

Agenda
SPLBC Board of Directors Meeting
Monday, Sept 15, 2021 (09:30 am)
Clubhouse

1. Call to Order:

2. Regrets:

3. Approval of Agenda:

4. Approval of Minutes: August 5, 2021 (Attached).

5. Decision/Action/Follow-up:

- 5.1 Financial Statements to August 31, 2021 (Attached) – George.
- 5.2 MOTION: to increase the SPLBC Board of Directors by one Director-at-Large and re-allocate liaison and responsibility duties.
- 5.3 Lifetime Member nominations
- 5.4 Review of IGA tournament
- 5.5 Finalize AGM preparation schedule

6. Carry Forward:

- 6.1. Action item: Eva to research AED and CPR training opportunities for the Fall.
- 6.2 ACTION: Directors to ask team leaders to prepare duty lists for seasonal transitions and ensure they are completed at the appropriate time. Confirmation of completion to be included in the AGM reports.
- 6.3 ACTION: Eva to draft a guideline addressing the expectations of SPLBC and its members regarding COVID vaccination

7. Information:

- 7.1. Treasurer's Report (Attached) – George.
 - 7.1.1. POS system
 - 7.1.2. Gov't grants
 - 7.1.3. Budgeting process for 2021/22
- 7.2. President's Report (Attached) – Lois.
 - 7.2.1. Vaccine passport & clubhouse use
- 7.3. Past President's Report (Attached) – Eva.
 - 7.3.1. House
 - 7.3.2. Membership
- 7.4. Director at Large - Bowling Report (Attached) – Albert.
 - 7.4.1. NHSP grant
- 7.5. Vice-President's Report (Attached) – Sharyn.
 - 7.5.1. Corporate Rentals
- 7.6. Director at Large - Social Report (Attached) – Pat.
 - 7.6.1. Kitchen
 - 7.6.2. BBQ
 - 7.6.3. Bar
 - 7.6.4. Events
 - 7.6.5. Supplies
- 7.7. Newsletter items.

8. **Next Meeting:** Monday, October 4 or 18, 2021 9:30 am – Online or at the clubhouse??

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Minutes
SPLBC Board of Directors Meeting
Wednesday, Sept 15, 2021 (09:30 am)
Clubhouse

Attendance: Lois Goodeve (Chair), Eva Murray, Albert Nieuwold, George Guthrie, Pat Furlong (via Zoom), 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: Sharyn that the Agenda be approved. CARRIED

12. **Approval of Minutes:** August 5, 2021 (Attached).

Clarification of 5.1 Eva was to prepare a message, rather than a guideline, for the newsletter.

MOVED: George, SECONDED: Judy that the Minutes be approved as clarified. CARRIED.

13. Decision/Action/Follow-up:

5.6 Financial Statements to August 31, 2021 (Attached).

Approved by consensus.

5.7 MOTION made by Eva, SECONDED by Judy to increase the SPLBC Board of Directors by one Director-at-Large and re-allocate liaison and responsibility duties.

-discussion regarding crossover of House and Greens and the role of new director at large, Director (Infrastructure), could cover these two areas.
CARRIED.

5.8 Lifetime Member nominations

-in response to the nominations received it was MOVED: Lois, SECONDED: Eva, **to award Lifetime membership to John Sinclair and Lynn Kennedy as of the next AGM.**
CARRIED.

5.9 Review of IGA tournament

-discussion to make this a permanent fixture to our club tournament schedule.
-nonsorship policy
-carry forward to next meeting

5.10 Finalize AGM preparation schedule

-next board mtg Oct 18, we will review AGM draft reports, as well as proposed budget and financial statements.
-slides to be submitted to Judy by Nov 1.
-Directors meeting and slide review Nov 8.
-AGM Nov 14.

14. Carry Forward:

- 14.1. Action item: Eva to research AED and CPR training opportunities for the Fall.
-decision to wait until Spring to do the training program.

- 6.2 ACTION: Directors to ask team leaders to prepare duty lists for seasonal transitions and

ensure they are completed at the appropriate time. Confirmation of completion to be included in the AGM reports.

-discussion that this would be more applicable to the House, BBQ and Kitchen teams.

6.3 ACTION: Eva to draft a guideline addressing the expectations of SPLBC and its members regarding COVID vaccination

-see section 4 above.

-a message was sent out in the newsletter.

15. Information:

15.1. Treasurer's Report (Attached).

15.1.1. POS system

15.1.2. Gov't grants

15.1.3. Budgeting process for 2021/22

-decision to keep the bowls and social membership rates the same as this year.

-decision around corporate rates will be left to the Corporate team to decide.

15.1.4. A letter was received from Economical Mutual Insurance, a previous insurer of the club, they are demutualizing and therefore the club will receive a payout.

15.2. President's Report (Attached).

15.2.1. Vaccine passport & clubhouse use.

-proof of vaccination checks worked well at the Go Go's fundraiser.

-proof of vaccination is legally required for any indoor clubhouse gathering of 50 or more people.

-masks must be worn inside the clubhouse regardless of the number of people.

7.2.2. AGM

-will be held on Zoom on Sunday, Nov 14 at 1:30 pm.

-there will be a call for nominations in advance of the meeting.

-nominations will also be taken from the floor during the AGM but members are encouraged to submit nominations in advance to aid with the Zoom voting process.

15.3. Past President's Report (Attached).

15.3.1. House

-purchase of a new hot water tank will be referred to the Capital Priorities Committee.

-new paper towel dispensers will have to be purchased because the paper product for the old dispensers is no longer available.

15.3.2. Membership

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

15.4.1. NHSP grant

-discussion around the building of new bowls shelves

15.4.2. -David Griffiths has agreed to continue on as Coaching Leader next year.

-Graham Mason has agreed to continue on as Games Leader next year and will be looking to create a Games Team.

15.5. Vice-President's Report (Attached).

15.5.1. Corporate Rentals

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

15.6.1. Kitchen

15.6.2. BBQ

15.6.3. Bar

15.6.4. Events

15.6.5. Supplies

15.7. Newsletter items.

16. **Next Meeting:** Monday, October 18, 2021 9:30 am –Clubhouse.

The meeting adjourned at 12:05 pm.

MINUTES APPROVED BY BOARD OF DIRECTORS ON Oct 18, 2021.

LoisGoodeve

Judy Lawson

President

Secretary

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Stanley Park Lawn Bowling Club
Balance Sheet Prev Year Comparison
As of 31 August 2021

	31 Aug 21	31 Aug 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1052 · Vancity Operating Account	49,836	26,391	23,445
1055 · Gaming Account - Vancity	6	0	6
1080 · Vancity Term Deposit	32,077	41,529	(9,453)
Total Chequing/Savings	81,918	67,920	13,998
Accounts Receivable			
1210 · Sundry Accounts Receivable	480	829	(349)
Total Accounts Receivable	480	829	(349)
Other Current Assets			
12100 · Inventory Asset	478	960	(482)
1405 · Cash Floats	400	400	0
Total Other Current Assets	878	1,360	(482)
Total Current Assets	83,277	70,110	13,167
TOTAL ASSETS	83,277	70,110	13,167
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable	388	16	372
Total Accounts Payable	388	16	372
Other Current Liabilities			
2112 · BC Bowls Memberships	20	0	20
2114 · Deferred Revenues	6,840	13,078	(6,238)
25500 · GST/HST Payable	2,382	(3,316)	5,699
Total Other Current Liabilities	9,242	9,762	(519)
Total Current Liabilities	9,631	9,778	(147)
Total Liabilities	9,631	9,778	(147)
Equity			
30000 · Opening Balance Equity	8,146	30,803	(22,657)
30500 · Designated Reserve	22,657	60,000	(37,343)
32000 · Retained Earnings	27,117	18,235	8,881
Net Income	15,726	(48,706)	64,432
Total Equity	73,646	60,332	13,314
TOTAL LIABILITIES & EQUITY	83,277	70,110	13,167

Stanley Park Lawn Bowling Club
Profit & Loss
October 1, 2019 through August 31, 2020

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
CORE ACTIVITIES			
CORE REVENUE			
Membership Fees	60,601	40,000	20,601
Visiting Groups (Corporate)	7,500	-	7,500
Donations - Allocated	-	-	-
Donations - Unallocated	3,244	1,817	1,427
Government Grants	6,238	-	6,238
Other Revenue	505	375	130
TOTAL CORE REVENUE	78,088	42,192	35,896
CORE EXPENSES			
Greens Expenses	38,772	41,856	3,084
Facilities	10,940	13,584	2,644
General Administration	8,118	5,885	(2,233)
Kitchen, Garden, Etc.	30	300	270
TOTAL CORE EXPENSES	57,860	61,625	3,765
CORE ACTIVITIES SURPLUS/(DEFICIT)	20,229	(19,433)	39,661

BOWLING			
4030 - Games - Club Events	0	0	-
4032 - Games - Miscellaneous Revenue	0	0	-
TOTAL BOWLING REVENUE	-	-	-
5030 - Games Expenses	564	67	(497)
SURPLUS/(DEFICIT)	(564)	(67)	(497)

COACHING			
4026 - Membership - Coaching Lessons	0	-	-
5060 - Coaching Expenses	0	-	-
SURPLUS/(DEFICIT)	-	-	-

SOCIAL			
4110 - Social Events	4,172	-	4,172
4220 - Other Club Activities	17	-	17
TOTAL SOCIAL REVENUE	4,189	-	4,189
5040 - Social Expenses	1,029	-	(1,029)
SURPLUS/(DEFICIT)	3,161	-	3,161

BBQ			
4100 - BBQ Sales	2,106	-	2,106
5120 - BBQ Expenses	3,292	-	(3,292)
SURPLUS/(DEFICIT)	(1,186)	-	(1,186)

Stanley Park Lawn Bowling Club
Profit & Loss
October 1, 2019 through August 31, 2020

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
TOTAL BAR REVENUE	6,436	-	6,436
5070 - Liquor Purchases	3,778	-	(3,778)
5072 - Obsolete Liquor Disposals	960	-	(960)
5682 - Liquor Licence Expenses	759	759	-
SURPLUS/(DEFICIT)	939	(759)	1,698

MERCHANDISE			
4240 - Merchandise Sales	642	200	442
4024 - Name Tags & Fobs	1,648	27	1,621
	<u>2,290</u>	<u>227</u>	<u>2,063</u>
5130 - Merchandise Purchases	1,029	0	(1,029)
SURPLUS/(DEFICIT)	1,261	227	1,034

FUNDS AVAILABLE FOR IMPROVEMENTS			
TOTAL	23,838	(20,032)	43,870
5720 - Club Improvements	8,112	287	(7,825)
NET INCOME	15,726.20	(20,319)	36,045

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TREASURER'S REPORT

September 15, 2021

Financial Statements

Year to date (11 months) we are recording a surplus of \$15,700 whereas the revised budget that we prepared at the height of the pandemic restrictions projected a deficit at this point of \$20,000. So this improvement of \$35,700 gives us a strong cash position (including Term Deposits) of \$82000.

To provide a little more detail -

- Memberships are ahead by \$22,000. We were overly optimistic about social memberships but this is offset by the Name Tags and Fobs.
- We have been able to have Barbecues, Social Events and Bar Sales which have resulted in \$12,700 of revenue where we had budgeted Zero.
- Corporate Group Rentals have generated \$7,500 by the end of August, again versus a budget of zero.

On the expense side, Greens are under budget by \$2,700 and Repairs and Maintenance is under by \$3,000. We did of course spend \$8,000 of unbudgeted money in order to run the Social, BBQs and Bar. We had one significant unbudgeted expense of \$1,800 as a result of accepting credit card payments for Memberships, Events, Bar and BBQs. Capital Improvements of \$8,000 were largely the NHSP grant, offset by recognizing \$6,200 of the NHSP Deferred Revenue. In addition we spent \$1,500 on the new POS system.

Point of sale (POS) system for bar and BBQ sales

The new POS system was successfully implemented early in August. For the month as a whole, card sales were 55% of the total but in the last two weeks this had jumped to 72%. Clearly card transactions are by far the more popular with the members. An additional benefit from the new system is excellent management reporting.

Government Grants

We have been notified that we have been awarded a Provincial Community Gaming Grant of \$7,900 to be used to support our greens contractor costs. On September 1 we were advised that the funds would be deposited into our bank account "in a few days". As of September 12, this has not happened but I am sure that it will very soon. In any event, I suggest that we use these funds after October 1 to offset Scott Anderson's semi-monthly payments.

This information is to be kept confidential until all grants have been made public by the Gaming Commission so please do not communicate the details to other club members in the meanwhile.

We had an issue with the 2019/20 NHSP grant but that has now been resolved, thanks in large part to the intervention of Hedy Fry's office. We now have until December 31, 2021 to complete the

projects and submit the Final Report. I am working with Albert to make sure that we can purchase the remaining bowls and complete the new cabinetry in time for this deadline.

Budgeting Process for 2021/22

The budgeting process commences now, running through to the middle/end of October preparatory to the AGM. I will shortly be distributing detailed instructions to the individuals who need to be involved. Each person's time commitment should be no more than a couple of hours.

But some board decisions are required as we progress.

- **Membership Fees:** Bowls BC membership is always included in the fee. This year we moved the fee to \$250 but with the Bowls BC being \$10 instead of the usual \$35. Bowls BC have just advised us that the fee will remain at \$10 for next year. **What fee do we set for 2022?**
- **Social Membership Fees** went up to \$75 this year. **Any change for next year?**
- **Corporate Rental Fees** were set at \$50 plus a \$25 one day membership, as suggested by Harry Carruthers. When the requirement for only members being able to bowl went away, we kept the fee at a total of \$75. **What about next year?**
- We agreed that the BBQs go to \$7 this year and subject to careful negotiating with David Sullivan (or reverting to Costco), I believe that we should make enough margin to cover the BBQ shed cost, albeit amortized over two or three years.
- **Bar prices** are currently being set by Iain and in conjunction with Chris Chapman. Chris has been diligent in analysing product costs. It is relatively simple to have varying prices rather than a flat \$5 because of the preponderance of card payments. **Is this process acceptable?**

The Board's position on these questions is not urgent at this point but will be needed before the budget is completed.

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SPLBC Board Sept 15, 2021 President's Report

Member Feedback:

About 6 quick responses to news of positive Covid test. All wanted more information, like recent schedule and vaccine type. But supportive overtones, even if one sent a second email to assure good wishes to the member. Kudos to the member for his responsible reaching out. Still lots of positive feedback on our season and activities. Got another complaint from a neighbour about late night greens maintenance. There is a city bylaw against lawn maintenance after 10pm. Talked to Gavin and we assured neighbour we would comply.

Continuing challenges:

It has been disappointing that the Covid numbers have required new guidance but it is clear that we will have to exercise Vaccination passport checking for the clubhouse. There is still talk

about Euchre and Bridge starting in the fall. At the moment, it would require vaccine checking and continuous masks. JP informed the bridge regulars he would not continue as convenor and I have been answering questions from potential new convenor.

Season Ending issues:

We are certainly ending this season with a bang. Lots of well attended tournaments and not much cooperation from Mother Nature. Looking forward to our AGM, we need to be researching whether it is feasible to run a hybrid in person and online AGM.

Agenda Items:

I would like to add a review of the IGA tournament as David has followed up with an offer to make this an annual.

We need to review 2 Lifetime member nominations and decide before the AGM. (copies of each attached and the policy statement)

We need to finalize the AGM preparation schedule and extra meetings.

Minor Points:

I had a conversation with Linda last week and she said she was not interested in continuing as the cleaner beyond Sept. Her intention is to get back to bowling next year. Since we are entering the winter season, what is our needs and how should we fill it.? It may be hard to engage someone new with the light schedule over the winter??? Also, who is currently managing the Covid supplies, as we are out of masks?

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House Report

Past President Report to Board September 2021

I met with Wayne Hawrysh and Janis Ballantyne on Friday to review the season; what worked well and suggestions for next year.

Having a *team* of Janis and Daryl Gouthro took a load off Wayne and made the role manageable. The support was there while he was away and small jobs were completed. One episode of no hot water required a plumber being called in. Again, for some reason, an assessment was done to install tankless water heater. Again, it was deemed too expensive in the near term. Our piping is not up to code and would all have to be replaced. Even the plumber suggesting the purchase of a new regular water tank. It's passed its warranty.

The flag is still at half mast; we need to determine when to raise it. We are following what the Park Board does regarding this matter .

Linda MacMillan is OK with staying on to clean until our agreement with her ends at the end of September. **ACTION:** We need to find someone who will

take over, especially when we move forward with indoor activities. Any suggestion of names welcome.

We assume that the Elections Canada Team will leave the room as they find it at the end of election day and that the fee would cover any extraordinary cleaning. Can we get assurance that the kitchen will not be available and appliances not used?

Wayne and Janis will remain in their volunteer roles next season and will work out time commitments and responsibilities between themselves.

Membership Report

I met with Len Gallant on Thursday to review the season.

The database that was introduced by Bowls BC has proven to be both efficient and effective. It shares information easily and provides mechanisms for analyzing data.

Online member registration worked well if information was entered properly. It has substantially decreased the volume of paper. The process for joining online needs to be clearly written out and updated on the website, and should also be given out as hard copies during the coaching sessions. Len will make recommendations for some rewording on the membership form.

Volunteer options have been listed by new and renewing members. Team leaders should be reminded to access this info to make their recruitment easier.

We have not had Open Houses for two years. If we are safely able to do so next May 2022, a sub-committee needs to be struck. This will be an opportunity to redesign the process to have less paper and avoid the backlog of people lining up waiting to be served. Filling out paper in the clubhouse then waiting in lines will not be appropriate. A two-year hiatus should be an opportunity to modernize past procedures.

With input from Coaching and Membership, the Board needs to set clear recruitment guidelines and cut-off dates to avoid stress and workload issues.

Formal recruitment and coaching is not the issue. Dealing with informal straggling in of members should be clarified or not entertained after a certain date.

The Membership Team Leader should determine clear dates for ordering name tags and distributing online Directories. This information should be conveyed to all.

Len will give up the leadership role as soon as possible but will stay on the team, working in the background and providing advice and support to his successor as required.

Data from Len:

1. As of September 9, 2021, there are 251 full bowling memberships and 55 social memberships. [SEP]
2. Of the 251 full bowling members 128 are female and 123 are male. *An age breakdown of the full membership can be supplied if required. [SEP]
3. Of the 251 full memberships there are 75 memberships who have joined in 2021. [SEP]
4. Of the 75 new bowlers there are 34 male and 41 female. [SEP]
5. There are 11 new male bowlers between the ages of 26 - 54, 7 who are between 55 - 64 [SEP] and 16 who are 65+. [SEP]
6. There are 13 female bowlers between the age of 26 - 54, 9 between 55 - 64, 18 who are [SEP] 65+ and 1 who would not fill in age. [SEP]

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Bowling Director Report for the Sep 15 2021 SPLBC Executive Meeting

There are no major problems that I am aware of. I have no Games, Coaching, or Greens reports. I have asked the three Team Leaders about their intentions for next year and to have their AGM reports ready for the October meeting

RE NHSP Grant

I purchased 2 sets of Aero Bowls on Sep 2, 3-4 weeks to delivery from purchase date

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

This completes the 15 sets of bowls for our grant.

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

I have been in communication with Peter Spencer about racks for our new bowls but nothing will happen until fall

Options – Wait for Peter ----Find a new contractor –OR Purchase 6-7 new sets of aero bowls in varying sizes to replace some of our older bowls and use club funds to finish shelving.

Bowls Shelving/Storage needs

Steps:

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.

2: Add Bowls Storage

A: Determine Height. A shelf on top. 12 to 18 inches wide will replace the top of the trophy case for signup sheets etc

a: 46 1/4“ Simplest but high for writing on and slightly above bottom of Bulletin Boards

b: 43 3/4“ Still high but involves trimming bottom off current storage cases

c: 39 3/4” OK for writing but involves trimming one layer off current cases.

d: 37 1/4” Combination of b & c.

Cost per unit will increase slightly from a to d.

B: Determine Quantity – we have 56 sets of bowls in current shelves, 15 new sets of new bowls 18 sets of older bowls and 3 sets of mini bowls.

a&b –add two cases & 28 boxes to store 84 sets, 2 1/4 cases & 35 boxes to store 91 sets

b&c - add two cases & 16 boxes to store 72 sets, 2 1/4 cases & 22 boxes to store 78 sets
72 sets is probably a bare minimum, some of our older bowls should be sold or disposed of.

91 sets is more than we currently need but. Extra spaces could be assigned to bowlers without lockers

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SHARYN COLLIS VICE PRESIDENTS REPORT SEPTEMBER 15th 2021

Corporate Events

To date 6 corporate events have been held with a total billing of \$13,300

We have one more event Sept 17th with an expected 26 attending for an additional \$1,950

We were asked to host a non paying event for the Sun Run, they requested volunteers to teach and advise 15-20 people on or near September 27th. We declined this request.

I received six calls at home from concerned members re the small statement in the newsletter that one of our members tested positive for Covid.

I was also approached more than twenty times at the club for an up date many were concerned for their own safety and complained about the lack of communication. I was again approached by a couple of concerned members at the tournament when the member who had tested positive arrived at the club. I believe all of these concerns could have been addressed in a couple of follow up newsletter updates.

I had to tell a long time member not to smoke on the grounds. I believe we need to add this to policy and a reminder in the newsletter.

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Director at Large – Social Sept.

Kitchen – Marianne is extremely pleased with how well her team has been doing at keeping the kitchen clean. There was an issue with people leaving their plastic mugs in the sink to be cleaned and she requested a note be added to the newsletter about cleaning them yourself. Since Lynda B put it out there, there have been no more issues.

BBQ – Terry Severs is very pleased with how the BBQ season panned out. Sounds like he has some ideas for the teams who will run it next year. Sounds like there could be conflicting points of view should we decide to go to a phone in your order system. Guess we'll need to wait and see how that pans out.

Bar – Iain, overall, seems to be happy with the new POS system for the bar, but felt it was not as smooth for the BBQs. Apparently, it was pretty stressful, but it worked out. It is easy to use once you have used for a couple of transactions for the bar. He feels we don't need to take names, which will make it all easier but strongly feels we need 2 terminals – one

for bar and one for all the other uses of the system. He also suggested that we start a new category called “club cashiers” for anyone accepting money through the POS system. Currently, only 16 people know how to use the system. His ideas for future planning: Reconfiguring the bar pre Covid plans. Reorganizing Bar shed use. How bar can be used over off-season months euchre, bridge etc.

Events – Events for the year, except for Wagdy’s event, and the Christmas Party, have almost come to an end. Although I missed the last few, sounds like they were a great success. As for Christmas, should we not move to Phase 4, I am struggling with whether or not to go forward with a Xmas party. As we have already reserved the date, and don’t need to commit to anything at this point, it can be decided as the date gets closer.

Additional Items –

- We are about to move indoors with Euchre and Bridge. I believe we are required by PHO [L] [SEP] to request the vaccine passport, and I fully support this. Although requesting the passport has caused some issues in some instances, I believe people at the club will recognize the purpose is to keep everyone safe and will be willing to comply. [L] [SEP]
- Will be using David Sullivan as our food and product supplier going forward? [L] [SEP]

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