

Approved Minutes
SPLBC Board of Directors Meeting
Monday, February 12, 2024 (9:30 am)
Clubhouse

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

1. **Call to Order:** 9:35 am
2. **Regrets:** None
3. **Approval of Agenda,** MOVED Wayne, SECONDED Sue. CARRIED.
4. **Approval of Minutes:** MOVED Lois, SECONDED Graham that the Jan 15, 2024 Minutes be approved. CARRIED.
5. **Reports:**

5.1 Treasurer's Report (Attached)

The transition to the new Treasurer is complete. There have been issues with Van City and a delegate account/Square. No financial statements are available for this month.

5.1.1 ACTION ITEM: John to meet with Nate Doidge and Chris Chapman to go through Square processes.

TDRs have been renewed/purchased totaling \$87,000. We have received the NHS Grant of \$25,000, which starts Mar 29, 2024. No expenses paid prior to Mar 29 will be paid.

5.1.2 ACTION ITEM: Since we have sufficient cash on hand, John will purchase another \$20,000 TDR for one year, with the ability to cash out after two months.

Discussion of the procedure for approving expenses and the need for Directors' approval for the expenses that fall within their areas. Discussion of garden expenses and procedures.

5.1.3 ACTION ITEM: Gavin to email gardeners about the budget and solicit suggestions about what to spend the funds on. 7 people are on the gardening committee.

5.1.4 ACTION ITEM: Signer for the NHS grant needs to be updated. Chris will contact Rick McInerney.

5.2 Vice President's Report (Attached)

Bar: Keith Warriner has stepped up to be the new Bar Manager. Discussion of the pop machine and responsibility for it. Discussion of adding a new bar fridge and more non-alcoholic options.

5.2.1 ACTION ITEM: Wayne to send Judy information about the various options that his sister and her company handle and also the contract for it, to review.

Safety: The Safety Officer Dianne Farlinger has asked for a bulletin board for Club safety issues. Discussion of where such a bulletin board might be placed.

5.2.2 ACTION ITEM: Judy to look into bulletin board issues.

Items continue to go missing from the Club: chips, paper towels, gloves, for example. An inventory of the snacks is needed – how much is missing? QR code to purchase snacks?

Corporate: Waiting for Games schedule before assigning dates. Pride Night Aug 1. July 26 a small corporate event has been scheduled for July 26 from 3-6. Give priority to bigger groups and returning clients.

Q: What about a low/no cost event for local businesses who might not be able to afford the corporate rates, as a community service/outreach? We could schedule a one day event for several community groups.

5.2.3 ACTION ITEM: All directors to send Judy names of neighbourhood people/companies to invite to an outreach Open House style event.

5.3 Past President's Report (Attached)

Discussion of the new forms for membership. Jot Forms with link to Square.

5.3.1 ACTION ITEM: Lois to talk to George and Susan Guthrie about the new membership forms.

Q: Are there records that need archiving? Does the Club need a central place for archived items? Discussion of Drop Box.

5.3.2 ACTION ITEM: Lois to set up area in Drop Box for archive material. No videos – they take up too much space.

5.3.3 ACTION ITEM: Lois to ask past Directors for their stored Club info to put into an archive.

5.4 Director at Large – Bowling

V & D 2024 dates are set. SPLBC will not be hosting any Provincial events this year. All these events were booked almost immediately by other clubs. As the largest club in BC, and possibly in Canada, SPLBC is deserving of hosting these events.

5.4.1 ACTION ITEM: At the upcoming Bowls BC meeting, Chris to ask Bowls BC about the policy and process for selecting Clubs for provincial events.

Bowls BC is looking for a 2 green club to host the Women's Novice tournament in August, a 3 night event.

Discussion of payment process for interclub tournaments. Why not accept credit cards?

MOVED: Judy SECONDED Graham that SPLBC start accepting credit card payments for interclub events and absorb the transaction costs. CARRIED. Discussion of payments processes.

5.4.2 ACTION ITEM: Graham asked the Directors to take a look at the new rake storage system that Glen Young has developed.

5.5 Director at Large - Infrastructure (Attached).

The Action Items from the last Board meeting have not been done as yet.

Wayne has received a quote for \$7,700 from Bordignon Electric to upgrade Club lighting/fixtures to LED, making things much brighter.

Q: Can we do the field lighting at the same time, in order to save money?

5.5.1 ACTION ITEM: Wayne to ask Brad Marchant to ask Beaulieu Electric about doing the interior and field lighting at the same time.

Abel situation: Kerry Bjarnson has declined.

The first call for Spring Cleaning has gone out in the Club newsletter. Discussion of dates and which parts of the Club to be cleaned as part of this day.

Dates selected for SGM/Golden Bowl: Sunday April 21 starting at 1 pm; Spring Clean Up Day Saturday April 20 from 9-11 am.

5.6 Director at Large – Social (Attached).

Next music/pizza night Fri Mar 22, hosted by Trevor. Last games night there was a specialty drink offered, a Paloma, but we only 2 sold and we have the inventory left over. If a specialty drink is offered, it should be promoted so that we don't have lots left over that might never be sold.

5.7 Director at Large – Greens (Attached)

The geese are back but the wand with the ribbon seems to help in frightening them off.

The Greens Planning meeting has taken place. Discussion of greens replacement. Paul Robertson, who was involved with the Sidney greens replacement project, has offered his services as a consultant to SPLBC on greens issues. \$400 to assess our plans for chemical and mechanical grooming and offer advice, and 3 x \$100 to come and take a look at how the greens are progressing through the season. He has lots of experience with bowling and golf clubs.

5.7.1 ACTION ITEM: Gavin to confirm the schedule and cost of the consultation with Paul Robertson.

5.8 President's Report (Attached)

Website changes: All private Club information has been migrated to the Members Only section of our website.

Discussion of Nation Builder vs Wix website hosting options. We need a volunteer to take on the building of a new Club website with Wix, which does a better job of supporting mobile/smartphone access.

5.8.1 ACTION ITEM: All Directors to take a look at the Club website and provide Chris with information on what is outdated and should be updated or deleted. Also, take a look at the Director job descriptions and make sure that they are up-to-date.

5.8.2 ACTION ITEM: Chris to work with Stan on existing website.

The Spring Directors and Managers workshop has been rescheduled for Sunday April 14, 2024, from 6-9 pm, with pizza. All Directors and Managers are to be there, if possible.

6. Next Meeting: Monday, March 11, 2024 9:30 am Clubhouse.

The meeting adjourned at 11.55 pm.

MINUTES APPROVED BY BOARD OF DIRECTORS ON Mar 11, 2024

Chris Chapman

President

Lisa MacLean

Secretary

TREASURER'S REPORT

February 12, 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 to understand how better to staff the roles. Need to do a review of Quickbook integration and Square with Vancity

- An issue has occurred in transition impacting the VanCity account access for the accountant and quick books. Apparently there is a “delegate” account tied to Rick’s account that allowed the accountant Nate to login and QuickBooks to electronically submit. Post cleanup of the accounts this functionality stopped working even though the account was maintained. I have contacted VanCity and will work to get it resolved and work with Nate to get the monthly completed and create some additional documentation on his processes and QuickBooks. Need to do a review of Quickbook integration and Square with Vancity and properly document to prevent future issues. I’m also spending time to do a review of QuickBooks.
- There is no up to date income or balance statement to present at this time.
- The renewal of the term deposits has been completed. Three have been renewed for tem Jan17, 2024 to Jan 17, and 2025 at a rate of 4.9%. An additional term deposit has been renewed Jan 24, 2024 at a rate of 4.9%. In total we have \$80,000.00 in term deposits and approx. \$87,000 cash. With approval of the grant below should we look at doing another term deposit?
- There was a double payment of a Brett Young invoice of 770.00 I have been in contact with the vendor and payment is being refunded by mail. Approval for payment had been requested and hence we proceeded to pay. Going forward I would like to see the Director of each area cc’d on each request for payment and approval come from those Directors to avoid confusion.
- We also have received approval for grant 019440437 New Horizons Senior Program for \$25,000.00. The project timeline for expenditures is 2024-03-29 to 2025-03-28. Note all expenditures incurred prior to start date of payment will deemed ineligible. Chris has asked Rick to follow up to change any required signing authority or documentation over to John.

John Roberts

Report to the SPLBC Board of Directors

Vice-President - Judy Lawson

Date: February 12, 2024

Bar

Iain Girvan is stepping down as bar manager this spring. A recruitment ad was placed in the newsletter and Keith Warriner stepped up. Thank you Keith. Iain and I will be meeting with Keith to review and hand over the bar manager role.

A recent inventory shows we are continuing to see some of the snack items going missing from the honor system box.

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Club Safety Officer report by Dianne Farlinger

AED battery check done for February.

First aid kit updated with appropriate supplies.

Concussion in Sport protocol being reviewed and edited to make it relevant to lawn bowling and age of bowlers.

Concussion in Sport policy issued by Bowls Canada is for persons under 26 years of age so not relevant to SPLBC at this time. Will keep a copy for future reference.

Requesting bulletin board space for safety information.

Ideas for ongoing education being worked on.

Thanks to Cathy Hines for her ongoing assistance.

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Belonging in Bowls (BiB)

On Jan 30 we had a demo of Sideline Learning software from Samantha Burelle at Bowls Canada (BCB). This s/w is provided free of charge by BCB and allows clubs to register and track memberships & certifications, create forms, etc. After review, it was felt at this time, the s/w was not suitable for our club.

Thank you to the membership team for adding the Safe Sport pledge to the membership form.

A reciprocation policy is an agreement for clubs to share information with their Provincial Sports Organization (PSO) about any disciplinary actions taken against members. The PSO will then share that information with Bowls Canada (BCB). A reciprocation policy is a requirement of stage 3 of the BiB program. Bowls BC (our PSO) does not currently have a Reciprocation policy so I'm not sure there is any value in SPLBC creating one. I have informed BCB and am awaiting their reply.

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Corporate Rentals

No news at this time, the team is waiting to hear tournament and event dates before booking any corporates.

SPLBC Board
February 12, 2024
Past President's Report

Membership:

With the swiftly approaching new season, George and Susan are hard at work preparing for membership renewals and new members sign-up. There has been several meetings with the teams and they will be some changes to the process from last year. They are also working with all the teams in developing a better description of volunteer opportunities. This should give potential volunteers a better idea of what is entailed in each position.

There has been some archiving of old records from Sumac onto a USB file. Are there other old records for our club that should be archived? Perhaps we need a clean up and an archive policy?

Lois

Bowling Director Report

Under a revised allocation of duties, the Director of Bowling is responsible for working with V&D and Bowls BC to establish tournament dates for 2024 as well as our various club championship dates.

Stanley Park will not be hosting any Provincial Championships this year. However, we would consider it if any club drops out.

The Vancouver and District Bowls Association asked if we could host the 2024 V&D Mixed Pairs, and we agreed to hold it July 23, 24 and 25 (Tues-Thurs. 7:00pm). Registration for V&D events will now be strictly online, no more cheques and entry forms in the mail to deal with.

The dates for our four annual inter-club events were established. They are as follows:

Dale Hoadley Women's Triples, Saturday JUNE 29, 9:00am

Andy Craig Mixed Fours, Sunday JULY 14, 9:00am

English Bay Men's Triples, Saturday AUGUST 3, 9:00am

Bell Aussie Pairs, Saturday SEPT 7, 9:00am

We are also looking at the possibility of online registration for our inter-club events.

Now that the Provincial, V&D and inter-club dates are (mostly) set, I will be announcing dates for our club championships in the near future.

A new design for the racks that store our rakes (pushers) is being tested, one that will accommodate both types of rakes (24 in total). Thank you to Glen Young for his work on this.

- *Graham Mason*

bowling@splbc.com

Games Report

The convenors for our four inter-club events and V&D Mixed Pairs in 2024 are as follows:

Dale Hoadley (Graham Mason)

Andy Craig Mixed Fours (TBA)

English Bay Men's Triples (Janis Ballantyne, with Judy Lawson)

Bell Aussie Pairs (Graham Mason)

V&D Mixed Pairs (Geordie Stowell)

The convenors for our club championships will be established once the dates have been set.

- on behalf of Geordie Stowell

Games Leader

games@splbc.com

Coaching Report

Nothing to report.

Petra Vanderley

coaching@splbc.com

Social Directors Report February 12, 2024

Very little to report this month.

Games night was very well attended. A big thank you to all the volunteers that helped put the event together.

Our next social event will be a music and pizza night on March 22 led by Trevor Ludski and helpers. Tickets will be available online shortly. We hope to see everyone there.

SPLBC-Infrastructure Report for the period of Jan.13, 2024 to Feb.9, 2024

House Report

Team Leader-Harold Wiebe

- Contractual Quotes for Electrical/ Carpentry/ Plumbing are delayed
- Bordignon Electrical Services Ltd. has provided a quote for Phase 2 of the installation of LED Lighting in Our Clubhouse (Men's, Women's Locker Rooms and Washrooms, Gender Neutral/ Handicap Washroom, Office, Games/ Storage Room and the Greens Keepers Maintenance Building

Security/ FOBs Report

Team Leader-John Sinclair

- All Quiet on the FOBs front
- Two Security Issues were Reported within the past week by Securigard;
 - 1) A Sharp Knife was left on the Window Ledge
 - 2) Security found that the Gardener's Shed (1:14am. Friday morning) was left UNSECURED/ UNLOCKED

So, PLEASE, A Huge Reminder to All the Members Utilizing ALL of Our Facilities that it is ALL of OUR RESPONSIBILITY to Ensure that We are ALL Safe and when Your Event/ Maintenance/ Games are over and it's time for You to go Home that ALL EQUIPMENT is Returned to its proper location and the Building/ Area You were utilizing is SECURE!!!

Gardens Report

Team Leader-Monika Hilson

- Spring is again arriving early, Buds are Everywhere
- An important reminder: REMEMBER TO LOCK THE GARDEN SHED WHEN YOU HAVE FINISHED YOUR DAYS CHORES

Greens Report February 09, 2024

Weekly grounds maintenance on Wednesday mornings continues. Crows are still an issue but the damage does seem to be less than in the previous couple months. Fungus is still prevalent but is subsiding likely due to the warmer weather and the treatment being applied.

I've reviewed the nutrient/additive plan with greenskeeper Scott and he said it looked good and would try to comply best as he could with weather being a variable that could impact the timing on some applications. He agreed to let me know if/when timing on applications change.

The dump of snow in early January was managed without much trouble. Enviro friendly de-icer was applied on the pathways to prevent slipping. Most if not all of the card playing events went ahead as scheduled. Wind events have brought down a lot of tree needles, pods and some small branches that have been removed within a few days.

Gavin, Chris, Mary Ann, Graham attended a Greens Planning Meeting chaired by Brad M. at the club on Jan 18. Greens renewal and the possibility of a third green were discussed for long term planning. Things that we can try in the short term to improve greens quality were also discussed. Full minutes of that meeting have been produced and submitted.

A workshop for new Greens Team members will be developed and scheduled in the spring.

Board Meeting – February 12, 2024

President's Report

- **Able Pest Control** - We have not had a response to our letter. Decision to be made on next steps.
- **NHSP Grant Application** - Rick McInerney confirmed that our application was successful and that we are just waiting for the paperwork. Once we have received the paperwork Brad will contact the lighting supplier and schedule the installation.
- **Website Changes** – The changes to our members only section have been completed – In addition, we moved the code of conduct information to the Club Info section which is accessible to non members. We will provide the link to the code of conduct on our membership application form.
- **Truth and Reconciliation Open House Committee**
Trevor has agreed to chair this committee and is working on finding 2 additional people to sit on the committee along with Toni and myself.
- **Nation Builder Website** – The increased fees were based on the 1200+ names we had built up in our website database. Many of the contacts were people who had paid their membership dues through the website prior to us moving to Square. Given we no longer use the website for payments we have been able to eliminate enough members to reduce our annual hosting cost from approx. \$500 US to approx. \$250 US.

Stan has investigated Wix and has confirmed that they offer everything we would need should we decide to change to a new hosting platform. The hope now is to find someone who is interested in building a new site that we could potentially go live with next season. For now, we will remain with Nation Builder and renew our contract for another year.

I would like to ask each director to view the existing website to ensure that the information related to their role as director is up to date and relevant. Once you have done your review, please forward your suggested changes to me so I can review them with Stan.

- **Directors/Managers workshop**
Due to a conflict with the mixed pairs tournament at PIBC we need to look at moving our April 6 workshop.

- **Liquor License**
Still need to follow up on the two pending applications.
- **Greens Meeting minutes** – Brad, Gavin, Mary Ann, Graham and Chris attended the meeting.

5 Year Plan

Third Green and/or Greens Renewal

- We already know the approximate cost and scope of work to replace one of the greens.
- **Conclusion:** The preferred route is first: build a third green, and once it is completed replace the existing greens, one at a time, with sand based natural structures.
Conclusion: Exhaust this option first. For 5 Year Plan – 2024: wait to see what happens with Park Board and also dedicate some time internally to answer some of our questions about third green options (see questions below). By the end of 2024: review again together to see if anything has changed AND decide if there is a path forward for a third green before spending significant club funds on a third party design package.
- We have to first decide:
 - Is the third green natural or artificial,
 - Does it have its own infrastructure (clubhouse, shop, equipment, total footprint),
 - What is the minimum “package” required to present the concept to the City,
 - How much will it cost to prepare a “package”.**Action:** try to answer these questions in 2024 as part of the 5 Year Plan.
- We don’t know the location, cost and scope of a third green. This would require considerable expense, even for a conceptual level study and costing, to make a meaningful presentation to the City.
- Possible contacts at the City for preliminary discussions include Mayor, City Manager, David Lewis – when do we make contact?
- **Conclusion:** maintain our current path; continue to maintain and improve our existing greens, according to current plans, and wait until a possible window of opportunity opens with the City management to introduce a third green concept.
- **Suggestion:** could we have UBC engineering students create a conceptual plan as part of their engineering curriculum?
Action: follow up with UBC to see if a scoping study could be included in student 2024 curriculum.