

Approved Minutes  
SPLBC Board of Directors Meeting  
Tuesday, December 13 2022 (09:30 am)  
Clubhouse

**Attendance:** Chris Chapman (Chair), Rick McInerney, Judy Lawson, Lois Goodeve, Wayne Hawrysh, Sue Smolen, Claus Braovac, Lisa MacLean (Minutes)

1. **Call to Order:** 09:31

2. **Regrets:** None

3. **Approval of Agenda:** Add to 8: Capital Priorities; 2023 Org Chart

MOVED Lois, SECONDED Wayne that the Agenda be approved as modified.  
CARRIED.

4. **Approval of Minutes:** November 7, 2022 (Attached).

MOVED Rick, SECONDED Judy that the November 7, 2022 Minutes be approved. CARRIED.

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

5.1. Financial Statements (in Treasurer's Report attached): Discussion of an unidentified \$801. cheque deposited to the SPLBC a/c Oct 4, 2022.

MOVED: Rick, SECONDED: Judy that we adjust the amount of money in the designated reserve to match the budget for capital improvement projects.  
CARRIED.

MOVED: Rick, SECONDED: Lois to invest \$40,000.00 in a 1 year Term Deposit.  
CARRIED.

5.2 **ACTION ITEM:** That Chris submit Colleen Fee's garden report to the newsletter.

5.2 **ACTION ITEM:** That Judy meet with the Corporate Committee to decide what the charge for Corporate Bowling will be.

5.3 **ACTION ITEM:** That Claus meet with the Membership & Coaching Committees to decide on the structure of the Open House and how much or if to charge potential new members for lessons. (Possibilities discussed: Open house demo lesson + 1 or 2 free lessons then sign up; Open house demo lesson + 1 or 2 paid lessons then sign up; Open House demo lesson then must sign up to get lessons.)

5.4 **ACTION ITEM:** That Wayne look into our contract with Abell to determine whether it includes the attic.

**5.5 ACTION ITEM:** That Sue look into getting more fridge racks.

**5.6 ACTION ITEM:** That Chris get the Scope of Work for the BBQ Shed project from Brad Marchand and contact the Parks Board for permission to erect a BBQ Shed.

**5.7 ACTION ITEM:** That Wayne ask Harold &/or Brad to find out the cost to:

1. Replace & refocus the 4 burnt out Halogen lights with new ones
2. Replace all 16 Halogen lights with new ones

Or, do we replace the 4 burnt out Halogen bulbs now and apply for a grant to cover the cost of changing all the lights to LEDs.

**5.8 ACTION ITEM:** All Directors to have Managers in place for our next Board Meeting on January 10, 2023.

**5.9 ACTION ITEM:** that all Directors to have new Org Chart duties assigned to them (see item 6.2 below) check to see that the person currently in charge of these areas is willing to remain.

## **6. Reports:**

**6.1. President's Report (Attached).**

**6.2. Vice President's Report (Attached).**

**6.3 Past President's Report (Attached).**

**6.4. Bowling Report (Attached).**

**6.5. Director at Large - Infrastructure (Attached).**

**6.6. Director at Large – Social (Verbally submitted):** Discussion of Christmas Party – billed for 78 people. Very good food; sound system issues.

**7. Ratification:** In order to have a Director of Infrastructure in place before the Dec 13, 2022 Board Meeting, a MOTION was made on November 27, 2022 by Chris, SECONDED by Judy to Appoint Wayne Hawrysh to the vacant position of Director at Large – Infrastructure for the balance of our 2022/2023 season. All board members voted via email and the motion was CARRIED unanimously on November 30, 2022.

## **8. Carry Forwards/New Business:**

**8.1 Capital Priorities:** BBQ Shed, Plinth Boards.

MOVED: Sue, SECONDED: Wayne that we proceed to get Parks Board approval for the BBQ Shed. CARRIED.

Discussion of using the same company for the concrete work on both the BBQ Shed and the Plinth Boards.

#### 8.2 2023 SPLBC Org Chart.

Fobs (John Sinclair) assigned to Infrastructure: Wayne

TShirts (Luc Millare) assigned to Bowling: Claus

Vending Machine (Keith Warriner) assigned to Social: Sue

Pro Shop assigned to Bowling: Claus

AED Maintenance (Geordie Stowell & Dianne Farlinger) assigned to Infrastructure: Wayne

Corporate Sponsorship assigned to Vice President: Judy

Capital Priorities assigned to President: Chris

8. **Next Meeting:** Tuesday, January 10, 2023 9:30 am Clubhouse.

**The meeting adjourned at 12:25 pm.**

**MINUTES APPROVED BY BOARD OF DIRECTORS ON January 10, 2023**

Chris Chapman

Lisa MacLean

President

Secretary

Agenda  
SPLBC Board of Directors Meeting  
Tuesday, December 13, 2022 (09:30 am)  
Clubhouse

1. **Call to Order:**
2. **Regrets:**
3. **Approval of Agenda:**
4. **Approval of Minutes:** November 7, 2022 (Attached).
5. **Decision/Action/Follow-up:**
  - 5.1. Financial Statements (In Treasurer's report attached) – Rick.
6. **Reports:**
  - 6.1. President's Report (To be distributed) – Chris.  
2023 Org Chart
  - 6.2. Treasurer's Report (Attached) – Rick.
  - 6.3. Vice-President's Report (To be distributed) – Judy.
  - 6.4. Past President's Report (Attached) – Lois.
  - 6.5. Director at Large – Bowling Report (Attached) Claus.
  - 6.6. Director at Large - Infrastructure Report (Attached) – Wayne.
  - 6.7. Director at Large - Social Report (To be distributed) – Sue.
7. **Ratification** of Appointment of Director at Large - Infrastructure via email:  
On November 27, 2022 a MOTION was made by Chris, SECONDED by Judy to  
Appoint Wayne Hawrysh to the vacant position of Director at Large – Infrastructure for the balance of  
our 2022/2023 season. The appointment to commence immediately and end after the election of new  
directors, expected to take place at our November 2023 AGM. All board members voted via email  
and the motion was CARRIED unanimously on November 30, 2022.
8. **Carry Forwards/New Business:**
9. **Next Meeting:** Tuesday, January 10, 9:30 am – Clubhouse.

## **President's Report for December 13, 2022 Board Meeting**

### **1) Welcome and Review of mission and Vision statements**

#### **Mission Statement**

To provide recreational and lawn bowling competition, at all levels, to persons of all ages and abilities living primarily in the downtown core and west-end of Vancouver.

To provide social activities that complement and support participation in lawn bowling.

#### **Vision Statements**

That SPLBC be known as a friendly and inclusive club welcoming all skill levels of bowlers

That SPLBC provide a bowling development program for new and experienced bowlers and to encourage interested members to participate in competitions beyond the club level.

That SPLBC maintain a sustainable membership.

That SPLBC be an active and cooperative partner in the network of recreation and sport services in Vancouver's west-end.

### **2) Operating Agreement – I was in touch with Derek Linwood who is the Parks Board Coordinator of Sport Services via email and he still is not sure when we will be presented with the new operating agreement. Please see his response below.**

License-Operating Agreement is still being held up by our Facilities team. I completed 95% of it back in February/March, but am still waiting for decisions to be made on the Service Level applicable to this type of license. I have escalated it to the point where our Managers and Director are meeting with the Facilities team, hopefully to be resolved soon.

If it helps with your capital planning, the format that I drafted up is a 3-year Agreement with the possibility for a 2-year extension. The second I get the facilities portion back, it will be out to the clubs for circulation and input before putting pen to paper.

Action Item: Confirm that our existing Insurance policy(s) meet the requirements of our current operating agreement.

3) Met with Judy and she agreed to be my back up for the Square POS System. She has been given access to the account and will be trained over the coming months.

4) Communicated to both the house and greens managers about the appointment of Wayne and will sit down with Wayne and Gavin early in the new year to see what support Gavin needs from the board.

5) Member & other Communications up to December 12<sup>th</sup> 2022

- **From Jean Lawr** - Hello and best wishes to our new Directors and Managers 🙏 Thanks for volunteering. Look forward to a happy season at SPLBC. Jean Lawr 🙌 😊

- Lois received a complaint from a member about their subscription to the newsletter and is working with Mike and Lynda to get it resolved.
- **Notice Received - BMO St. Patrick's Day Run is returning to Stanley Park on March 11<sup>th</sup>, 2023.**  
Their proposed route will involve a rolling road closure from 8:45am – approximately 10:30am.  
As in previous years, the road closures include:
  - Rose Garden Lane
  - Pipeline Road
  - Avison Way
  - Stanley Park Drive
- A member raised concerns with the online membership form being done through a third party site and has asked that a PDF be available for download through our website so a member can complete the form and email it to membership. He also suggested a warning for those wishing to complete the form online that says they will be leaving our site when they click on the link. – I have asked Mike for his input on this and will advise once he gets back to me.

## **NEW BUSINESS**

### 1) Capital Priorities Committee Guidelines

#### **SPLBC CAPITAL PRIORITIES COMMITTEE MANDATE**

- Solicit capital expenditure projects from the Board, the managers and other club members
- Assess the merits of those projects. The research would be done by the member requesting the project
- Direct grant applications from such bodies as the BC Gaming Commission and the federal New Horizons for Seniors Program. Recruit non-committee member volunteers to prepare the documentation for the grant applications
- Recommend projects to the Board along with the appropriate funding source
- Prepare a Capital Expenditure Budget for the following year and recommendations for future years to be presented to each AGM

#### **Project proposals to the committee will include:**

- Rationale
- Recommendation and who supports it
- What alternatives have been considered
- Specifications (including where the item will be placed and/or stored)
- Competitive quotes
- Required time frame

#### **Defining capital spending:**

- An expenditure will be considered by this committee if the estimated total cost is \$5,000 or greater and if the value accruing to the club is expected to continue for 5 years or more. The committee's review will be required even if a qualifying item has been included in the current operating budget.

Projects currently approved or under consideration:

BBQ Shed 2022 quote approx. \$5 000.00

Plinth Boards – Estimated at \$16 500.00

Lighting Upgrade - under consideration - Estimated cost - \$31 000.00

# **TREASURER'S REPORT**

**DECEMBER 13, 2022**

## FINANCIAL STATEMENTS

As we are well into the off season for bowling, financial activity currently consists almost exclusively of routine payments for utilities and contract services.

The total cash in our operating account on Nov. 30<sup>th</sup> was just under \$115k and we also have about \$22k in term deposits. The income/expense statement for October has not yet been finalized as we are trying to sort out a cheque received from one of the corporate group rentals that does not match the corresponding invoice.

A decision needs to be made on how much, if any, of our current cash in the bank should be moved into interest-bearing term deposits. The available amount of cash currently sits at \$102k once imminent major expenses for the new gas heater in the clubhouse and for the Christmas party are paid. The conservatively estimated total of routine costs from now until next April 30<sup>th</sup> is \$32k, leaving \$70k free for investment or expenditure.

## CAPITAL PRIORITIES COMMITTEE

At a committee meeting held on December 8<sup>th</sup> it was decided to bring 3 projects to the board for approval to proceed:

1. replacement of the east green plinth boards at an estimated cost of \$16k
2. shed for BBQ equipment at an estimated cost of \$6k
3. upgrade of the lighting system on the greens at an estimated cost of \$40k

The first two of these are already explicitly included in the 2023 operating budget allowance of \$25k for Capital Improvements. Other than a small allowance for payment to potential suppliers for lighting studies, the third project is currently unbudgeted.

It was agreed to change the amount in the Designated Reserve on our Balance Sheet to \$25k to match the budgeted expenditure on Capital Improvements.

Rick McNerney



December VP Report to the SPLBC Board of Directors

Date: December 13, 2022

Prepared by: Judy Lawson

## **Corporate Rentals**

Met with Booking and Event Managers, Anne Berridge and Keith Bessflug, on Dec 9.

**Bookings** – we will start accepting bookings for larger groups in January and then smaller groups in February. In about the second week of February, we will begin a proactive process and reach out to any regular bookers who we haven't yet heard from.

Booking dates will begin shortly after Victoria Day, this will give our bowling members more greens availability as well as allowing flexibility for greens access to the Coaching team who will be managing new bowlers' lessons.

**Pricing** – We considered the idea of charging a flat rate of \$50 (2 hrs of bowling and a 2 hr social if they wanted) however, it was felt this would be difficult to manage in terms of billing and tracking, as well as groups may feel like they could add on a social at the last minute.

Since many business costs are going up these days the team is reluctant to increase the price from \$40/person for two hours of bowling and \$10/person for a two hour social. So we'd recommend sticking with last year's price and hope to meet the budget.

**Housekeeping** – Agreed to continue with no price posted on the website but to remove reference to group size in the website blurb.

I will be creating a new folder in dropbox for Corporate Events. This will hold copies of any forms, processes and data pertaining to managing and booking corporate events.

**SPLBC Board**  
**December 12, 2022**  
**Past President's Report**

My first report as Past President is pretty short.

A new membership team has started up, headed by George Guthrie. The team consists of him, Susan Guthrie, Len Gallant in a tech support role and me. We had a very productive hand-over meeting with Sharyn Collis and Judy McInerny and received a lot of advice and great ideas. We expressed much appreciation to them. George and Susan are working on getting access to Sumac and reviewing the files. And we have some very preliminary plans for Open House – May 6, 2023.

Lois

DECEMBER 4TH 2022

## **NOTES FROM COACHING + GAMES**

- 1) As I have been away in the South Seas over the past two months, I have tried to stay in contact with the happenings at SPLBC.
- 2) David Griffiths has agreed to discuss with Petra VanderLey details about the coaching , novice lessons and May OPEN HOUSE for 2023.
- 3) Petra will be applying for official coaching certification to assist in the programme for more SPLBC players to become competitive coaches.

That is the “BOWLING NEWS” from Claus

December 8, 2022

Stanley Park Board of Directors

Report for the Period from November 30, 2022 to December 8, 2022

Darrell Becker, Harold Weibe and I, Wayne Hawrysh, Met at the Club to Initiate the Transition Of the Position of Director-at- Large (Infrastructure).

Overall Condition of the Building was Discussed, Including;

- Installation of New Heating Unit (Rennai). Operating Procedures and Overall Capabilities of Keeping Our Members Warm Throughout the Building
- Maintenance on the Fluorescent Lighting (Ballasts) in the Bar/Bowls Area  
Harold will Address this Issue when Time Permits
- Securigard Updates-All is Well in the Dell!
- Gender Neutral Bathroom Renovations (Terry Furlong and Glen Young?)  
Harold to be Apprised
- An Extensive List of Potential House Team Volunteers for Whom Harold Will Contact when We Start "Rolling" Into Spring. 2 commitments Thus Far!
- Viewed Photos of the Condition of the Attic Area  
Upon Review Of Abell's Pest Control Recent Invoice I saw No Information Pertaining to Any Servicing of the Attic! I Will Double Check with Darrell.
- Darrell Handed the Master Set of Keys to Harold and We Went on a Shed to Shed (Games, Garden and Equipment) Area Familiarization for Our New House Manager
- House Manager Information Binder was Presented to Harold and is Now Back in the Bottom Right Desk Drawer

Upon Reviewing the New Duties and New Responsibilities of the Director-at-Large (Infrastructure), I was Wondering How and When These Changes Occurred?

- Member Services / House
  - FOBS
  - Cards
  - T-Shirts
  - Vending Machine???

Thanks for Your Time!

Wayne E. Hawrysh  
SPLBC-Director-at-Large (Infrastructure)