

Approved Minutes  
SPLBC Board of Directors Meeting  
Monday July 24, 2023 (9:30 am)  
Clubhouse

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

1. **Call to Order:** 9:32 am

2. **Regrets:** Claus Braovac

3. **Approval of Agenda.** MOVED Lois, SECONDED Wayne. CARRIED.

4. **Approval of Minutes:** Jun 24, 2023

MOVED Sue, SECONDED Rick that the Jun 24, 2023 Minutes be approved. CARRIED.

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

5.1 **President's Report:**

Chris thanked all the Directors and Managers for all their hard work and mentioned all the very positive feedback he had received.

Discussion of Greens Advisory Committee's report submitted for review at the July Board meeting.

**5.1.1 ACTION ITEM:** Board requested that Lois join this committee to liaise with the Board on its proceedings.

5.2 Discussion of the meeting/game with the Park Board Trustees on Tuesday, July 25.

**5.2.1 ACTION ITEM:** Chris to prepare a handout of talking points for SPLBC members participating in the event.

5.3 Board informed of Bowling Director Claus Braovac's resignation. The Board thanks Claus for his contribution to SPLBC.

Discussion of possible replacements for the Bowling Director position.

**5.3.1 ACTION ITEM:** Chris will update the SPLBC membership once a replacement is found.

6. **Reports:**

6.1 **Treasurer's Reports, Balance Sheet as of Jun 30, 2023 & YTD Income and Expenses vs Budget Oct 2022-June 2023 (Attached).**

Insurance over budget due to policy increase to \$400,000. coverage.

Over budget in repairs/maintenance, due to repairs to our dish sterilizer.

Corporate rentals a big addition to our revenues this year.

Our bar continues to generate a steady income.

**6.1.1 ACTION ITEM:** Rick to find out our membership numbers from George Guthrie for our V&D Association fees.

MOTION to approve the financial Statements to Jun 30, 2023. Moved Rick, Seconded Judy. CARRIED.

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

Discussion of bowl missing from Corporate event.

**6.2.1 ACTION ITEM:** Judy to follow up with Corporate client.

Discussion of bar issues and the difficulty of recruiting volunteers for the bar and the use of a Buddy system to pair experienced leads with new helpers.

**6.2.2 ACTION ITEM:** Judy to discuss with Iain Girvan the concept of a buddy system as a means to encourage bartenders to sign up for shifts.

Discussion of the need for new rakes: budget, cost. Approx \$2400-2500 for 8 new rakes. Not in this year's budget.

**6.2.3 ACTION ITEM:** Judy to contact Bannerman for info on the delivery time for 8 rakes and whether a deposit is needed.

Discussion of the acquisition of a mechanical bowling arm to have on hand for members to try out.

**6.2.4 ACTION ITEM:** Chris to approach the company to give us a free demo arm, with the idea that those members who need one will source directly from the company after having had the opportunity to try it out.

Correspondence received from a member about SPLBC Club crests for those who are interested.

**6.2.5 ACTION ITEM:** Judy to follow up with club member.

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

Discussion of Visitor and Guest Policy revisions.

**6.3.1 ACTION ITEM:** Lois to amend the policy as follows:

To put the \$5 fee at the beginning of the policy

To amend to No fee for children 12 and under

To add information on how to pay to the end of the policy.

MOTION to approve the amended policy; MOVED Wayne, SECONDED Sue.  
CARRIED.

**6.3.2 ACTION ITEM:** Lois will upload the revised policy to Dropbox and post it on the Clubhouse wall. Lois will prepare the info for Lynda to insert a reminder about the Visitor and Guest policy into the Newsletter.

Question about membership stats, such as age groups and gender – are we trending up or down in age? Are we the biggest club in Canada?

**6.3.3 ACTION ITEM:** Lois to ask George to prepare an Executive Only excel spreadsheet membership list, including phone numbers, email addresses, and date joined, and ask George to email the list to Lisa, who will upload it to Dropbox.

6.4 **Bowling:** Games Report (Attached) & Coaching Report (Attached)

Discussion of the new Diamond Jubilee Singles League for members 75+.

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

Discussion of greens watering & schedules.

**6.5.1 ACTION ITEM:** Wayne to get more information as to the watering schedule.

Discussion of closure of greens due to inclement weather – sign to be posted on the equipment shed saying Greens Closed, when necessary (in addition to the website banner).

Discussion of possible usage of Club electricity by BC Tennis Association.

**6.5.2 ACTION ITEM:** Rick to take a look at the June vs July 2023 electric bill/meter reading, as well as the July 2022 vs July 2023 for comparative purposes.

Discussion of Club gardens, budget issues, grant possibilities.

**6.5.3 ACTION ITEM:** Sue and Wayne to sit down later on in the Fall/Winter to develop a Gardens Policy.

6.6. **Director at Large – Social (Attached).**

Discussion of BBQs. About half the attendees are pre-ordering online but it is still difficult to tell how many food/supplies are needed.

Christine Skelton is doing a fantastic job and is now training Derrick in kitchen/hospitality procedures.

Discussion of the need for two Hospitality Managers and to whom they report. Currently it is Games but should be Social.

**6.6.1 ACTION ITEM:** Sue to write up a description of the two Hospitality Manager roles.

Discussion of the Christmas Party, scheduled for Dec 16.

**6.6.2 ACTION ITEM:** Sue to speak to the Sands management about getting the second Saturday of December every year for our Christmas Party.

**7. Next Meeting:** Monday, August 28, 2023 9:30 am Clubhouse.

**The meeting adjourned at 12:13 pm.**

**MINUTES APPROVED BY BOARD OF DIRECTORS ON** August 28, 2023

Chris Chapman

President

Lisa MacLean

Secretary

## **TREASURER'S REPORT**

**July 24, 2023**

Financial activity in June was very busy with the bowling season in full swing. The most significant expenditure during the month was \$5.7k for our insurance premium, vs. \$4.5 k in the budget, reflecting the agreed increase in contents coverage to \$400k. The annual bill for sprinkler water from the City came in at \$1,981, very close to the budget allowance of \$1,900 for this expense. An unbudgeted dishwasher repair set us back \$1,370, contributing to a significant negative variance of -\$7.5k for the year-to-date on Repairs & Maintenance. On the revenue side, we collected \$14.8k from corporate group rentals in June, which is over double the estimate in the budget of \$7k for the month. The bar continues to generate a regular profit.

The balance in our operating account on June 30<sup>th</sup> was \$91.6k and subsequently peaked at about \$102k in mid-July. We've now entered our annual downhill trajectory until 2024 membership fees arrive next Spring.

The financial statements from QuickBooks will be issued separately.

Rick McNerney

# Stanley Park Lawn Bowling Club

## Balance Sheet

As of June 30, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1052 Vancity Operating Account	91,619.25
1055 Gaming Account - Vancity	5.84
1082 Vancity Cashable Term Deposit 3565	20,000.00
1083 Vancity Non-Redeemable Term Deposit 3623	20,000.00
1084 Vancity Non-Redeemable Term Deposit 1581	21,819.88
Class B Membership Share	7.19
<b>Total Cash and Cash Equivalent</b>	<b>\$153,452.16</b>
Accounts Receivable (A/R)	
1210 Sundry Accounts Receivable	5,040.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$5,040.00</b>
12100 Inventory Asset	445.20
1405 Cash Floats	100.00
<b>Total Current Assets</b>	<b>\$159,037.36</b>
<b>Total Assets</b>	<b>\$159,037.36</b>
Liabilities and Equity	
Current Liabilities	
2114 Deferred Revenues	
	1,575.00
51 Merchandise Sales	1,344.20
53 President's Membership Subsidy Fund	950.00
<b>Total 2114 Deferred Revenues</b>	<b>3,869.20</b>
25500 GST/HST Payable	3,241.23
25550 PST Payable (BC)	457.15
<b>Total Current Liabilities</b>	<b>\$7,567.58</b>
<b>Total Liabilities</b>	<b>\$7,567.58</b>
Equity	
Retained Earnings	131,652.04
Profit for the year	19,817.74

<b>Total Equity</b>	<b>\$151,469.78</b>
<b>Total Liabilities and Equity</b>	<b>\$159,037.36</b>

Accrual Basis Sunday, July 23, 2023 07:28 AM GMT-07:00

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# Stanley Park Lawn Bowling Club

## YTD Income and Expense vs. Budget

October 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
4020 Membership Fees - Active	74,114.97	65,000.00	9,114.97
4022 Membership Fees - Social	6,064.29	4,500.00	1,564.29
4023 Locker Rental	1,599.05	1,600.00	-0.95
4024 Name Tags & Fobs	2,810.21	1,350.00	1,460.21
4030 Games - Club Events	5,418.70	1,960.00	3,458.70
4032 Games - Miscellaneous	47.62	100.00	-52.38
Revenue			
4040 Corporate Groups Rentals	16,290.00	7,000.00	9,290.00
4100 BBQ (Food) Sales	3,835.79	2,333.33	1,502.46
4110 Social Events	5,708.20	5,000.00	708.20
4120 Bar (Liquor) Sales	6,370.04	4,000.00	2,370.04
4122 Bar (Food) sales	831.76	50.00	781.76
4124 Soft Drink Sales	807.25	260.00	547.25
4220 Other Club Activities	1,393.75		1,393.75
4240 Merchandise Sales	346.05	2,000.00	-1,653.95
4440 Interest Revenue	152.02	500.00	-347.98
<b>Total Income</b>	<b>\$125,789.70</b>	<b>\$95,653.33</b>	<b>\$30,136.37</b>
<b>GROSS PROFIT</b>	<b>\$125,789.70</b>	<b>\$95,653.33</b>	<b>\$30,136.37</b>
Expenses			
5020 Greenskeeping			
10 Contract	22,500.00	25,550.00	-3,050.00
17 Greenskeeper - Other expenses	876.46	800.00	76.46
<b>Total 5020 Greenskeeping</b>	<b>23,376.46</b>	<b>26,350.00</b>	<b>-2,973.54</b>
5022 Greens - Consumables			
20 Fertilizer/Nutrients	1,691.03	1,800.00	-108.97
21 Surfactants	1,209.10	1,200.00	9.10
22 Fungicide/Herbicide	1,155.60	1,000.00	155.60
23 Pesticides		100.00	-100.00
24 Additives (Lime, pH control)	368.16	400.00	-31.84
25 Sand	1,854.11	1,000.00	854.11
26 Seed	373.43	400.00	-26.57
<b>Total 5022 Greens - Consumables</b>	<b>6,651.43</b>	<b>5,900.00</b>	<b>751.43</b>
5023 Greens Services & Repairs			
31 Coring/aeration in-house	25.40		25.40
36 Paint Supplies, Wood Preserves		250.00	-250.00
<b>Total 5023 Greens Services &amp;</b>	<b>25.40</b>	<b>250.00</b>	<b>-224.60</b>

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**Repairs**

5024 Greens Equipment			
40 Equipment Consumables	345.31	666.66	-321.35
41 Service/parts/repairs	1,745.10	900.00	845.10
42 Equipment Purchases	-155.04		-155.04
<b>Total 5024 Greens Equipment</b>	<b>1,935.37</b>	<b>1,566.66</b>	<b>368.71</b>
5030 Games Expenses	663.44	1,310.00	-646.56
5040 Social Event Expenses	6,094.36	5,000.00	1,094.36



# Stanley Park Lawn Bowling Club

## YTD Income and Expense vs. Budget

October 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
5050 Gardens Expenses	43.98	350.00	-306.02
5070 Liquor purchases	3,443.37	4,000.00	-556.63
5071 Bar Food Purchases	374.88		374.88
5074 Soft Drink Purchases	75.10	150.00	-74.90
5120 BBQ Expenses	2,012.69	2,333.33	-320.64
5130 Merchandise Purchases	1,758.49	2,000.00	-241.51
5140 Club Activities Expenses	125.21	187.50	-62.29
5605 Membership Expenses	603.41	400.00	203.41
5615 Communication & Publicity	120.00	200.00	-80.00
5620 Affiliation Fees		0.00	0.00
5640 Insurance	6,247.00	500.00	5,747.00
5645 Office Supplies	251.88	375.00	-123.12
5647 Computer and Software	1,350.54	1,500.00	-149.46
5649 Bank Transaction Fees	3,224.62	2,146.00	1,078.62
5650 Kitchen - Food & Supplies	1,232.81	500.00	732.81
5655 Recycling PickUp	298.30	525.00	-226.70
5660 Club House Cleaning	2,205.87	3,500.00	-1,294.13
5670 House Supplies Purchases	1,255.92	900.00	355.92
5680 Repairs & Maintenance	13,170.92	5,625.00	7,545.92
5682 Liquor and Business Licence Expenses	1,124.00	2,100.00	-976.00
5685 Electricity and Water - Parks Board via QMC	1,043.54	1,800.00	-756.46
5690 Heating - Fortis	1,496.92	2,190.00	-693.08
5695 Water C of V	1,980.88	1,900.00	80.88
5700 Telephone & Internet - Telus	724.23	750.00	-25.77
5720 Capital Improvements	15,185.00	25,000.00	-9,815.00
5730 Club House Renovations	8,109.95	11,000.00	-2,890.05
<b>Total Expenses</b>	<b>\$106,205.97</b>	<b>\$110,308.49</b>	<b>\$ -4,102.52</b>
<b>NET OPERATING INCOME</b>	<b>\$19,583.73</b>	<b>\$ -14,655.16</b>	<b>\$34,238.89</b>
Other Income			
4501 PST Commission Revenue	0.00	150.00	-150.00
4502 Over and Short in Cash	234.01		234.01
<b>Total Other Income</b>	<b>\$234.01</b>	<b>\$150.00</b>	<b>\$84.01</b>
<b>NET OTHER INCOME</b>	<b>\$234.01</b>	<b>\$150.00</b>	<b>\$84.01</b>
<b>NET INCOME</b>	<b>\$19,817.74</b>	<b>\$ -14,505.16</b>	<b>\$34,322.90</b>

Accrual Basis Sunday, July 23, 2023 07:40 AM GMT-07:00

## **Report to the SPLBC Board of Directors**

Date: July 24, 2023

Vice-President - Judy Lawson

### **Corporate Rentals**

Corporate events are rolling along. So far we've hosted 9 events and invoiced over \$19,700.

After an event last week, a bowl was missing. The company has been contacted, we have asked for the return of the bowl or the cost of a new set of bowls.

### **Bar**

SPLBC is now listed as a licensee with the liquor store on Robson near Denman, so we no longer have to travel to Cambie and 7th to pick up our supplies.

Still a challenge to get bartenders to sign up for shifts. Sign up sheets for bar shifts are now posted on the side of the bar fridge.

### **Other**

**Rakes** – I would like us to purchase some more rakes. Currently we have enough for all rinks if 2 rinks share, however when one is damaged and out for repair, it is a challenge to share one rake btwn 3 rinks. Since the club membership is increasing, we are having a full complement of bowlers more often so a shortage of rakes is more noticeable. To avoid inconvenience, I would like to order some extras. I have checked the games shed and there is currently space to hang 6-8 more rakes. While 6-8 more rakes would still mean bowlers have to share, it would prevent any challenges when one or two are out for repair.

New rakes cost \$247.50 plus taxes and take up to 3 months to be delivered (as per GPLBC). Assembly is required. I am attaching the brochure fyi.

**Crests** – email received from member requesting club crests be available for purchase to sew onto own shirts.

**SPLBC Board**  
**July 24, 2023**  
**Past President's Report**

Report:

I have nothing to report. I have attended many events at the club this last month and basically received only positive feedback on how things are going. Kudos to all.

I am including my draft revision of the Visitors Policy to include children.

Lois

**Visitor and Guest Policy and Fees**  
**Draft Revision, July 24, 2023**

Visiting Bowlers

Bowlers, who are current members of any lawn bowling club, anywhere in the world, can bowl at SPLBC in draws or practice sessions. Each visiting bowler is allowed to bowl up to 10 times per season. Should a visitor want to visit more than 10 times per season they will require approval from the board. The fee is \$5 per Visit.

Non-Bowling Guests of SPLBC Bowling Members.

Guests can be hosted twice a year. The member takes responsibility to teach them the basics on a rink that is not being used or reserved for other club members. **Long mats are advised.** These non-bowling guests cannot bowl in club draws. Members can host up to 7 guests at a time. Each **bowling** guest to pay \$5.00: **no charge if guest doesn't bowl.** The bowling member and their guests must all be bowling on the same rink.

Guests of SPLBC Social Members

Social members can host a guest twice per season. Guests of social members cannot bowl and are required to pay event fees such as BBQ Food or a ticket to our Christmas Party if applicable.

From time to time the club may restrict events to Members Only, Bowling Members only or Bowling Member Priority.

The club reserves the right to charge a higher guest fee for special events.

#### Children as Guests

Members may bring children as guests. Children under 12 must not be on the greens unless away from any bowling action and fully supervised. The club has a set of small bowls and jacks for members use with small children. There is no guest fee for children.

**ALL GUESTS MUST SIGN THE GUEST BOOK,**

( located by the front door)

Revised July 24, 2023

Lois Goodeve

## **GAMES REPORT**

### **Inter-Club Tournaments:**

Two of the 4 inter-club tournaments have concluded, very successfully.

- The Dale Hoadley triples had 16 teams entered, an 33% increase from 12 in 2022.
- The Andy Craig Mixed Fours went from 22 entries in 2022 to 26 in 2023 with non-SP entries increasing from 12 to 17 teams, a 42% increase.
- As of July 17<sup>th</sup>, the English Bay Men's Triples (Aug 12<sup>th</sup>) has already reached the 2022 level, with 20 teams currently entered, 16 of them from other clubs.
- The Bell Aussie Pairs in September is already full with a standby list in effect.

### **Club Tournaments:**

- The 2023 Men's Singles had 24 participants this year
- The 2023 Novice Singles had 20 men and 10 women, 30 in total.
- Sign up is brisk for the upcoming Women's Singles and Men's and Women's Pairs Championships

### **Club Leagues:**

- The Monday Evening Singles League expanded to four divisions in 2023 with 38 players signed up for Session 1, and 36 for Session 2
- The Wednesday Afternoon Pairs League expanded to three divisions of 26 teams for the first session, and 24 for the second session.

- The Wednesday Evening Twilight League had 10 pairs teams in the Spring session, and with the new influx of novices it has expanded to 26 teams for the Summer session.

**UPDATE:**

**NEW: Diamond Jubilee Singles :**

In response to some of our 'senior' members asking about creating a singles league for them, the Diamond Jubilee Singles allows bowlers over the age of 75 to compete in a non-complicated format. Announced yesterday, 9 people signed up the first day, so the league already has enough to proceed. It will feature round-robin divisions and then finish off in a knockout format to determine the winner. It will run every Monday morning (excluding holidays) for a maximum of 6 weeks starting Monday, July 30th at 11:00am.

- Graham Mason

Games Leader

## 2023 SPLBC Coaching Manager Report, July 16, 2023

### 1. May 6, 2023 Open House

- a) 43 demonstrators provided instruction to approximately 180 people
- b) 7 people handled lesson sign ups and collected lesson fees

### 2. Novice Orientation & Lessons

- a) Lessons 1& 2 provided to 125 novices
- b) Lessons 3 & 4 provided to about 75 novices
- c) Measuring clinic in Novice Draw- Tuesday June 27th
- d) Novice Tournament Play clinic - Tuesday July 18th

### 3. During the Season for all members

- a) Measuring Clinics held - 2, attendance 21
- b) Refresh Your Game sessions - to and including July 16\*, 13 sessions, about 60 participants

- Monday 11:00am - 12:30pm sessions

- \* Sunday 3:30 - 5:00pm session

- c) Tournament Play sessions held - 2, participants 6

- d) Strategy- TBA

## SPLBC-Infrastructure Report for the Period of June 23, 2023 to July 22, 2023

### Greens

Team Leader- Gavin Clifford

- Broken PVC Umbrella Stands were replaced with Aluminum and Concrete and more pipe to be purchased to replace the remainder of PVC stands
- Wagdy's Umbrella stands seem to have "disappeared" and will also be replaced • Dirt and debris was removed from the side of the Clubhouse and New Wood Ties will be purchased to replace the rotted ones
- Sprinklers will be Turned On and Utilized Daily at 4:30pm. for the Next Month to help the Greens Replenish during the Dry Heat Spell

### House

Team Leader- Harold Wiebe

- Urban Impact is now coming on a Weekly Basis, to empty All Containers, for the duration of Our Extremely Busy Bowling Season
- Vandalized Men's Bathroom Window was replaced
- VanFire came to do their Annual inspection of the Emergency Lights, Fire Extinguishers, Exit Lights, Etc. and We Passed with "Flying Colors"
- An order for Cleaning Supplies and Toiletries will be placed Forthwith

### Gardens

Team Leader- Monika Hilson

- Due to Our Intense Heat Wave, the Gardens are Being Watered on a More Frequent Basis
- Everything is Looking "Fabulous"

### First Aid/ Defibrillator

Team Leader- Dianne Farlinger

- First Aid Supplies were Updated
- Defibrillator was Checked

### Security/ FOBS

Team Leader- John Sinclair

- All Quiet on All Fronts
- FOBS are being distributed according to the Adjusted Policy

## **Social Directors Report July 24, 2023**

We have had good attendance at the first 4 BBQs of the season with 131 members/guests in attendance on July 14, 2023! Thanks again to Trevor and Brad for providing us with music that evening.

For the most part members have had positive feedback with regards to both the quality and variety of the meals.

We have offered online booking with a \$2 discount incentive for the last three BBQs. It seems that just over half the attendees take advantage of this offer. Hoping this increases with time so we can cut down on waste of perishable items.

The club hosted both the Dale Hoadley and Any Craig tournaments for which we were able to provide a fine array of refreshments. Thank you to the many volunteers who helped with the hospitality.

This season, Christine Skelton and myself have essentially taken on the role of Hospitality Managers for the club. Currently, on our org chart, this position reports to Games. Next year I would like to see this role reporting to the Social Director. In fact due to the large number of events hosted by the club I firmly believe we need 2 managers to fulfill this role.

The club Christmas party has been booked at the Sands on Davie Street for December 16, 2023. A little later than I would have liked and have us on the waiting list for December 2 and 9 in case they have a cancellation.