all ; it meant that free equaled only one person could obtain information. The person was me and I had to send info to the games chair and to the treasurer. I am suggesting that we pay \$35 per month so 5 people can go into Cognito forms and see the data that they need. That would be \$402 per year 3. Putting the 2 costs together and dividing by 65 members (guessing number of members) is \$12.40 per person.			
Motion to pay \$35 per month so five executive members can access the information on our cognito forms					...
16. Motion	Second	For	Against	Abstained	...
Michael Lynch	Heather Divine	4	0		...
					...
					...
17. Code of Conduct	It was approved that a Code of Conduct (see the Code of Conduct included in the agenda) be laminated and put on our Bulletin Board Wording from the Non Discrimination statement that is on CLBC website (yellow background) and links to the Handbook Game Etiquette and Club Etiquette statements				...
It was approved that a Code of Conduct (see the Code of Conduct included in the agenda) be laminated and put on our Bulletin Board					
Motion	Second	For	Against	Abstained	
Dennis Perrier	Brian Scherr	4	0		
18. Open Houses for 2023	•				In progress

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New Business	Description	Next Steps	Responsible	Date Due	Status
19. Open Ceremony	<ul style="list-style-type: none"> What worked What did not work 	<i>After discussion the executive decided that having a Sunday Open Ceremony afternoon tea and baking that focuses on the club and our members.</i>			...

20. Club Benches donors	We can continue to look for ways to list the members who donated a bench				In progress
At this time the meeting was adjourned due to lack of time and the following topics be moved to the June meeting					
21. Membership Committee	Do we want to keep this committee active				
22. Club Committee	Do we want to keep this committee active				
23. Mentorship Project	We started this mentor program last year and there was very good feedback from both the mentors and mentees. This program provided a name and a face to ask questions and shared information, and a chance to play a few ends.				
24.					

Next Meeting	Description	Next Steps	Responsible	Date Due	Status
25. Next Meeting	Tuesday June 13,2023 at 5 PM		...		
26. Adjourned	Meeting Adjourned at: 4 20	

Code of Conduct



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Members and Visitors have a right to:

- Be treated equitably and with respect.
- Participate in an environment free from all forms of harassment and discrimination.
- Have their privacy and confidentiality treated lawfully and with respect.

Members and Visitors must:

- Treat everyone with respect, courtesy and without harassment.
- All members must respect the rights, (not to be harassed, discriminated against or bullied) dignity and worth of all Club Members regardless of age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation..
- Behave honestly and with integrity.
- Comply with the rules and follow all safety requirements and practices of CLBC.
- Observe the rules and etiquette of the sport of bowls as defined by the current governing laws of the sport of bowls along with the Conditions of Play.
- Not use obscene, offensive language or gestures or behave in a disorderly manner.
- Refrain from behaviour that could offend or embarrass others.
- Maintain appropriate confidentiality about dealings that any person has with CLBC.
- Not physically or verbally harass others (includes fight, argue, ridicule, threaten, stalk, etc.).
- Behave responsibly and not motivate or incite any person/s to do or feel anything unpleasant or violent.
- Comply with any lawful and reasonable direction given by someone who has authority to give the direction.
- Not provide false or misleading information in response to a request for information that is made for official purposes in connection with CLBC.
- Use the CLBC resources in an appropriate manner.

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- At all times behave in a way that upholds the reputation of CLBC.

CLBC Statement on Website Home Page

Courtenay Lawn Bowling Club Non-Discrimination Statement

Courtenay Lawn Bowling Club does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of executive members, club members, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members.

This statement was approved by the membership at the Spring Annual General Meeting April 2019

Link to Handbook Etiquette pages

[MembersHandbook \(designrrr.page\)](#) go to pages 12 and 13

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[CLBC Vision-Mission 2018 - Google Docs](#) statements outlining the club's Vision and Mission statement

[Club Committee Feb_26_2021.docx - Google Docs](#)

[Club Committee Report 2020.docx - Google Docs](#)

To use as a sounding board for new ideas and get a feel for what our members think of the Club. A by-product of this has been an increase in member input to the Club's business affairs

CLBC Fundraising Policy.pdf