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Minutes
SPLBC Board of Directors Meeting
Monday, April 11, 2022 (09:00 am)
Clubhouse

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

1. **Call to Order:** 09:02 am

2. **Regrets:** Rick McInerney

3. **Approval of Agenda: Add to**

7.1 BBQ quotes

MOVED: Chris, SECONDED: Eva that the Agenda be approved as modified. CARRIED.

4. **Approval of Minutes:** March 14, 2022 (Attached).

MOVED: Judy, SECONDED: Claus that the minutes of March 14, 2022 be approved.
CARRIED.

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

5.1. Financial Statements to March 31, 2022 (Attached).

-Discussion around shirt revenue and other budget questions.

Action item: Lois to set up a meeting with Chris and Finance team: Nate &, in Rick's absence, George .

Approval of the Financial Statements was deferred until after the meeting.

5.2. A MOTION was made by Eva, SECONDED by Judy that **at all SPLBC Board and Member meetings, the Chair can make motions, provide clarification and opinions, and vote.**

Discussion: Should the Chair make a motion, they can step out of the Chair role temporarily, speak to the motion and vote as a member of the Board. After the vote, they will resume the role of Chair.

CARRIED.

5.3. After turning over the role of Chair to Chris, a MOTION was made by Lois, SECONDED by Darrell **to alter membership fees for this year to:**

Renewal bowling member = \$250 plus GST

New bowling member = \$265 plus GST

Associate Member = not accepted

Social Member = \$75 plus GST.

Discussion: these changes will help with our deficit.

- ACTION Item: Chris to adjust the membership registration form to reflect the changes. Also, change the wording to say "plus applicable taxes".

CARRIED.

- the role of Chair was returned to Lois.

5.4 Shirt Design Committee recommendation.

- Since there were such high sales numbers for the club shirts (90), the Club Shirt Design Committee unanimously recommended we not sell the plain white poly-cotton shirts at the SGM as sales are not expected to reach the minimum order requirements. The Board agreed.

5.5 SGM Slides review.

- Board members agreed to submit a copy of their SGM report by the day after the SGM at the latest.

6 **Reports:**

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

6.2 **Treasurer's Report (Attached).**

6.3 Director at Large - Social Report (Attached).

MOVED: Claus, SECONDED: Eva to not open the bar until 3pm at the Open House.
CARRIED. (3 votes For, 3 abstained and 1 against.)

6.4 Director at Large - Infrastructure Report (Attached).

-An update to the the Greens Report, the new sprinklers will not be installed until the end of June.
-ACTION item: Lois to contact the Parks Board regarding assistance in lowering/removing the flag pole.
-DECISION: to compare prices of water fountains and misters and delay the possible purchase until next budget.

6.5 Vice-President's Report (Attached).

6.6 Director at Large - Bowling Report (Verbal).

- the proper name of the new club tournament is the Mixed Triples Twist, to be held on Saturday, Sept 17.
-increase in SPLBC tournament entry fees from \$5 to \$10.

6.7 Past President's Report (Attached).

-ACTION item: Lois to ask Mike Smolnicki to change the website wording.
-DECISION to allow members to pay for membership renewal before May 1, however, the data will not be updated in the SUMAC system until May 1.

6.8 Newsletter items.

7 Carry Forwards/New Business:

7.1 BBQ quotes

-this item was tabled pending more information from the BBQ leader.

8 Next Meeting: Monday, May 9, 2022 9:30 am – Clubhouse.

The meeting adjourned at 12:17 pm.

MINUTES APPROVED BY BOARD OF DIRECTORS ON May 9, 2022.

Lois Goodeve

President

Judy Lawson

Secretary

Stanley Park Lawn Bowling Club
Balance Sheet Prev Year Comparison
As of 31 March 2022

	31 Mar 22	31 Mar 21	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1052 · Vancity Operating Account	36,291	11,859	24,433
1055 · Gaming Account - Vancity	4,153	0	4,153
1080 · Vancity Term Deposit	21,668	32,077	-10,408
Total Chequing/Savings	62,113	43,935	18,177
Accounts Receivable			
1210 · Sundry Accounts Receivable	830	0	830
Total Accounts Receivable	830	0	830
Other Current Assets			
12100 · Inventory Asset	1,389	960	429
1405 · Cash Floats	400	400	0
Total Other Current Assets	1,789	1,360	429
Total Current Assets	64,732	45,295	19,436
TOTAL ASSETS	64,732	45,295	19,436
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable	34	437	-402
Total Accounts Payable	34	437	-402
Other Current Liabilities			
2112 · BC Bowls Memberships	60	0	60
2114 · Deferred Revenues	0	13,078	-13,078
25500 · GST/HST Payable	2,081	-486	2,567
25550 · PST Payable (BC)	232	0	232
Total Other Current Liabilities	2,374	12,592	-10,218
Total Current Liabilities	2,408	13,029	-10,621
Total Liabilities	2,408	13,029	-10,621
Equity			
30000 · Opening Balance Equity	8,146	8,146	0
30500 · Designated Reserve	22,657	22,657	0
32000 · Retained Earnings	42,464	27,117	15,347
Net Income	-10,944	-25,653	14,710
Total Equity	62,324	32,266	30,057
TOTAL LIABILITIES & EQUITY	64,732	45,295	19,436

Stanley Park Lawn Bowling Club

Profit & Loss Budget Performance

October 2021 through March 2022

	Oct '21 - Mar 22	Budget	Oct '21 - Mar 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4020 · Membership Fees - Active	0	0	0	0	59,642
4022 · Membership Fees - Social	357	0	357	0	5,714
4024 · Name Tags & Fobs	27	0	27	0	750
4026 · Membership - Coaching Lessons	0	0	0	0	300
4030 · Games - Club Events	0	0	0	0	1,400
4032 · Games - Miscellaneous Revenue	89	0	89	0	400
4040 · Corporate Groups Rentals	0	0	0	0	28,000
4100 · BBQ (Food) Sales	0	0	0	0	7,440
4110 · Social Events	571	4,275	571	4,275	13,569
4120 · Bar (Liquor) Sales	86	0	86	0	14,001
4124 · Soft Drink Sales	681		681		
4200 · Club House Rentals	675		675		
4220 · Other Club Activities	2,789		2,789		
4240 · Merchandise Sales	3,321	0	3,321	0	2,500
4255 · Donations - Allocated	2,500		2,500		
4260 · Donations - Unallocated	1,350	0	1,350	0	0
4270 · Government Grants	14,740	14,740	14,740	14,740	14,740
4440 · Interest Revenue	551	470	551	470	470
Total Income	27,737	19,485	27,737	19,485	148,926
Gross Profit	27,737	19,485	27,737	19,485	148,926
Expense					
5020 · Greenskeeping					
10 · Contract	15,000	15,600	15,000	15,600	30,600
17 · Greenskeeper - Other expenses	363	700	363	700	700
5020 · Greenskeeping - Other	0	0	0	0	0
Total 5020 · Greenskeeping	15,363	16,300	15,363	16,300	31,300
5022 · Greens - Consumables					
20 · Fertilizer/Nutrients	868	800	868	800	2,000
21 · Surfactants	423	400	423	400	1,200
22 · Fungicide/Herbicide	835	300	835	300	800
23 · Pesticides	0	50	0	50	250
24 · Additives (Lime, pH control)	88	200	88	200	400
25 · Sand	1,122	900	1,122	900	1,800
26 · Seed	364	400	364	400	800
5022 · Greens - Consumables - Other	0	0	0	0	0
Total 5022 · Greens - Consumables	3,698	3,050	3,698	3,050	7,250
5023 · Greens Services & Repairs					
30 · Deep Seeding Contractor	0	900	0	900	1,800
32 · Topdressing contractor	0	0	0	0	0
36 · Paint Supplies, Wood Preserves	0	500	0	500	500
Total 5023 · Greens Services & Repairs	0	1,400	0	1,400	2,300
5024 · Greens Equipment					
40 · Equipment Consumables	221	300	221	300	900
41 · Service/parts/repairs	986	1,900	986	1,900	1,900
42 · Equipment Purchases	222	400	222	400	400
43 · Maintenance "Call-out"	0	250	0	250	1,500
46 · Projects - Plumbing	0	500	0	500	500
5024 · Greens Equipment - Other	0	0	0	0	0
Total 5024 · Greens Equipment	1,430	3,350	1,430	3,350	5,200
5030 · Games Expenses	56	0	56	0	750
5040 · Social Event Expenses	0	4,400	0	4,400	11,685
5050 · Gardens Expenses	193	100	193	100	450
5060 · Coaching Expenses	0	0	0	0	300
5070 · Liquor purchases	0	0	0	0	7,000
5120 · BBQ Expenses	0	0	0	0	5,580
5130 · Merchandise Purchases	0	0	0	0	2,500
5140 · Club Activities Expenses	351	126	351	126	252
5605 · Membership Expenses	40	0	40	0	400
5615 · Communication & Publicity	0	200	0	200	200
5620 · Affiliation Fees	0	0	0	0	875
5640 · Insurance	0	0	0	0	4,500
5645 · Office Supplies	165	450	165	450	900
5647 · Computer and Software	510	500	510	500	1,200
5649 · Bank Transaction Fees	44	86	44	86	2,618
5650 · Kitchen - Food & Supplies	0	0	0	0	900

4:51 PM

2022-04-06

Accrual Basis

Stanley Park Lawn Bowling Club

Profit & Loss Budget Performance

October 2021 through March 2022

	Oct '21 - Mar 22	Budget	Oct '21 - Mar 22	YTD Budget	Annual Budget
5655 · Recycling PickUp	341	198	341	198	396
5660 · Club House Cleaning	943	2,100	943	2,100	4,950
5670 · House Supplies Purchases	399	600	399	600	1,200
5680 · Repairs & Maintenance	4,013	3,750	4,013	3,750	7,500
5682 · Liquor Licence Expenses	1,447	750	1,447	750	750
5685 · Electricity - Parks Board	417	600	417	600	1,200
5690 · Heating - Fortis	1,377	954	1,377	954	1,908
5695 · Water C of V	0	0	0	0	1,900
5700 · Telephone & Internet - Telus	482	504	482	504	1,008
5720 · Capital Improvements	7,460	29,497	7,460	29,497	29,497
Total Expense	38,728	68,915	38,728	68,915	136,469
Net Ordinary Income	-10,991	-49,430	-10,991	-49,430	12,457
Other Income/Expense					
Other Income					
4501 · PST Commission Revenue	47		47		
Total Other Income	47		47		
Net Other Income	47	0	47	0	0
Net Income	-10,944	-49,430	-10,944	-49,430	12,457

**SPLBC Board
April 11, 2022
President's Report**

Member Feedback:

Most member comments I have received this month have been questions about coming season. Everyone seems eager and waiting. I spoke to John Gerhard and he has agreed to throw the Golden Bowl on April 24. Trevor wrote a story in the newsletter and I will give him a short introduction and we need to take some pictures.

V&D SAGM:

1. President's Cup – Wednesday, June 15. Need to send 4 members (preferably board members), cost now \$40 per team(new). At Granville, 10 to 3. Who will go? Who to pay? See page 32 in Handbook, need to confirm by June 8
2. There was a discussion on club guidelines re vaccine requirements and masking. Each club to decide for themselves
3. There was a discussion on Associate Members came to no consensus.
4. V&D confirmed \$3 per member fee for this year. (We budgeted \$3.50)
5. Picked up the handbooks

Miscellaneous items:

Received an update from Park Board on our new license agreement. Apologies for not having a draft by end of March but personnel are changing again. Got a new promise of a draft this month. Old agreement expires in May.

Got a call from Telus that Optic cable now available in park and they will be upgrading us. There is a chance of a VOIP phone with our old number.

Received a request for a member rental on Friday, May 13th, small group, just waiting on paperwork to finalize. Just a reminder that we have a policy on member rentals.

I received the grant application from BowlsBC for support for Open House costs up to \$500.

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TREASURER'S REPORT

APRIL 11, 2022

FINANCIAL STATEMENTS

We have now reached the end of the second quarter, i.e. the mid-point of our fiscal year.

On the Profit & Loss statement, the bottom line is a net deficit of nearly \$11k for the year-to-date. As can be seen from the budgeted loss of nearly \$50k for the period, it is normal to run a deficit before our main income from memberships occurs next month. Note the \$3,321 of merchandise sales vs. zero purchases.

We have just received the \$25,000 cheque from our successful NHSP grant application following sign-off on an “Articles of Agreement” document. The one-year window for spending these funds on our “Greens Sustainability Project” is now open.

Nate Doidge, who is a professional accountant, has completed his orientation with our procedures and Darrel Oakford will also do so in the near future. Thanks again to Linda Duncan for her excellent work over the past few years and her continuing availability for absence coverage.

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SPLBC Board Meeting April 2022
Director of Infrastructure
Darrell Becker

Greens: (Gavin Clifford/Darrell Becker)

On March 24 (West) and March 27 (East) a team of volunteers completed the aeration and topdressing (coring & sanding) of our greens. Top seeding of both greens was done during the process and the sprinklers, which had just been activated by Van Parks, were used to soak in the new sand and seeds. Everything went smoothly including the delivery of our two loads sand, six ton each, the morning of. A small supply of excess sand has been stored in the sand bin and will be used for patch work throughout the season.

New sprinklers should be installed shortly.

House: (Darrell Becker)

No one has come forward to take over the house manager's position. Therefore, I will be taking over the duties, with Janis Ballantyne assistance. I will be checking with a couple of other people to see if they can help as well. I will also be asking for volunteers at the SGM.

The flagpole is still an ongoing issue. Spoke with someone at The Flag Shop and they said there may be a hinge at the bottom of the pole that would allow us to bring the pole down. Unfortunately, this isn't the case with ours, probably due to the age of the pole. Their other suggestion was to contact the Parks Board to see if they had a bucket truck that could reach it from the back of the clubhouse.

I located a quote from August 2019 from the Parks Board, for a new fountain with bottle filler (no mister). The price for the unit was \$2,000 and installation was \$522. It wasn't being installed for free, as previously thought. Not sure if we should go ahead with this yet.

VP Report to the SPLBC Board of Directors

Date: April 10, 2022

Prepared by: Chris Chapman

Corporate Rentals

New Score board is beside the pop machine in the men's change room.

Currently have 9 bookings for approx. 390 participants with most groups booking \$40 Bowling plus \$10 Social. Total estimated income \$19 000.00

In addition, according to Anne we have 2 groups of 100 each that have expressed an interest in booking but have not committed yet. If they do book then it would be an additional \$10 000 and short of any cancellations or rainouts we would exceed our budget.

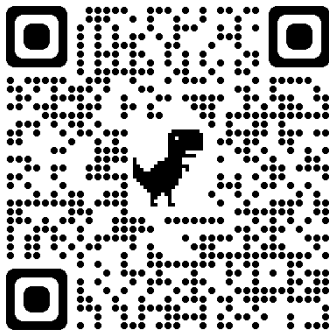
Shared Google Corporate Booking Spreadsheet is still a work in progress – If you would like to access the spreadsheet, please let me know and an invitation to access the file will be emailed to you.

We will be holding a group leader meeting on April 30 to start dividing up the groups and review all the policies and procedures.

At this point we have 4 Thursdays in June still available, 1 in August and 2 in September. In addition, we will accept bookings for Tuesdays from Noon till 6:00 starting May 24th and ending September 13th as well as Friday's from Noon till 3:30 starting May 27th and ending on September 16th.

Square Payment System

Square Payment System to be used for online payment of membership dues, locker rentals and name tags. Once pricing has been confirmed the site will be updated and is then ready to go.



<https://stanley-park-lawn-bowling-club.square.site/>

The Square system allows us to accept credit and debit cards payments at the bar but also gives us the online store that we will be using for memberships. This online store could very easily be used to sell and track social event tickets, Friday BBQ pre orders, tournament fees etc.. In my opinion all payments of any type should be done through the square system. This includes cash and cheque payments that would be rung into the POS system at the bar.

In addition, I recommend that the Pro Shop Sales be handled through the POS system and that the inventory be readily available at the bar when people want to purchase something.

My vision is to have a team of approx. 12 Cashiers that will be well versed on selling everything from bar drinks, to BBQ Food, to event tickets, to pro shop items etc....

During BBQ's and other planned events there would be a cashiers scheduled to work either as or with the bartenders. If needed, they would set up a sales table to cover all non- bar sales and use their phones as their separate POS system

Out side of BBQ's and other planned events there would be a sign on the Bar that Says – To purchase a drink, an event ticket or something from the pro shop please track me down and I would be happy to help you.

Each time a cashier is at the club they would affix their picture and name to the sign and become the cashier/bartender on call for the time they are at the club. If they are bowling the sign could have a spot for them to put a time down that they will be at the bar and ready to help people out.

I am happy to oversee the entering of items into the system and the training of the team of cashiers.

I would work with each director to ensure items under their control are set up as they need them set up.

I will work with the bookkeeper and treasurer to ensure accurate reporting in a format that works with their bookkeeping methods.

I would have an assistant that will be fully trained on what I do and could cover for me when I am not available.

Advantages – sales reports that show taxes and sales by item or category will make bookkeeping entries much quicker and more accurate. Easier for the membership to make all payments at the bar. Won't need additional people to sell event tickets. Won't need to arrange to meet someone to collect money or buy something as it will all be done through the system. Detailed reports available such as the club shirt report that was generated after the shirt sales that gave Luc the total number of each size sold as well as the names of each person who bought that size.

**Report to SPLBC Board of Directors
April 2022
Past President - Eva Murray**

1. CPR/AED Training

This was completed on March 22, with five participants - Wayne Hawrysh, Joan Lynch, Janice Krieger, Donald Robertson, and Eva Murray. Our AED has been tested and is in working order.

2. Membership

My SGM talking points will serve as an overview of processes for membership renewal, Open House, liaison with Coaching, and new member registration.

The trend has been toward increased use of technology and increased use of non-cash payments. Let's remember the range of understanding and level of comfort with the trends. For those leading the change, we urge simplicity of process and clarity of language to make a smooth transition.

Thanks to those who have consulted with the Membership Team and have helped us.

3. Board Development

I've been pondering our understanding of the Board Chair not voting and wondering if this is really true. I've checked with people on boards, chairing boards, and providing board training. I've also checked the literature. In brief, anyone chairing a meeting who is also a member of the organization has a right and a responsibility to vote.

The Chair's role is to manage the meeting, to be the facilitator. The Chair can speak, make motions, and debate. The Chair only voting to break a tie seems to be a myth.

There are a number of cautions:

- Chairs must always convey fairness and neutrality in leading the meeting and the motions.
- Chairs wishing to make motions and speak to them, should relinquish the chair to someone else to manage the discussion and vote.
- A tie vote is not a majority, so the motion is defeated.

As such, I believe this should be documented for future reference. ***I move that at all SPLBC Board and Member meetings, the Chair can make motions, provide clarification and opinions, and vote.***