

# KINGBOROUGH BOWLS AND COMMUNITY CLUB INC

## Minutes of Board of Management Meeting No9

(New Board 22/23 ) 15<sup>th</sup> February 2023

**Welcome:** President Lorraine Walker welcomed members and opened the meeting at 1700.

**Present:** President Lorraine Walker, Secretary Dale Freeman, Treasurer Michael Andersch, Vice President Men Greg Riley, Vice President Women Glenus Johnson, Bowls Secretary Pauline Connell IBC Director Mike Harris, Assistant Secretary John Rosevear

**Apologies:**

**Confirmation of Minutes:**

- Minutes of meeting No8, 18<sup>th</sup> January 2023

*Moved Pauline Connell and seconded Glenus Johnson that minutes be confirmed- Motion Carried.*

### **BUSINESS ARISING**

Nil Business Arising

### **REPORTS**

**Correspondence:**

- Secretary circulated list of correspondence both in and out and general discussion took place. ( assistant secretary pointed out that written report from B Revell disciplinary hearing had not been recorded )

**Secretary Report:**

- Significant number of approaches for the Club to host corporate and other events for both green and room hire. Positive to see what appears to be an increasing awareness of the Club and facilities available.
- A number of time consuming issues relating to bowls competition and members during period managed including protests, interstate transfers, suspensions, new player registrations, behavioural reminders and correspondence to President of another club relating to incident involving behaviour of their players.
- Issues surrounding KBCC and our unavailability to host BTS Men's singles addressed with BTS
- Greyhound Club advised of acceptance of offer made to KBCC to attend meet in March. Greg and Lorraine nominated as contacts.

- Work started on reviewing Health and Safety audit inspection/report undertaken by TCCI. As a quick summary, club is doing well overall but there are some straightforward areas that we can improve. When I've gone through it I will forward reports and summary to BOM

### **Treasurers Report:**

- Detailed financial report was tabled and spoken to and was also circulated.
- January accounts are with Accountant for finalisation after some considerable work reconciling EFTPOS receipts to bar takings.
- November and December MYOB reports with their trading figures reflected in the extract of key figures show we are trading steadily. Whilst income figures reflected in the extract of figures are less than last year ( COVID no travelling boosted trading up to Dec 21 ), we have also contained our expenses and our trading surplus exceeded the Nov and Dec 2021 figures
- I've produced a summary of last years End of Month Working Account balances and project the remainder of the year backing out the "once off " significant purchases we spoke of last month. In summary we are likely to dip into overdraft but not significantly around June/July until our subscriptions receipts kick in around August. This is very much as we have been forecasting for the past months.
- Cleaning Contract= I've put a call into Yvette's daughter to discuss negotiate the Cleaning Contract renewal. Have followed up via email.
- Discussions / Decision on use of BTS Grant Monies of \$1500 ( plus GST ) are pending, but on the to do list . Grant application acceptance paperwork now signed and being re-submitted to secure the monies for \$4200 grant.
- Reimbursement for Bus Brake repair bill and MYOB back to Treasurer is still pending.
- Both Bars have shown some discrepancies in account for the EFTPOS takings. I've managed to adjust December receipts and reconcile each days receipts. It appears the problem is EFTPOS sales not being accounted for E,g Indoor Bar will close and till draws put away ( with EFTPOS summary printout ) but someone will sell drinks and put on EFTPOS and it doesn't go through till and a updated EFTPOS Summary printout is not printed.. I think the problem was related to our volunteers over the New Year period.
- To elevate the EFTPOS balancing issue I've built / refined a reconciliation process and spread sheet to ensure daily takings and EFTPOS Summary printout reconcile to the Banking Credit ( which is a single daily total rather than the former credit for each machine.) Tyro have good reports available online to assist counter checking any discrepancies and that lead me to identify these late supplementary bar sales at end of day.
- I have sent follow up SMS to Tony Limbrick of Berry Bowling Systems to check on timing of his next Tassie visit and inspection of our carpet
- Still some sponsors money to come in.

- Stock taking process and frequency to be reviewed.

### **Indoor Centre**

- Tuesday and Wednesday winter comp to commence mid April.
- Greens will be prepared for finals

### **Executive Committee:**

- Monitoring monies for uniforms . storage cupboard now locked.
- 400 games top presented to Gavin Fenton
- 700 games top being prepared for Mike Cawthorn
- Function bookings steady
- Friday night raffle remains steady- should review paid staff
- Look into volunteers night
- Taste of Huon Committee – in progress- have gate keepers covered- Pat Lee co-ordinating parking Marshalls- Karen Cooper will take on barbecue
- Busy doing permits – recruiting-rosters etc.
- Henselite proposal- Visit to be confirmed
- Annual mixed Social Day 20<sup>th</sup> Feb 11 teams entered to date. Lyn Cowen donated \$100 for hamper and a number of Mondat random draw ladies donated money for raffle
- Fund raiser Fashion parade Friday 24<sup>th</sup> March
- Following up Sponsorships and quoting

### **Occupational Health & Safety**

New agenda item to commence next BOM meeting

### **Bowls Secretary**

- The BTS Pairs Championships were held at the Club, with all rounds of the Men's Open plus B Grade post sectional. With only a few days notice, we also agreed to host the Ladies' Championships. Thanks must go to all who assisted over these days, including officials, grounds , catering and bar.
- Unfortunately, there have been a couple of incidents involving abuse and offensive language recently. One was a Kingborough member and this has been dealt with internally, with the member concerned being suspended. The other incident was at Howrah and a letter has been sent to Howrah in this regards.
- Claremont Division 4 played an A grade female in their game against Kingborough on the 8<sup>th</sup> February. However as this was a last minute inclusion and no attempt was made to take advantage , Kingborough's side captain asked that a letter be sent to Claremont(cc BTS ) advising that we would not pursue the matter any further.
- There was confusion with the Thursday Ladies' roster in that the Grand Final was shown on the roster as Tuesday 4<sup>th</sup> April, and the Bowlslink Portal

showed it as Thursday 6<sup>th</sup> April .This has now been clarified by BTS and the Grand Final will be played on the 4<sup>th</sup> April

- The Club's members have had some success in the current/recent State and BTS Championships
- With only a few rounds remaining in the pennant season, Kingborough is well placed with teams in the top four. In Saturday pennant, six out of 7 teams are in top four, with two on top of the ladder. Thursday pennant sees all teams in top four, with Division 1 on top of the ladder. Wednesday sees two teams in the top four with Division 1 on top of the ladder. Unfortunately Division 2 are in danger of relegation. A top effort by the Club.

### **VP– Women's Report**

- The catering side of our club has been reasonably busy lately, with a small gathering requiring a meeting place on Tuesday the 14<sup>th</sup>
- When we arrived on Tuesday morning to start our preparation, I found a sign on the oven saying it was out of order ,needless to say , as we had planned to have some warm food for the afternoon tea, I was at a loss to know how we would manage . I believe there was also a issue with the hot water too, but that seemed to be solved shortly after I arrived. The Electrician was called and arrived later in the day and after some testing and inspection we were told that some serious maintenance had to be done to solve the problems with the oven. It is disappointing to learn that we won't have the use of the ovens on Monday 20<sup>th</sup> for our annual mixed Social day, it will make our job harder.
- As Pauline has reported, our ladies teams are all in the top four at the moment, we are hoping some of us will make the finals. Our coach for Division 2 ladies has been putting in a good effort with the ladies on a Tuesday ,so we hope we can reward him with some more wins.
- Integrated Living had a function at the Club and require a invoice. Treasurer to action.

### **VP –Men's Report / Maintenance Report / Greens Report:**

- In regard Maintenance all jobs from last meeting have been completed
- I have spoken to Gavin Cleary and Alby in regard the Greens and while the Fungus that was in both greens is under control another type has come up. This is due to the grass root being weakened by the first one. Alby sprayed again on Monday 13/2 to control the lates outbreak
- Also spoke to Alby re the sinking of the Worsley Green and while it has not sunk again, he thinks it maybe good idea to investigate what is causing this issue. This would require drilling of a hole or excavating a inspection trench on the bank. VP to follow up and speak with Council.
- Complaints person/ procedure. Have spoken with Pat Lee and he is happy to be involved with this. Recommendations have been prepared and circulated for comment.
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*Moved Mike Harris and seconded Pauline Connell that reports be accepted - Motion Carried.*

**MEMBERSHIP**

- Ian Cockshut-5 game Social
- John Shipley-5 game Social
- Michael Roelfsema- General

All approved

**GENERAL/OTHER BUSINESS**

- Cleaner- Refer Treasurers Report above.
- Taste of Huon- Refer Executive Committee Report above.
- Complaints panel- Complaint form to be developed – VP to action
- Web Site Upgrade- progressing slowly
- Date for Presentation of Awards and Dinner- agreed 20<sup>th</sup> May
- Date for AGM- agreed 28<sup>th</sup> May
- Grey Hound excursion- notice to be issued
- Parking Signs-to be clarified and communicated

**Next Meeting**

The next meeting of the Board will be Wednesday 22<sup>nd</sup> March 2023 at 5.00pm.

President Lorraine Walker closed the meeting at 7.10 pm

Lorraine Walker  
President

Signed.....