

Unapproved Minutes  
SPLBC Board of Directors Meeting  
Monday, January 15, 2023 (9:30 am)  
Clubhouse

**Attendance:** Chris Chapman, Judy Lawson, Lois Goodeve, Sue Smolen, Graham Mason, John Roberts, Wayne Hawrysh, Gavin Clifford, Lisa MacLean (Minutes).

1. **Call to Order:** 9:37 am
2. **Regrets:** None
3. **Approval of Agenda,** MOVED Lois, SECONDED Judy. CARRIED.
4. **Approval of Minutes:** MOVED Judy, SECONDED Wayne that the December 12, 2023 Minutes be approved. CARRIED.
5. **Reports:**

**5.1 Treasurer's Report (Attached)**

Discussion of Term Deposit Receipt renewal as of the end of 2023. John will renew 3 x \$20,000 for 1 year and we will add an additional \$20,000 for 1 year, for a total of \$80,000 in Term Deposit Receipts.

John met with Nate Doidge, our accountant, to discuss the requirements of that position. Due to his busy schedule Nate will be resigning as of the end of Mar 2024, so we will need a new accountant.

**5.1.1 ACTION ITEM:** John will give Lynda Brennan a write-up for the newsletter calling for volunteers for two positions: accountant and data entry person.

Discussion of Christmas Party expenses. Discussion of payment processes.

**5.2 Vice President's Report (Attached)**

Discussion of the club fire extinguisher: it is A,B,C so will be able to take care of any kind of fire.

Bar: Judy has received a couple of applications for the Bar Manager position.

Corporate: 7 rentals have been received.

Judy attended an online webinar about targeting people in their 20s to get them to try bowling. Mini-leagues, cutthroat-style, without too much commitment. For these, we would have to follow Bowls Canada guidelines. Discussion of Australia's Jack Attack short league, low cost for younger people. SPLBC could possibly schedule such a league on a Saturday night from 7-9 pm.

Discussion of the Club defibrillator and the need to get people trained on its usage.

**5.3 Past President's Report (Attached)**

Discussion of “Bowls Bash”, a quick and easy game, done in one hour, again aimed at younger people. We could try it out on a Friday night, possibly.

#### **5.4 Director at Large – Bowling**

V & D are starting to prepare the 2024 schedule and dates for tournaments are coming out. In the past SPLBC has tried to avoid having tournaments on the long weekends.

#### **5.5 Director at Large - Infrastructure (Attached).**

Wayne is getting an estimate for the lighting upgrade, phase 2 from Balsam Electric/Harold Wiebe.

**5.5.1 ACTION ITEM:** Wayne to get 2 quotes for the lighting upgrade.

Discussion of cost for new roof: approx. \$70,000.

**5.5.2 ACTION ITEM:** John Roberts will meet with John Sinclair to go over the FOB database.

#### **5.6 Director at Large – Social (Attached).**

Trevor has proposed a pizza and music night, jam session, to be held at the Clubhouse on Fri Mar 22. Minimal equipment rental will be required.

**5.6.1 ACTION ITEM:** Sue will let Trevor know that the music night proposal has been approved.

The next games night is coming up on Friday January 19, 2024.

#### **5.7 Director at Large – Greens (Attached)**

While the report says there was no snow shoveling, the past week has indeed seen snow shoveling. The club sidewalks are clean and dry. The crow problem is ongoing, but the ribbons have helped a bit. Gavin and the greens team are going to try a product designed to control grubs, which is what the crows are after. The greens team is not happy with the amount of fungus on the greens: timing of treatment and weather are issues that relate to the success of the treatment.

**5.7.1 ACTION ITEM:** Brad has prepared two plans, a Nutrient/Additive Plan and a detailed Greens Schedule that could be very useful in the new year. Gavin to meet with Scott (Greenskeeper) on January 15 to review both documents and identify any concerns.

Moss is also an issue and the team has a new product to spot treat moss.

Question: Is the greens renewal moving from Capital Priorities to an actual project this coming year?

#### **5.8 President’s Report (Attached)**

Abel Pest Control: No response so far to our letter asking for a remedy for their failure to uphold our contract.

**5.8.1 ACTION ITEM:** John Roberts will check our mail box at the Park Board Office to see if anything has been received by now.

Discussion of whether to pursue legal action/small claims court and who might take this on as a project.

**5.8.2 ACTION ITEM:** Wayne will ask Kerry Bjarnason if she would take it to small claims court for us. It might be worthwhile pursuing if the Club only has to spend minimal dollars on it. The Board agreed to proceed with this.

Website changes: Chris is working with Stan on the changes, including moving the newsletters to a Members Only section. Discussion of website hosting companies: Nation Builder and Wix. Discussion of how long to retain the club's newsletter: 6 months/1 year? Feb 24, 2024 is the renewal date for our website hosting: if we moved to Wix, a less expensive option, what would we lose?

**5.8.3 ACTION ITEM:** Chris to talk to Stan about the various hosting options.

Bowling Arm: These arms come from Australia and have to be ordered a minimum 5 at a time for minimal shipping costs. The arms themselves are about \$200 each and are the same model, but available in different lengths. These are approved for tournament usage. Discussion of SPLBC acting as a dealer in these arms for the entire province and of the Club buying inventory from whoever acts as a dealer.

**5.8.4 ACTION ITEM:** Chris and Graham will take the bowling arms on as a project and become bowling arm dealers.

Spring Managers Meeting will be scheduled for April 6, 2024. All Directors and Managers are to be there, if possible.

**5.8.5. ACTION ITEM:** Lisa to add Rob Berridge, Participation Coordinator under Past-President on the updated Org Chart.

Truth and Reconciliation Committee/Discussion Group. Discussion of inviting Indigenous groups to participate in the Club's Open House, as a means to further expand the inclusivity of our membership, and how to approach these groups. Use the T & R Discussion Group as a resource. If there were a large amount of interest, the Club could potentially offer Indigenous members a league, patterned on the current Blue Heron league.

Proposal to strike a new non-political Indigenous Open House Committee that focuses on how to include the Indigenous community in lawn bowling. Its mandate would be to investigate the possibility of an Open House, as described above, and, if possible, run it.

MOVED Lois, SECONDED Wayne that this committee be struck. CARRIED unanimously. Someone will need to take it on as a project.

**5.8.6 ACTION ITEM:** Chris will work on establishing this committee and will be the Board representative on it.

Anything the T & R Discussion Group puts forward needs to be approved by the Board.

## **6. Carry Forwards/New Business**

Discussion of Club's liquor license.

**6.1.1 ACTION ITEM** Chris to contact the Liquor License Department to ask about the 2 applications pending.

City of Vancouver Development Permit renewal due the end of 2024.

**6.1.2 ACTION ITEM:** Lisa will follow up and find out what needs to be done for the permit renewal.

**8. Next Meeting:** Monday, February 12, 2024 9:30 am Clubhouse.

**The meeting adjourned at 11.43 pm.**

**MINUTES APPROVED BY BOARD OF DIRECTORS ON \_\_\_\_\_, 2024**

Chris Chapman

Lisa MacLean

President

Secretary

## TREASURER'S REPORT

January 15, 2024

Transition of the Treasurer roll is essentially complete having met multiple times documenting and going through processes and documentation. Have also met with the Accountant (Nate) and will need additional review of his processes.

Financial activity continued at a seasonally normal pace in October to December 2023. Total income for the period was \$9,365.17. The transactions were all routine in nature, the most significant income was created through the account 4110- Social events of \$5,273.00, 4120- bar and soft drink sales of \$1,045.32 and 4400- Interest Revenue \$1,420.00

Total Expenses for the period were \$16,267.30 The most significant expense at this time has been the grounds keeping contract as well as payment of some fertilizer and additives.

The balance of the operating account currently sits at \$179,764.61. Total Current Liabilities are \$6,740.04 Majority of this is GST payable of \$5,970.12

- Signing authority is setup at VanCity and the account has been cleaned up in regards to signing authority. Four individuals in total have signing authority all other have been reviewed and removed.
- Two of the Term deposits matured and should be renewed. One term deposit had been set up as 1 year with 90 day opt out at a rate of 2.6% the other was set up at 1 year at 4.5%. There is an additional term maturing on January 23. We can renew with opt out at 4.00% for 1 year and 4.9% for 1 year. The rates go down if you extend past 18 months **Recommend renew all three for 1 year terms and purchase an additional \$20,000 for 1 year term and additional with a 90 day opt out.**
- A new retail credit application has also been submitted for the company Nutrien Solutions for a requested limit of \$1000.00.
- Had a number of e-transfers. Documentation is not coming over consistent. Also want to establish two times a month these will happen one around mid-month and one end of month. They will happen when I do the payroll.
- Had a discussion with Accountant around the possibility of hiring a book keeping service. During the busy summer time he sometimes spends full weekends doing data input.
- Also would like to discuss the option of getting the GST and taxes done by an accountant or something like HR block. In discussion this sounds more complex and there were issues the last couple of years. I need to review the documentation.

The financial statements from QuickBooks are attached.

John Roberts

# STANLEY PARK LAWN BOWLING CLUB

## Balance Sheet as of Dec 31, 2023

### Assets

#### Current Assets

#### Cash and Cash Equivalent

1052 Vancity Operating Account	156,991.13
1055 Gaming Account - Vancity	5.84
1060 Operating Account - HSBC	0.00
1080 Vancity Term Deposit 6405	0.00
1081 Vancity Term Deposit 6447	0.00
1082 Vancity Cashable Term Deposit 3565	0.00
1083 Vancity Non-Redeemable Term Deposit 3623	0.00
1084 Vancity Non-Redeemable Term Deposit 1581	21,819.88
Class B Membership Share	7.19
12000 Undeposited Funds	0.00

<b>Total Cash and Cash Equivalent</b>	<b>\$178,824.04</b>
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#### Accounts Receivable (A/R)

1210 Sundry Accounts Receivable	0.00
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<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
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#### 12100 Inventory Asset

840.57

#### 1405 Cash Floats

100.00

#### 1410 Prepaid Expenses

0.00

<b>Total Current Assets</b>	<b>\$179,764.61</b>
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<b>Total Assets</b>	<b>\$179,764.61</b>
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### Liabilities and Equity

#### Liabilities

#### Current Liabilities

#### Accounts Payable (A/P)

2100 Accounts Payable	0.00
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<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
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2110 Accrued Liabilities	0.00
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2112 BC Bowls Memberships	0.00
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2114 Deferred Revenues	0.00
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50 Gaming Grant	0.00
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51 Merchandise Sales	0.00
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52 NHSP Grant	0.00
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53 President's Membership Subsidy Fund	950.00
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<b>Total 2114 Deferred Revenues</b>	<b>950.00</b>
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25500 GST/HST Payable	5,970.12
25550 PST Payable (BC)	-180.08
Ministry of Finance (BC) Suspense	0.00
Receiver General Suspense	0.00
<b>Total Current Liabilities</b>	<b>\$6,740.04</b>
<b>Total Liabilities</b>	<b>\$6,740.04</b>

# STANLEY PARK LAWN BOWLING CLUB

## Balance Sheet as of Dec 31, 2023

	TOTAL
Equity	
30000 Opening Balance Equity	0.00
30500 Designated Reserve	3,000.00
31000 Prior Period Adjustments	0.00
Retained Earnings	176,925.85
Profit for the year	-6,901.28
<b>Total Equity</b>	<b>\$173,024.57</b>
<b>Total Liabilities and Equity</b>	<b>\$179,764.61</b>



# Stanley Park Lawn Bowling Club

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

October - December, 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Income			
4020 Membership Fees - Active		0.00	0.00
4022 Membership Fees - Social	150.00	0.00	150.00
4023 Locker Rental		0.00	0.00
4024 Name Tags and Fobs	30.00	0.00	30.00
4030 Games - Tournaments		0.00	0.00
4032 Games - Miscellaneous	69.94	0.00	69.94
Revenue			
4040 Corporate Groups Rentals		0.00	0.00
4100 BBQ (Food) Sales		0.00	0.00
4110 Social Events	5,273.00	4,800.00	473.00
4120 Bar (Liquor) Sales	1,045.32	0.00	1,045.32
4122 Bar (Food) sales	305.97	0.00	305.97
4124 Soft Drink Sales	439.33	0.00	439.33
4200 Club House Rentals	250.00		250.00
4220 Other Club Activities	381.61	0.00	381.61
4240 Merchandise Sales		0.00	0.00
4270 Government Grants		0.00	0.00
4440 Interest Revenue	1,420.00		1,420.00
<b>Total Income</b>	<b>\$9,365.17</b>	<b>\$4,800.00</b>	<b>\$4,565.17</b>
<b>GROSS PROFIT</b>	<b>\$9,365.17</b>	<b>\$4,800.00</b>	<b>\$4,565.17</b>
Expenses			
5020 Greenskeeping			
10 Contract	8,000.00	8,250.00	-250.00
<b>Total 5020 Greenskeeping</b>	<b>8,000.00</b>	<b>8,250.00</b>	<b>-250.00</b>
5022 Greens - Consumables			
20 Fertilizer/Nutrients	618.52	0.00	618.52
21 Surfactants		0.00	0.00
22 Fungicide/Herbicide		500.00	-500.00
23 Pesticides		0.00	0.00
24 Additives (Lime, pH control)	220.42	0.00	220.42
25 Sand		0.00	0.00
26 Seed		0.00	0.00
<b>Total 5022 Greens - Consumables</b>	<b>838.94</b>	<b>500.00</b>	<b>338.94</b>
5023 Greens Services & Repairs			
36 Paint Supplies, Wood Preserves		250.00	-250.00
<b>Total 5023 Greens Services &amp; Repairs</b>		<b>250.00</b>	<b>-250.00</b>

5024 Greens Equipment			
40 Equipment Consumables	129.31	111.11	18.20
41 Service/parts/repairs	115.53	250.00	-134.47
42 Equipment Purchases		0.00	0.00
43 Maintenance "Call-out"		500.00	-500.00
<b>Total 5024 Greens Equipment</b>	<b>244.84</b>	<b>861.11</b>	<b>-616.27</b>
5030 Games Expenses		0.00	0.00

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
5040 Social Event Expenses	605.47	4,000.00	-3,394.53
5050 Gardens Expenses		0.00	0.00
5070 Liquor purchases	441.97	0.00	441.97
5071 Bar Food Purchases	234.42	0.00	234.42
5074 Soft Drink Purchases	41.48	0.00	41.48
5120 BBQ Expenses		0.00	0.00
5130 Merchandise Purchases		0.00	0.00
5131 Fobs and Name Tags Purchases		0.00	0.00
5140 Club Activities Expenses	79.95	125.00	-45.05
5605 Membership Expenses		0.00	0.00
5615 Communication & Publicity		0.00	0.00
5620 Affiliation Fees		0.00	0.00
5640 Insurance		0.00	0.00
5645 Office Supplies	104.35	100.00	4.35
5647 Computer and Software	231.12	1,000.00	-768.88
5649 Bank Transaction Fees	398.93	1,300.00	-901.07
5650 Kitchen - Food & Supplies		0.00	0.00
5655 Recycling PickUp	274.84	750.00	-475.16
5660 Club House Cleaning	440.00	680.00	-240.00
5670 House Supplies Purchases		550.00	-550.00
5680 Repairs & Maintenance	790.34	2,500.00	-1,709.66
5682 Liquor and Business Licence Expenses	597.00	1,500.00	-903.00
5685 Electricity and Water - Parks Board via QMC	355.77	450.00	-94.23
5690 Heating - Fortis	278.09	525.00	-246.91
5695 Water C of V		0.00	0.00
5700 Telephone & Internet - Telus	241.41	250.00	-8.59
5720 Capital Improvements	2,068.38	6,000.00	-3,931.62
5730 Club House Renovations		8,000.00	-8,000.00
<b>Total Expenses</b>	<b>\$16,267.30</b>	<b>\$37,591.11</b>	<b>\$ -21,323.81</b>
NET OPERATING INCOME	<b>\$ -6,902.13</b>	<b>\$ -32,791.11</b>	<b>\$25,888.98</b>
Other Income			
4502 Over and Short in Cash	0.85		0.85
<b>Total Other Income</b>	<b>\$0.85</b>	<b>\$0.00</b>	<b>\$0.85</b>
NET OTHER INCOME	<b>\$0.85</b>	<b>\$0.00</b>	<b>\$0.85</b>
NET INCOME	<b>\$ -6,901.28</b>	<b>\$ -32,791.11</b>	<b>\$25,889.83</b>

## **Report to the SPLBC Board of Directors**

Date: January 15, 2024

Vice-President - Judy Lawson

### **Club Safety Officer** report by Dianne Farlinger

AED battery checked for month of January.

Fire extinguisher pictures and instructions for use posted in newsletter January 14.

Emergency Action Plan will be developed for board approval by February 9/24.

First aid kit currently being assessed.

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### **Bar**

Iain Girvan is stepping down as bar manager this spring. A recruitment ad has been placed in the newsletter.

We have earned \$499.80 from Return-It for recycling our empties -thanks Mara Geldart and Ed Asher ☺

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### **Corporate Rentals**

As of January 9, Anne Berridge has received 7 booking inquiries for corporate events. She won't book anything yet though until she receives event dates for any midweek tournaments and other events.

Keith Bessflug will be working with the membership team to fine tune the description of corporate volunteer requirements (ie/ available on weekdays).

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### **Belonging in Bowls (BiB)**

Waiting to hear back from Sideline Learning about a demo date.

**SPLBC Board**  
**January 15, 2024**  
**Past President's Report**

Quiet time, perfect for planning but I do not have anything to report.

Thanks to George Guthrie for sending the news article about BowlsBashing. At first glance it looks very interesting, innovative and fun. Perhaps we can try it out a few times this season.

<https://www.bowlsengland.com/bowlsbash/>

Lois

## SPLBC- Infrastructure Report for the Period Dec.10, 2023 to Jan.12, 2024

### House Report

Team Leader- Harold Wiebe

- Carpenter Contractor will be coming to the Club next week to submit an estimate for the work to be performed on the Rotting Window Framework.
- Balsam Electric has been contacted to provide Quotes for the Upgrades to LED Lighting for the Men's and Women's Locker Rooms, Men's and Women's Washrooms, Gender Neutral/ Handicap Washroom and the Office. This was to have been Phase 2 of the Upgrade to the Clubhouse Lighting to which Peter Spencer performed in Early 2020 on Our Main Hall.
- An estimate for the Raised Toilet in the Gender Neutral/ Handicap Washroom will be provided this month.
- A new Faucet for the Kitchen is on Backorder.

### FOBS/ Security Report

Team Leader- John Sinclair

- As part of the Treasurer Duties of John Roberts, one of the Override Keys was turned over to Him by Rick McInerney.
- John will meet with John Roberts to go over the Program of the FOB Database on the Club Laptop
- No Activity regarding the Access System in the past 2 months
- Securigard has Reported No Indiscretions or Vandalism

### Gardens Report

Team Leader- Monika Hilson

- All is Frozen on the Garden Front, including My Banana Trees!!

## **Social Directors Report January 15, 2024**

Very little to report this month.

The Christmas party was a success. A big thank you to all the volunteers that helped put the event together

Our next games night will go ahead this Friday January 19, 2024. Thanks to Luc Millaire for organizing.

## Greens Report January 12, 2024

Weekly grounds maintenance on Wednesday mornings continues. There has been severe damage caused by crows that the team repairs on a regular basis. There is also significant fungus damage on both greens that has been treated with Prophecy .72 % propiconazole but it persists. This was bad last year too but the heat and sunshine in the spring seemed to get rid of most. Brushing of dew, meant to help control fungus is done occasionally.

Brad has prepared a Nutrient/Additive Plan and a detailed Greens Schedule that could be very useful in the new year. Gavin has a meeting scheduled with Scott (Greenskeeper) on January 15 to review both documents and identify any concerns.

The unusually warm weather through December and into January has meant no snow shoveling to date but some ice-melt has been applied to keep the pathways clear of ice and frost. A few wind storms have brought down debris from the surrounding trees that we clean up once a week using the big leaf blower, rakes and shovels.

The pile of boards that were removed from around both greens currently stacked in the concrete bin by the shop will be taken to the dump in the spring along with any junk identified during spring cleaning.

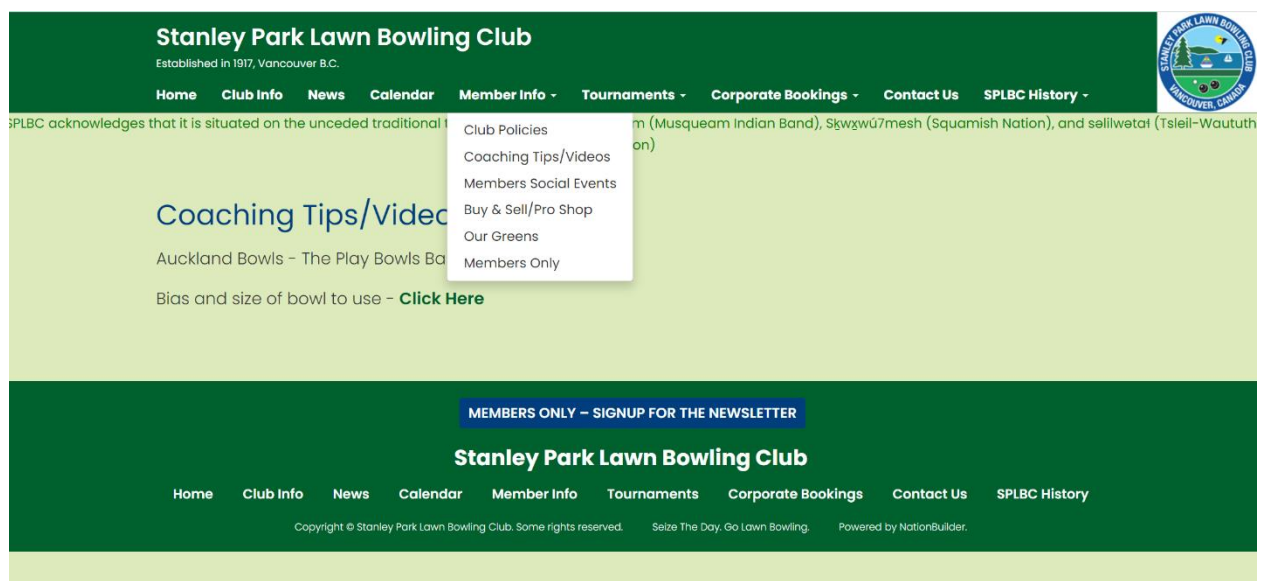


## Board Meeting - January 15, 2024

### President's Report

#### Action Items and follow up from previous meetings:

- **West End Go Go's** – confirmed they will not be using the club house for their planning meeting but still intend to rent the club for their fund raiser on April 15.
- **Able Pest Control** - We have not had a response to our letter. We had given them until December 31<sup>st</sup> at which point, we said we may consider seeking legal advice.
- **Canada Summer Jobs Grant Program** – No one expressed an interest in pursuing this opportunity, so no application was submitted.
- **NHSP Grant Application** - Rick McInerney confirmed that our lighting quote was sent and received by NHSP as requested.
- **Elections Canada** - Spoke to Patrick and he suggested we charge \$100 for the use of our tables and chairs and \$100 cleaning fee. I have since sent them an email saying that yes we were willing to rent out the club again and I included these two additional charges in my email to them.
- **Website Changes** – I have requested that Stan make the following changes to our website.



Under the Club Info tab create a drop-down menu that includes the following drop down

sections which are currently under the member info tab: These sections will remain available for anyone to view.

Coaching Tips / Videos, Member Social Events , Buy and sell / pro shop, Our greens

Change the Member info tab to “Members Only” and password protect the entire section. This section will include the Club Policies section plus the info that is in our current members only section.

Move the entire news section over to the new Members Only password protected section so that it is no longer available to the public.

- **Truth and Reconciliation Committee/Discussion Group**

I propose we have both a Truth and Reconciliation Committee and a separate Discussion Group.

The committee would look into holding a nonpolitical open house of some sort for the indigenous community to come and try lawn bowling. The primary goal of the open house would be to attract more indigenous members to our club. If there is enough interest from the indigenous community, we could look at doing something like our Thursday Night Blue Heron Draw where we offered the LGBTQ community a weekly “all inclusive” draw time that they could organize the way they wanted.

The goal would be to build community and understanding amongst our new and existing members and leave the politics of reconciliation at the gate.

**Nation Builder Website** – fees have gone up considerably over the past two years so I am looking into how the fees are calculated and what we can do to get them back down. Our cost in 2020, 2021 and 2022 was \$226.20 then jumped to \$487.20 in 2023 and they are now asking us for 536.25 to cover 2024.

**Bowling Arm** – Samples have arrived – Pricing still to be confirmed but need to discuss how we want to proceed with managing the sales and any orders we might get.

**Greens Meeting** – Brad, Gavin, Mary Ann, Graham and myself will be meeting this Thursday to discuss changes to the greens maintenance program for the coming season as well as new info Brad has obtained about refurbishing our greens.

**Reminder of our Directors/Managers meeting on April 6, 2024.**