

Agenda
SPLBC Board of Directors Meeting
Monday, October 18, 2021 (09:30 am)
Clubhouse

1. **Call to Order:**
2. **Regrets:**
3. **Approval of Agenda:**
4. **Approval of Minutes:** September 15, 2021 (Attached).
5. **Ratification of Approval, to allow Euchre & Bridge play at the club under the submitted guidelines, via email:**

On September 29, 2021 a MOTION was made by Pat, SECONDED by Sharyn to to allow euchre and bridge at the club under the guidelines submitted by both parties. All board members voted via email and the motion was CARRIED with 1 dissent on September, 2021.

6. **Decision/Action/Follow-up:**
 - 6.1. Financial Statements to September 30, 2021 (Attached) – George.
7. **Carry Forward:**
 - 7.1. Review of IGA tournament.
 - 7.2. Action item: Eva to have a note added onto next year's membership form, noting the cost to the club of credit card payments.
8. **Information:**
 - 8.1. Director at Large - Social Report (Attached) – Pat.
 - 8.1.1.1. Review of AGM report (Attached).
 - 8.2. Treasurer's Report (Attached) – George.
 - 8.2.1.1. Review of draft budget for 2021/2022 (Attached).
 - 8.3. Past President's Report (Attached) – Eva.
 - 8.4. Director at Large - Bowling Report (Attached) – Albert.
 - 8.4.1.1. Review of AGM report (Attached).
 - 8.5. Vice President's Report (Attached) – Sharyn.
 - 8.5.1.1. Review of AGM report (Attached).
 - 8.6. President's Report (Attached) – Lois.
 - 8.7. Newsletter items.

9. **Next Meeting:** Monday, November 8, 2021 9:30 am – Online or at the clubhouse??

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Minutes
SPLBC Board of Directors Meeting
Wednesday, October 18, 2021 (09:30 am)
Clubhouse

Attendance: Lois Goodeve (Chair), Sharyn Collis, Eva Murray, Albert Nieuwold, George Guthrie, Pat Furlong (via Zoom), Judy Lawson (Minutes)

1. **Call to Order:** The meeting was called to order at 09:30 am

2. **Regrets:** Nil.

3. **Approval of Agenda:** Add to

8.4.1.2 Borrowing of club bowls

MOVED: Eva, SECONDED: Sharyn that the Agenda be approved as modified. CARRIED

4. **Approval of Minutes:** September 15, 2021 (Attached).

MOVED: Judy, SECONDED: Sharyn that the minutes of September 15, 2021 be approved. CARRIED.

5. On September 29, 2021 a MOTION was made by Pat, SECONDED by Sharyn to to allow euchre and bridge at the club under the guidelines submitted by both parties. All board members voted via email and the motion was CARRIED with 1 dissent on September, 2021.

Note – there is no requirement to have the clubhouse doors open during card play.

6. **Decision/Action/Follow-up:**

6.1 Financial Statements to September 30, 2021 (Attached).

-as per SGM discussion, bank transaction fees have been added as a separate line in the budget.

-costs for the Novice tournament luncheon should be moved from 5030 Games expenses to 5060 Coaching expenses. It was agreed that this change will occur in next year's budget.

MOVED: George, SECONDED: Eva that the financial reports to September 30, 2021 be accepted. CARRIED.

-ACTION ITEM: Lois and George will sign the balance sheet to certify the financial statements.

7. **Carry Forward:**

7.1. Review of IGA tournament.

-is there space in the calendar and do we want sponsored events?

-It was agreed to carry this forward to February when the Board works on the draft calendar. At that time, the V&D and Provincial games information will be available.

7.2. Action item: Eva to have a note added onto next year's membership form, noting the cost to the club of credit card payments.

-the membership form will have a major makeover for next year.

- adding cost of credit card payments to the membership form will be deferred until the new Board decides on payment options (see section 8.2).

-consider distributing the Bowls Canada Code of Conduct document to new members.

8. **Information:**

8.1. Director at Large - Social Report (Attached).

-BBQs need an end of season clean. ACTION ITEM: Lois to approach the greens team to add this to their list of equipment that they maintain.

-discussion around supply chain. It was noted that all cleaning and paper products used by the club are commercial grade.

8.1.1.1. Review of AGM report.

8.2. Treasurer's Report (Attached).

- correction to the Treasurer's Report, under "BUDGET FOR 2021/2022", "V&D tournaments" should be changed to "Interclub tournaments".

-discussion around donor recognition.

-discussion regarding charging extra for membership renewal by credit card or removing option for payment by credit card. This topic will be deferred for the new Board.

- 8.2.1.1. Review of draft budget for 2021/2022.
ACTION ITEM for Greens Committee: address the plinth boards and sprinkler system issues. The money is already reserved in the budget but are there other repairs that are higher priority?
MOVED: George, SECONDED: Sharyn to approve the 2021-2022 budget as submitted and to present it to the membership at the AGM. CARRIED.

8.3. Past President's Report (Attached).

- MOVED: Eva, SECONDED: Sharyn, to give a magnetic name tag to all new members. There will be a charge for replacement name tags. CARRIED.

8.4. Director at Large - Bowling Report (Attached).

- 8.4.1.1. Review of AGM report.

- 8.4.1.2 Borrowing of club bowls

-ACTION ITEM: Albert and Sharyn to discuss "daily sign out only" until the outdoor bowling ends.

-ACTION ITEM: Albert to create a more formal sign out sheet.

8.5. Vice President's Report (Attached).

- Keith Bespflug will be looking to purchase a new white scoreboard for use at corporate events.
- if a corporate donation is made, Anne Berridge and the Club President will write a thank you letter together.

- 8.5.1.1. Review of AGM report.

-conservative estimates of 35 people per corporate event were used for planning purposes.

8.6. President's Report (Attached).

- ACTION ITEM: Judy to add a separate agenda item and slide for Lifetime Memberships.

9. Newsletter items.

10. **Next Meeting:** Monday, November 8, 2021 9:30 am –Clubhouse.

The meeting adjourned at 11:55 am.

MINUTES APPROVED BY BOARD OF DIRECTORS ON Nov 8, 2021.

Lois Goodeve

President

Judy Lawson

Secretary

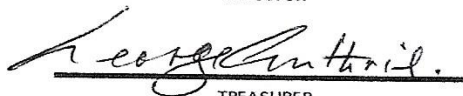
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Stanley Park Lawn Bowling Club
Balance Sheet
As at 30 September 2021

	<u>30-Sep-21</u>	<u>30-Sep-20</u>
ASSETS		
Current Assets		
Chequing/Savings		
1052 - Vancity Savings Account	44,595	22,553
1055 - Gaming Account Vancity	6	-
1080 - Vancity Term Deposit	<u>32,077</u>	<u>41,529</u>
Total Chequing/Savings	76,677	64,082
Accounts Receivable		
1210 - Sundry Accounts Receivable	<u>4,479</u>	<u>3,132</u>
Total Accounts Receivable	4,479	3,132
Other Current Assets		
12100 - Inventory	1,389	960
1405 - Cash Floats	<u>400</u>	<u>400</u>
Total Other Current Assets	1,789	1,360
Total Current Assets	<u>82,945</u>	<u>68,574</u>
TOTAL ASSETS	<u>82,945</u>	<u>68,574</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
2100 - Accounts Payable	221	-
Other Current Liabilities		
2110 - Accrued Liabilities	-	1,019
2112 - BC Bowls Memberships	60	-
2114 - Deferred Revenues	6,840	13,078
25500 - GST/HST Payable	<u>2,556</u>	<u>(3,443)</u>
Total Current Liabilities	<u>9,677</u>	<u>10,654</u>
Total Liabilities	9,677	10,654
Equity		
30000 - Opening Balance Equity	35,263	49,038
30500 - Designated Reserve	22,657	60,000
Net Income	<u>15,348</u>	<u>(51,119)</u>
Total Equity	<u>73,268</u>	<u>57,920</u>
TOTAL LIABILITIES & EQUITY	<u>82,945</u>	<u>68,574</u>



DIRECTOR



TREASURER

Stanley Park Lawn Bowling Club
Profit & Loss
October 1, 2020 through September 30, 2021

	ACTUAL	BUDGET	VARIANCE
CORE ACTIVITIES			
CORE REVENUE			
Membership Fees	60,503	40,000	20,503
Visiting Groups (Corporate)	13,300	-	13,300
Donations - Allocated	1,150	-	1,150
Donations - Unallocated	2,639	1,817	822
Government Grants	6,238	-	6,238
Other Revenue	527	375	152
TOTAL CORE REVENUE	84,357	42,192	42,165
CORE EXPENSES			
Greens Expenses	43,146	45,068	1,922
Facilities	15,438	15,171	(267)
General Administration	8,267	6,080	(2,187)
Kitchen, Garden, Etc.	275	300	25
TOTAL CORE EXPENSES	67,125	66,619	(506)
CORE ACTIVITIES SURPLUS/(DEFICIT)	17,232	(24,427)	41,659
BOWLING			
4030 - Games - Club Events	49	0	49
4032 - Games - Miscellaneous Revenue	270	0	270
TOTAL BOWLING REVENUE	319	-	319
5030 - Games Expenses	929	67	(862)
SURPLUS/(DEFICIT)	(611)	(67)	(544)
COACHING			
4026 - Membership - Coaching Lessons	0	-	-
5060 - Coaching Expenses	145	-	(145)
SURPLUS/(DEFICIT)	(145)	-	(145)
SOCIAL			
4110 - Social Events	5,410	-	5,410
4220 - Other Club Activities	39	-	39
TOTAL SOCIAL REVENUE	5,450	-	5,450
5040 - Social Expenses	3,531	-	(3,531)
SURPLUS/(DEFICIT)	1,919	-	1,919
BBQ			
4100 - BBQ Sales	2,131	-	2,131
5120 - BBQ Expenses	2,004	-	(2,004)
SURPLUS/(DEFICIT)	127	-	127

Stanley Park Lawn Bowling Club
Profit & Loss
October 1, 2020 through September 30, 2021

	ACTUAL	BUDGET	VARIANCE
BAR SALES			
4120 · Bar Sales	8,729	0	8,729
TOTAL BAR REVENUE	8,729	-	8,729
5070 · Liquor Purchases	3,643	-	(3,643)
5072 · Obsolete Liquor Disposals	960		-
5682 · Liquor Licence Expenses	759	759	-
SURPLUS/(DEFICIT)	3,367	(759)	4,126
MERCHANDISE			
4240 · Merchandise Sales	956	200	756
4024 · Name Tags & Fobs	1,645	27	1,618
	2,602	227	2,375
5130 · Merchandise Purchases	1,029	0	(1,029)
SURPLUS/(DEFICIT)	1,572	227	1,345
FUNDS AVAILABLE FOR IMPROVEMENTS			
TOTAL	23,460	(25,026)	48,486
5720 · Club Improvements	8,112	287	(7,825)
NET INCOME	15,348	(25,313)	40,661

TREASURER'S REPORT OCTOBER 18, 2021

FINANCIAL STATEMENTS - AGM FORMAT

In your package for this meeting you will find the AGM format of the financial statements. This is comprised of the Balance Sheet, the Statement of Revenues and Expenses and the Notes.

After your review, if there are no changes, the Balance Sheet is to be signed by the President and the Treasurer, thus certifying them for later presentation to the Parks Board.

You will see that we report a surplus for the year of \$15,348. This is very close to the result at the end of August. My report last month provided details of the operations for 11 months so there was little change in the month of September (revenues roughly equalled expenses in the month).

PROFIT & LOSS - BOARD FORMAT

Separately (not for presentation to the members) the Profit & Loss statement shows the results for the 12 months broken out by function. Core revenue was well ahead of budget whereas core expenses were almost on budget, leaving a surplus of \$17,232.

Bowling was a small loss because there were no V&D tournaments; Social events generated almost \$2,000; the bar generated \$3,300; and merchandise sales contributed \$1,500 (sales of fobs plus bowling accessories). These surpluses more than offset the \$8,000 of Club Improvements which left a net surplus of \$15,000.

I also enclose the fully detailed Profit & Loss statement for those who need the extra detail.

BUDGET FOR 2021/2022

You have all received the draft budget in advance, showing a projected surplus for the year of \$12,466.

For convenience I repeat here the board questions and issues which need to be resolved before the budget can be approved:

- Confirm total active members @ 250
- Confirm assumption of 50 members attrition offset by 50 new members being recruited
- Confirm 80 social members
- Confirm 4 V&D tournaments
- Confirm corporate group rentals at \$28,000
- Decide whether or not we will have a Christmas Party
- Decide status of Wagdy's donation of \$2,500 - is it for the gardens or not allocated?
- For membership fees, can we say no credit cards, - E-transfer or cheque/cash only? (credit cards cost us \$6.54 for each member who pays by card)
- Address plinth boards and sprinkler system - reserve established in March 2021 for Gaming Grant purposes.

GOVERNMENT GRANTS

We have confirmation that we have been awarded \$7,900 under the Gaming Grant Program for 2021. The funds have not yet been received but upon my enquiry recently I was told that there has been a delay getting it through the provincial treasury, apparently an administrative delay, not a policy change. The funds have not been included in the draft budget therefore this is an expected upside.

Under the NHSP grant, we have purchased some additional bowls which are due to be delivered in the first week of November. There are additional funds remaining to be spent which will have to be spent quickly on additional bowls in order to meet the December 31 deadline for reporting to the NHSP.

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Director at Large Social – Oct 2021

Very little to report this month. From what I'm hearing, kitchen is going great, BBQ season has finished, the new POS system seems to be a success. I don't believe there are any issues with the house. As you know, both bridge and euchre have started, with strict adherence to Covid protocols. I have requested seasonal transitional reports for BBQ, House and Kitchen. I'm assuming they will be ready by the AGM in Nov. Other than that, Terry Severs has asked the BBQ has its own Square so it can be used independently from the bar. I'm not sure what this would entail.

Follow Up – Paper product purchases – We were approached by David Sullivan about him acquiring the contract to supply our paper products. It was suggested that I do a cost analysis to see if this could save us money. It would appear, from the budget George submitted, that House supplies for the year were \$1,776. Additionally, Kitchen has a budget for Food & Supplies. Unfortunately, neither of these line items provide any insight into what exactly is being purchased. It would be better if this could wait until I'm back,

as then I'll be able to speak with Wayne and Marianne about quantities. Once I have that information, I would be able to approach David.

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Report to Board of Directors October 2021 Past -President

1. Nominating Committee

This is a reminder that all positions are still open for nominations. Because we have an interested person for each position, we will not make a formal call for nominations in the newsletter.

However, if members show interest, please do not discourage them. Also, while the process is not secretive, please be discreet because some may have indicated their interest in confidence at this stage.

When the official documents go out for the AGM, the candidate list will go out as well. We must take nominations from the floor and be prepared for a competition and a vote.

2. House

The new water tank has been installed. New towel dispensers have also been installed. Other than the bi-weekly cleaning, the bar and kitchen maintenance are not the responsibility of the House Team. Linda MacMillan will continue throughout the winter, but we do need to look forward to getting someone new starting in the spring.

The locker room decluttering has caused temporary clutter in the House. Have any thoughts been given to the pins? If members don't take them, there surely are collectors who would be interested.

3. Membership

The lifetime membership name tags should arrive any day. Since the last meeting, we have registered one new social member and one renewal.

A number of suggestions have been made for next year, two of which are: The President should draft a "Welcome Letter" (maybe we have one somewhere out there) providing basic need to know info as well as links to relevant documents. Content can be elicited from various teams. That letter can then be generated immediately upon registration.

This may have been discussed but never formalized. Name tags for new members should be automatic and be part of the registration fee. We demand it for bar purchases and it would simplify the ordering process. I suggest this be documented in a simple one or two sentence policy.

There are numerous suggestions that Len has and I propose that he and the new Membership Team Leader have a thorough handover. I'll be happy to participate if asked. One obvious outstanding issue is revamping the membership form.

Submitted by Eva Murray

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Bowling Director Report for the Oct 18 2021 SPLBC Executive Meeting

There are no major problems that I am aware of. I have no Games, Coaching, or Greens reports. I have the Games AGM report ready but am still waiting for Greens and Coaching

RE NHSP Grant

I purchased 2 sets of Aero Bowls on Sep 2, Update – as of three weeks ago aero said they would be sent by mail in less than two weeks.

I have received 3 sets of Henselite bowls from Vince Mai.

I have an option for 3 more sets of bowls from Vince mai. About \$1860 more

I am trying to obtain two sets of taylor bowls in stock in Victoria BC - About \$ 1200 more

I am still trying to get 1 –2 sets more

Moneys Left From Grant

Unspent Grant Funds as per George G Aug 22	\$6,840.00
Aero Bowls (2 sets) purchased Sep 2 In Progress, 3-4 wks to delivery	\$1,154.90
Henselite 3 sets received from Vince Mai on Sep 8	\$1,864.80
Subtotal Bowls Cost	\$3,019.70
Funds Remaining	\$3,820.30

After spending about \$3100 more this would leave about \$ 700 unspent

No new news about Peter Spencer about racks for our new bowls.

I will soon be starting Step B below

1 :Removal of Trophy Case

A: Add shelving above Kitchen Interior Window for select Trophies

B: Photograph and Digitize all trophies and select the “Best” for display, disposing of the rest.

C Dispose of trophy case perhaps reusing the wood.

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SPLBC VP Corporate REPORT

OCT 18th Board meeting

In attendance. Anne Berridge, Keith and Nancy Bespflug, Sharyn Collis

We held 6 corporate events

Total income \$13,190.00

Expenditure reimbursement to Keith \$40.11

Profit \$13,149.89

For board approval and discussion.

It is anticipated that in 2022 we will be able to hold 16 events with an average of 35 guests. It is suggested that each guest is charged \$50.

Projected billing for 2022 \$28,000

Corporations will be given a four hour block which includes the two hour option of bowling and two hours of social.

bbq rental would be \$50ea.

One day per week, Thursdays, ending by 6pm

In the rare occasion another day may be granted but not advertised on the website.

Starting date May 26th until and including September 15th 2022

20-100 guests

Donations, who is in charge of the thank you note? Anne has offered.

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