Agenda SPLBC Board of Directors Meeting Monday, January 10, 2022 (09:30 am) Online

- 1. Call to Order:
- 2. Regrets:
- 3. Approval of Agenda:
- 4. **Approval of Minutes:** December 13, 2021 (Attached).
- 5. Decision/Action/Follow-up:
 - 5.1 Financial Statements to December 31, 2021 (Attached) Rick.

6. Carry Forward:

- Action item: Pat to follow up with Dave Fleming re junk removal service.
- 6.2. Should we charge extra for membership renewal by credit card? Should we remove the option to renew by credit card payment?
- 6.3. Action Item: Claus to take the lead on drafting a policy regarding bowls sign out for the board to review.
- 6.4. Action Item: Chris will make a list of requested email addresses and follow up with Mike Smolnicki.
- 6.5. Action Item: Rick to work with Linda Duncan on the Bookkeeper Job Description.
- Action Item: Eva offered to continue on with revising the remaining JDs.
- 6.7. Action Item: Eva to review the board recommendations around coaching and new memberships with Claus, Dave Griffiths and Sharyn Collis.
- 6.8. Action Item: Chris to form a committee to shape recommendations for a club sponsorship policy.
- 6.9. Action item: Darrell to follow up with Claus re waitlists and usage of lockers and to look into the purchase and placement of more lockers, if required.
- 6.10. Action item: Darrell to investigate having a combination water fountain/bottle filler/misting station unit installed. Follow up with Dave Fleming for information on the water fountain.
- 6.11. Action item: Judy to follow up with Graham and others and come up with design, style, cost and supplier options for club shirt for board review. (Attached).
- 6.12 Action Item: Claus to follow up with Dave Griffiths about establishing a "Coaches Corner" type of regular item in the newsletter dealing with tips and questions.
- 6.13 Action Item: Claus to follow up with V & D regarding long weekend dates for some events at Stanley Park.
- 6.14 Action item: Judy to approach Ken Dierrsen about drafting a proposal regarding starting a local schools student bowling program.

7. Information:

- 7.1. President's Report (Attached) Lois.
- 7.2. Director at Large Infrastructure Report (Attached) Darrell.
- 7.3. Director at Large Bowling Report (Attached) Claus.

- 7.4. Director at Large Social Report (Attached) Pat.
- 7.5. Past President's Report (Attached) Eva.
- 7.6. Treasurer's Report (Attached) Rick.
- 7.7. Vice-President's Report (Attached) Chris.
- 7.8. Newsletter items.
- 8. **Next Meeting:** Monday, February 14, 2022 9:30 am Online or at the clubhouse??

Minutes SPLBC Board of Directors Meeting Monday, January 10, 2022 (09:30 am) Online

Attendance: Lois Goodeve (Chair), Chris Chapman, Eva Murray, Rick McInerney, Pat Furlong, Darrell Becker, Claus Braovac, Judy Lawson (Minutes)

- 9. Call to Order: The meeting was called to order at 09:32 am
- 10. Regrets: Nil.
- 11. Approval of Agenda: MOVED: Judy, SECONDED: Darrell that the Agenda be approved. CARRIED.
- 12. Approval of Minutes: December 13, 2021 (Attached).

MOVED: Chris, SECONDED: Rick that the minutes of December 13, 2021 be approved. CARRIED.

- 13. Decision/Action/Follow-up:
 - 5.2 Financial Statements to December 31, 2021 (Attached).
 MOVED: Rick, SECONDED: Claus that the financial reports to December 31, 2021 be accepted. CARRIED.
 - 5.2 A MOTION was made by Rick, SECONDED by Eva that SPLBC will not be charging extra fees for the use of credit cards. CARRIED.
 - 5.3 A MOTION was made by Chris, SECONDED by Pat that effective May 1, 2022, there will be an annual rental fee of \$10 per locker. CARRIED.
 - 5.4 Action Item: Directors and/or Team leaders to review JD's and send edits to Eva who will then revise the documents.

14. Information:

- 14.1. President's Report (Attached).
- 14.2. Director at Large Infrastructure Report (Attached).
 - -Action item: Darrell to purchase collapsible frames to be used for corporate garbage collection.
 - -Action item: Darrell to investigate if any costs of extra garbage collection by the city.
- 14.3. Director at Large Bowling Report (Attached).
 - Action Item: Claus to take the lead on drafting a policy regarding bowls sign out for the board to review.
- 14.4. Director at Large Social Report (Attached).
 - -Action item: Pat to follow up with Brad Marchant and Dave Fleming re junk removal service.
- 14.5. Past President's Report (Attached).
 - -Action item: with regards to CPR training, Eva to place a notice in the newsletter during January.
- 14.6. Treasurer's Report (Attached).
- 14.7. Vice-President's Report (Attached).
- 14.8. Newsletter items.
- 15. **Next Meeting:** Monday, February 14, 2022 9:30 am Clubhouse.

Due to technical difficulties, Eva left the meeting at 11:10

The meeting adjourned at 11:35 pm.

MINUTES APPROVED BY BOARD OF DIRECTORS ON Feb 14, 2022.

Lois Goodeve	Judy Lawson
President	Secretary

1:16 PM 2022-01-04 Accrual Basis

Stanley Park Lawn Bowling Club Balance Sheet Prev Year Comparison

As of 31 December 2021

	31 Dec 21	31 Dec 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1052 · Vancity Operating Account	42,708	15,037	27,671
1055 · Gaming Accoubnt - Vancity	6	0	6
1080 · Vancity Term Deposit	21,539	41,857	(20,318)
Total Chequing/Savings	64,253	56,894	7,359
Accounts Receivable			
1210 · Sundry Accounts Receivable	830	614	216
Total Accounts Receivable	830	614	216
Other Current Assets			
12100 · Inventory Asset	1.389	960	429
1405 · Cash Floats	400	400	0
T. 101 0 11	4.700	1.200	420
Total Other Current Assets	1,789	1,360	429
Total Current Assets	66,872	58,868	8,004
TOTAL ASSETS	66,872	58,868	8,004
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2112 · BC Bowls Memberships	60	0	
		-	60
2114 · Deferred Revenues	0	13,078	(13,078)
25500 · GST/HST Payable	0 2,331	13,078 (3,508)	(13,078) 5,838
	0	13,078	(13,078)
25500 · GST/HST Payable	0 2,331	13,078 (3,508)	(13,078) 5,838
25500 · GST/HST Payable 25550 · PST Payable (BC)	2,331 34	13,078 (3,508) 0	(13,078) 5,838 34
25500 · GST/HST Payable 25550 · PST Payable (BC) Total Other Current Liabilities	0 2,331 34 2,425	13,078 (3,508) 0 9,571	(13,078) 5,838 34 (7,145)
25500 · GST/HST Payable 25550 · PST Payable (BC) Total Other Current Liabilities Total Current Liabilities Total Liabilities	0 2,331 34 2,425 2,425	13,078 (3,508) 0 9,571 9,571	(13,078) 5,838 34 (7,145) (7,145)
25500 · GST/HST Payable 25550 · PST Payable (BC) Total Other Current Liabilities Total Current Liabilities	0 2,331 34 2,425 2,425	13,078 (3,508) 0 9,571 9,571	(13,078) 5,838 34 (7,145) (7,145)
25500 · GST/HST Payable 25550 · PST Payable (BC) Total Other Current Liabilities Total Current Liabilities Total Liabilities Equity	2,331 34 2,425 2,425 2,425	13,078 (3,508) 0 9,571 9,571	(13,078) 5,838 34 (7,145) (7,145) (7,145)
25500 · GST/HST Payable 25550 · PST Payable (BC) Total Other Current Liabilities Total Current Liabilities Total Liabilities Equity 30000 · Opening Balance Equity	0 2,331 34 2,425 2,425 2,425 8,146	13,078 (3,508) 0 9,571 9,571 9,571 30,803	(13,078) 5,838 34 (7,145) (7,145) (7,145) (22,657)
25500 · GST/HST Payable 25550 · PST Payable (BC) Total Other Current Liabilities Total Current Liabilities Total Liabilities Equity 30000 · Opening Balance Equity 30500 · Designated Reserve	0 2,331 34 2,425 2,425 2,425 8,146 22,657	13,078 (3,508) 0 9,571 9,571 9,571 30,803 0	(13,078) 5,838 34 (7,145) (7,145) (7,145) (22,657) 22,657
25500 · GST/HST Payable 25550 · PST Payable (BC) Total Other Current Liabilities Total Current Liabilities Total Liabilities Equity 30000 · Opening Balance Equity 30500 · Designated Reserve 32000 · Retained Earnings	0 2,331 34 2,425 2,425 2,425 8,146 22,657 42,465	13,078 (3,508) 0 9,571 9,571 9,571 30,803 0 27,117	(13,078) 5,838 34 (7,145) (7,145) (7,145) (22,657) 22,657 15,348

2:19 PM 2022-01-04 Accrual Basis

Stanley Park Lawn Bowling Club Profit & Loss

December 2021

	Dec 21
Ordinary Income/Expense	
Income 4022 · Membership Fees - Social	71.43
4032 · Games - Miscellaneous Revenue	44.64
4110 · Social Events	571.43
4120 · Bar (Liquor) Sales	75.59
4124 · Soft Drink Sales	340.18
4270 · Government Grants	6,840.01
Total Income	7,943.28
Gross Profit	7,943.28
Expense	
5020 · Greenskeeping	
10 · Contract	2,500.00
Total 5020 · Greenskeeping	2,500.00
5022 · Greens - Consumables	
20 · Fertilizer/Nutrients	450.00
Total 5022 · Greens - Consumables	450.00
5024 · Greens Equipment	
40 · Equipment Consumables	34.21
41 · Service/parts/repairs	487.21
Total 5024 · Greens Equipment	521.42
5030 · Games Expenses	55.64
5645 · Office Supplies	117.14
5649 · Bank Transaction Fees	7.20
5660 · Club House Cleaning	230.00
5670 · House Supplies Purchases	45.57
5680 · Repairs & Maintenance	320.47
5682 · Liquor Licence Expenses	1,314.00
5690 · Heating - Fortis	238.28
5700 · Telephone & Internet - Telus	80.34
5720 · Capital Improvements	2,260.25
Total Expense	8,140.31
Net Ordinary Income	-197.03
Other Income/Expense	
Other Income	
4501 · PST Commission Revenue	20.96
Total Other Income	20.96
Net Other Income	20.96
let Income	-176.07

SPLBC Board Jan 10, 2022 President's Report

Member Feedback:

I actually haven't had any feedback lately. And, of course, the latest surge of the pandemic has put everything back on hold. No cards or organized gatherings.

Continuing challenges:

I suggest we just continue with our plans for this season's activities and hope that we will be able to play and meet. Life is certainly strange right now. Pivot, pivot, pivot!

Discussions:

In following up with a suggestion from the Capital Priorities Committee, I contacted Donnie Rosa, the General Manager of the Park Board to try and verify the existence of un-used developers' levies (CAC's). I didn't get her confirmation, but she passed us on to someone else and Chris and I are meeting with him next Tuesday at the club. Not sure how this fits into the new operating agreements but I mentioned a major expansion to Donnie. Probably "pie in the sky" but worth talking about.

On the other hand, no word on the draft of our new agreement or work on the broken phone line. I am following up.

Minor Points:

Got a last-minute email from the City, asking for money to renew some part of our liquor license after 3 years??? Sent it and waiting on a confirmation. Bureaucracy at work. Then got another one for water cooled equipment permit requirement. Still checking that out. Working on our annual report for the Park Board. Should go in by month end.

SPLBC Board Meeting January 2022 Director of Infrastructure Darrell Becker

Greens: (Gavin Clifford)

Two new electric leaf blowers have been purchased. One powerful, for heavy jobs, and one lightweight, for small jobs. These will replace the two gas powered ones, which will be quieter, economical and better for the environment. The old ones will be sold online in the spring.

Brad has received two quotes for replacement of the east green plinths, to be completed in the spring. The decision on which quote to use is pending.

Wayne has been on top of the snow removal, beating Gavin to the punch.

House: (Wayne Hawrysh/Darrell Becker)

All work on the electric/water meters has been completed.

Claus advised that there are currently 6 available lockers in the men's room and 3 in the women's room. He feels that there isn't a need for more at this time. Once the need for more arises, we can look into cost and style. He has suggested a one time \$10 non refundable fee for the key, in case a replacement is required. We as a board need to discuss a yearly fee.

I, Darrell, spoke with Dave Fleming regarding the fountain/bottle filling station. He was unable to find his file regarding this. He does remember speaking with a Parks Board representative, but it really didn't get any further than that. I will need to contact our liaison, to see if they are still offering help with the replacement and hopefully we can include the mister as well.

Urban Impact

This is an explanation of the cost of services, for our mixed containers and paper pickup. Basically, when

we have extra volume, we need to put it clear plastic bags and advise Urban Impact that there will be extra. They will then bring, based on what we need, extra container/containers on our regular pickup day. The extra cost/per bin is \$17 for mixed containers and \$25 for paper. If we need an extra pickup the \$55 rate would apply for the one bin. Also, it looks like there will be an increase in the rates as she indicated that these were rates as of December 2021.

Your current services are for **Mixed Containers** (1 X 96-gallon tote, serviced every 4 weeks - Fridays) and **Paper** recycling (1 X 96-gallon tote, serviced every 4 weeks - Mondays).

 In your busier seasons, you tend to bump up to every other week or to weekly service in 1 or both of these streams.

You mentioned that the extra material following an event would be Mixed Containers. Please see attached see signage for materials in this stream — it includes a wide range of beverage containers.

MIXED CONTAINERS: Extra volume can be handled either with an "extra pick up" (up to 1 time per week) and/or by the driver removing "extra volume" at a regular service date or extra pick up.

- (1). Extra pick up: includes service for your 1 X 96-gallon tote.
- COST: \$55 (Dec 2021)
- PROCEDURE: Contact us (tel, email or online chat) before the regular MC service day in your area (currently Fridays) and we will route a truck to come by and empty the MC tote.
- (2). Extra Volume: includes removal of material in excess of your 1 X 96-gallon tote.
- COST: **\$17** (Dec 2021) per extra tote
- PROCEDURE: Material should be put in clear plastic bags (so handlers can see the contents) and then brought out on your regular service date & placed beside (not on top of) the MC tote.
- The driver brings an empty tote, fills it with your bags, and goes back & forth to his truck until the material is removed.
- Contact us (tel, email or live chat online) in advance of your regular service date (or your "extra
 pick up" date), and we will create a work order for your regular driver to remove extra
 volume.
- Usual maximum is 2 totes' worth of material during a regular service date, but the truck may have extra capacity on some days – just let us know how much you have.

PAPER: The equivalent cost for (1) Extra Pick up is \$55 and (2) Extra Volume is \$25 per tote.

Monday, January 3, 2022

DIRECTOR AT LARGE - BOWLS

Subject - NEWS TO DATE

- 1) HAVE RECEIVED CONFIRMATION OF 2 MEMBERS WHO HAVE PAID \$ 25.00 RENTAL FEE FOR INDOOR BOWLS USE
- RE-5.4 awaiting discussion with Graham and members who have signed out bowls in order to gather data on POLICY FOR SIGN-OUT IN FUTIURE

- RE-6.8 will meet with Dave Griffiths soon to discuss 'COACHES CORNER" CONCEPT FOR TIPS ON BOWLING etc
- Re 7.4 AWAITING CONFIRMATION FROM GRAHAM on change of dates for events on long weekend. (
 He has advised as follows dated Dec 15th)

Sydney Hope has replied to Graham's request to change the dates so they are not on long weekends. An updated V&D calendar will be sent in a couple of days for us. The two dates will be changed so they are not on a long weekend.

- 2)re: 7.3 ADVISED DARREL BECKER OF STATUS OF BOWLS LOCKERS
- 5 EMPTY MEN'S LOCKERS AS OF JAN 3, 2022
- 3 EMPTY WOMEN'S LOCKERS (1 ON WAITING LIST AWAITING BOWLS)

CLAUS BRAOVAC

Director at Large - Social

Not much to report.....

- as you know, both euchre and bridge have been put on hold. Euchre has moved online, and bridge has organized small groups to play on Trickster
- given the current restrictions around group size, there doesn't seem to be any point in trying to organize things at the club house. I will put out a call for anyone wanting to play trivia at the end of the month, but I am expecting it will have to be through Zoom so no liquor sales, unfortunately
- put out a call for a kitchen lead to everyone who mentioned kitchen helper on their registration no one has offered to take the position. I'll put out a call in the next newsletter to everyone.
- I will be reaching out to Christine later this week to take a look at the kitchen organization

Pat Furlong Jan 13, 2022

Report to Board of Directors January 2022 Past President

Membership

Nothing new has transpired since we last met. I will join Sharyn and Len next Monday, January 17th to review the membership form and the application process.

CPR Training

This exercise will take place on Tuesday, March 22, from 8:30-12:30 at the St. John Ambulance headquarters

on Cambie Street. I will start the process of informing members this month.

Eva Murray
Past President

TREASURER'S REPORT

JANUARY 10, 2021

FINANCIAL STATEMENTS

On the balance sheet, the cash on Dec. 31st was just over \$64,000, which is about \$7,400 above what is was at the end of 2020. The remaining \$6,840 from the 2019 NHSP grant was transferred out of deferred revenue. We have still not (yet) received the anticipated \$7,900 provincial Community Gaming grant.

The Income Statement shows a deficit for the three months to December 31st of \$8,843 compared with a budgeted deficit of \$6,052. The main unbudgeted cost was \$780 for renewal of the city development permit for the bar.

CAPITAL PRIORITIES COMMITTEE

Our application for a capital grant from the federal New Horizons for Seniors Program (NHSP) was submitted on Dec. 16^{th} , with several requests for additional information fulfilled before the Dec. 21^{st} deadline. Many thanks to Brad Marchant for obtaining the necessary quotes.

Our application ended up being for capital assistance of \$25,000 on a 2-part project:

- 1. Replacement of the irrigation system on the greens with Toro TS120 sprinkler heads at a quoted installed cost of \$17,769, including a pressure reducer on the water supply line from the city.
- 2. Purchase of an Allett Stirling 51 battery electric reel lawnmower at a quoted price of \$10,614. This will include a spare rechargeable battery and a "verticutter" attachment.

George Guthrie also completed the required final report on the NHSP grant received in 2019 after we received the final new bowls purchased with it in December.

December VP Report to the SPLBC Board of Directors

Date: January 7, 2022

Prepared by: Chris Chapman

Corporate Rentals

Currently waiting on a quote from Visual Systems in Surrey for the White board score board for corporate events.

Garbage – Waiting on cost information on additional garbage and recycling pick ups from Darrell so that we can decide if we are going to change our "TAKE YOUR OWN GARBAGE" policy for corporate groups. So far we have two bookings, one for July 14 – 55 people and one for July 21 – 75 people.

An email will be going out to all the smaller groups (under 50 people) in mid January letting them know they can now book for the coming season.

@SPLBC Email Addresses

Mike and I have been working on this and hope to have the below addresses set up and working within the next week or two. Mike will provide instructions to everyone on how to access the emails and get them set up in their preferred email program.

@splbc.com addresses
president
vicepresident
pastpresident
secretary
treasurer
bowling
games
greens
infrastructure
social
grouprentals
coaching

Sponsorship Policy Committee

Dave Sullivan has confirmed he is willing to sit on this committee. I have two others that I have spoken with about the committee and they will let me know next week sometime. I hope to have an initial meeting with the 3 committee members by the end of January so that they can get to work on creating a draft policy.