

Approved Minutes
SPLBC Board of Directors Meeting
Monday, March 11, 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:** 9:39 am
2. **Regrets:** Gavin joined the meeting at 9:58 am
3. **Approval of Agenda:** MOVED Wayne, SECONDED Judy. CARRIED.
4. **Approval of Minutes:** MOVED Lois, SECONDED Graham that the Feb 12, 2024 Minutes be approved. CARRIED.
5. **Reports:**

5.1 Treasurer's Report (Attached)

Discussion of GST issue from 2022 and treatment of clean-up journal entries.

5.1.1 ACTION ITEM: John to contact CRA about the GST issue. There will likely be no penalties.

MOTION: That the 2022 GST situation be reviewed and that CRA be informed and that we file an amendment with Revenue Canada for our GST payment. MOVED: Lois, SECONDED Graham, APPROVED. The club will owe approx. \$3,000.

Q Where are we keeping club documents? Currently, they seem to be held in too many places. Going forward, club documents will be kept in Dropbox, where only Board members have access.

Re: Membership Recruitment Funding: the Membership Committee has nothing in particular to spend the money on. Discussion of using funds for OPEN House expenses.

5.1.2 ACTION ITEM: Lois to ask George and Susan Guthrie, membership committee members, to submit Open House receipts for reimbursement.

Q: Who has the contract for Greenskeeper Scott? A copy should go to the Treasurer. Discussion of log-in details and names on accounts for Club accounts with Fortis, Telus, etc. These should be tidied up.

5.2 Vice President's Report (Attached)

Requests have been made for higher grade non-alcoholic beverages and we may be able to make room for 2 more kinds of drinks in the bar fridge.

DECISION: to raise the price of pop in the Molab to \$2, to keep up with inflation costs.

Corporate Rentals are almost full. Discussion of corporate leader's job descriptions. Anne's position can be done remotely while Keith Bessflug's is more on-site.

Discussion of the BiB certification and volunteer screening needed. Bowls Canada recommends (but does not require) that each club have a reciprocation policy in place, as well as a screening policy for the vulnerable sector.

5.2.1 ACTION ITEM: All Board Members to review the draft policy circulated and compare it to the original Bowls Canada document and send any suggestions for revision to Judy.

5.3 Past President's Report (Attached)

The membership team has been working on the website.

5.3.1 ACTION ITEM: Lois to forward draft updated volunteer job descriptions to the Board for review.

5.4 Director at Large – Bowling

SPLBC will be switching to online registration for events. The Club's ad in the Bowls BC Handbook will have a QR code and the convenor(s) of each event will receive the registration information.

Discussion of mobile registration and the fact that the Club's land acknowledgement takes up so much room on each page when using a smartphone.

Q: Can the land acknowledgment remain on the Home Page, but be removed from all the individual pages for ease of access to register.

Section 5.4: Coaching: as per Petra's report, the number of novice and game setting lessons will be reduced to 2 to accelerate the process for novices and reduce the volunteer workload.

Discussion of novices and new club members and how much information they need when attending the Open House and/or registering to join the club. Some concerns were raised as to the vagueness about what's available for new bowlers in terms of a pathway forward vis-à-vis recreational vs competitive opportunities. While this information is available it is not always easy for new members to find; can we put this information together in a more easily accessible way? Acknowledgement that many improvements have already been made to the way we bring novices into the club.

Discussion of the Pro Shop and items for sale. These are purchased through the bar. The key for the pro shop locker should be with the Bar Manager.

5.4.1 ACTION ITEM: Graham to ask Claus about ordering stock.

The Diamond Jubilee Singles league will be moved to Friday mornings.

Discussion of the Bell Tournament and registration issues. There will be a separate registration link for SPLBC members.

Discussion of Jot Forms cost.

5.5 Director at Large - Infrastructure (Attached).

Discussion of the phase 2 interior lighting project: this expense of about \$7,000 has not been budgeted for.

Rob Sykes of Cabin Carpentry was on site and provided an estimate of \$1,800-2,000 for the repair work to be done on the window frames at the back of the clubhouse. Estimate includes labour and paint.

MOTION: MOVED John, SECONDED Judy, that we move ahead with having Cabin Carpentry do the necessary carpentry repairs. CARRIED.

Discussion of interior Clubhouse lighting and the possibility of having coloured mood lighting available for the main body of the clubhouse and bar area. This would be an extra expense so whether the Club goes ahead with it or not will be dependent on cost.

5.5.1 ACTION ITEM: Wayne to ask Harry if we can get coloured lights in the main clubhouse. If so, we will need a revised quote including the option of colour.

5.5.2 ACTION ITEM: Wayne to send Lynda B another notice about the Spring Cleaning day but not until later, about 2 weeks in advance.

Discussion of the sound system upgrade.

5.6 Director at Large – Social (Attached).

Although we have 2 Tournament Hospitality Directors, we may need another, depending upon how many events the Club hosts. The BBQs will start on June 7, 2024.

Q: How do we make sure that new members are made to feel welcome at events, especially at the BBQs. Encourage all members to be aware of and welcoming to new members at our social events.

Discussion of BBQ ordering processes and mixed-up orders – perhaps we will go back to using the tokens to help with this issue.

Online ordering will continue, with the possibility of a cap on BBQ attendee numbers.

5.7 Director at Large – Greens (Attached)

Scott is good with the new season's schedule.

We have enough paint left over from last year to touch up areas on the exterior of the clubhouse.

Gavin is happy with the condition of the greens. Coring and sanding is coming up soon.

Discussion of disposal issues: where are we disposing of the old base boards and cores? There is apparently a market for the wood so these will be put on Marketplace. The cores we are just to put into the Park Board bin.

Discussion of grants for the garden.

5.8 President's Report (Attached)

NHSP: no timeline for grant receipt.

Website: **5.8.1 ACTION ITEM:** All Directors to review the website and get back to Chris if changes in their area are needed.

Discussion of the Club's online calendar: who has access to make additions and changes? Graham and Chris have access; Gavin, Wayne, and Sue need access to update the calendar with their respective events. Anyone who does not have access to the calendar should contact Stan @ webmaster@splbc.com to have their event put on the calendar. **5.8.2 ACTION ITEM:** Chris to ask Stan to meet with those who need access.

Q: Can we start a summer Euchre league on Mondays, organized by Janice Krieger?

5.8.3 ACTION ITEM: Sue will talk to Janice about the Euchre league and arrange to have it put on our calendar.

Truth and Reconciliation: there is a cost associated with having a land blessing during events, but not sure how much this is.

Discussion of selection of this year's Golden Bowl recipient. **5.8.4 ACTION ITEM:** Chris will contact the Golden Bowl recipient.

Discussion of plaque engraving for Golden Bowl base.

6.1 New Business

Updates from Wayne/Infrastructure: The Club lights are LED panels so when they go out the whole box is exchanged. Harry can do coloured lights and no problem putting the current lights into the locker rooms. Will give us an estimate for colour.

Harry and Brad will upgrade the sound system, adding another switch.

6. Next Meeting: Monday, April 8, 2024 9:30 am Clubhouse.

The meeting adjourned at 11:50 am.

MINUTES APPROVED BY BOARD OF DIRECTORS ON April 8, 2024

Chris Chapman

President

Lisa MacLean

Secretary

TREASURER'S REPORT

March 11, 2024

Transition of Treasurer activities continued with a couple of bumps. Working on documenting the accounting function. Met with the Accountant (Nate) a number of times working to identify improvements to the processes. Documentation of the accounting piece is underway.

- Income and balance sheet for January has been provided. Going forward will provide both with one month lags to allow extra time doing the monthly reconciliation work.
- The issue with the VanCity account has been resolved. Delegate has been reset up and access for the accountant and quick books re-established
- The renewal of the term deposits has been completed. Five 20K term deposits have been purchased. (\$100K) with cash on hand at approximately \$56K Bank statement provided.
- We also have received approval for grant 019440437 New Horizons Senior Program for \$25,000.00. Transition of signing authority completed. Paperwork received and signatures applied and sent within 5 day signing window Contract requires refrain from making public announcements regarding your project funding 60 days so we need to be careful.
- T4A for 2023 contractor submitted to CRA and contractor T4A mailed to contractor.
- WCB 2023 submitted and paid for contractor
- **GST submitted** and paid for 2023 to CRA document attached. Issue identified on the 2022 submittal additional documentation provided. Document for 2023 provided. The 2022 return requires additional conversation additional documentation included
- PST submitted for January 2024
- **Received** documentation for Membership Recruitment Funding Program Maximum funding available is \$500 per club. Application must be submitted by June 21, 2024. Document has been included in the package.
- **Would** like a discussion on standardization of document retention.

John Roberts

Stanley Park Lawn Bowling Club

Balance Sheet

As of January 31, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1052 Vancity Operating Account	93,767.85
1055 Gaming Account - Vancity	5.84
1060 Operating Account - HSBC	0.00
1080 Vancity Term Deposit 6405	0.00
1081 Vancity Term Deposit 6447	0.00
1082 Vancity Cashable Term Deposit 3565	0.00
1083 Vancity Non-Redeemable Term Deposit 3623	0.00
1084 Vancity Non-Redeemable Term Deposit 1581	0.00
1085 Vancity Non-Redeemable Term Deposit 4005	20,000.00
1086 Vancity Non-Redeemable Term Deposit 4039	20,000.00
1087 Vancity Non-Redeemable Term Deposit 4047	20,000.00
1088 Vancity Non-Redeemable Term Deposit 6425	20,000.00
Class B Membership Share	7.19
12000 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$173,780.88
Accounts Receivable (A/R)	
1210 Sundry Accounts Receivable	0.00
Total Accounts Receivable (A/R)	\$0.00
12100 Inventory Asset	840.57
1405 Cash Floats	100.00
1410 Prepaid Expenses	0.00
Total Current Assets	\$174,721.45
Total Assets	\$174,721.45
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2100 Accounts Payable	0.00
Total Accounts Payable (A/P)	\$0.00
2110 Accrued Liabilities	0.00
2112 BC Bowls Memberships	0.00
2114 Deferred Revenues	0.00
50 Gaming Grant	0.00
51 Merchandise Sales	0.00
52 NHSP Grant	0.00
53 President's Membership Subsidy Fund	950.00
Total 2114 Deferred Revenues	950.00
25500 GST/HST Payable	5,786.95
25550 PST Payable (BC)	-114.09
Ministry of Finance (BC) Suspense	0.00
Receiver General Suspense	0.00

Stanley Park Lawn Bowling Club

Balance Sheet

As of January 31, 2024

	TOTAL
Total Current Liabilities	\$6,622.86
Total Liabilities	\$6,622.86
Equity	
30000 Opening Balance Equity	0.00
30500 Designated Reserve	3,000.00
31000 Prior Period Adjustments	0.00
Retained Earnings	176,925.85
Profit for the year	-11,827.26
Total Equity	\$168,098.59
Total Liabilities and Equity	\$174,721.45

Stanley Park Lawn Bowling Club
 Budget vs. Actuals: FY_2023_2024 - FY24 P&L
 January 2024

	JAN. 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
4020 Membership Fees - Active		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4022 Membership Fees - Social	75.00	0.00	75.00		\$75.00	\$0.00	\$75.00	0.00%
4023 Locker Rental		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4024 Name Tags and Fobs		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4030 Games - Tournaments	818.00	0.00	818.00		\$818.00	\$0.00	\$818.00	0.00%
4032 Games - Miscellaneous Revenue		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4040 Corporate Groups Rentals		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4100 BBQ (Food) Sales		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4110 Social Events		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4120 Bar (Liquor) Sales	955.20	0.00	955.20		\$955.20	\$0.00	\$955.20	0.00%
4122 Bar (Food) sales		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4124 Soft Drink Sales		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4220 Other Club Activities	1,406.00	0.00	1,406.00		\$1,406.00	\$0.00	\$1,406.00	0.00%
4240 Merchandise Sales		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4270 Government Grants		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
4440 Interest Revenue	981.89		981.89		\$981.89	\$0.00	\$981.89	0.00%
Total Income	\$4,236.09	\$0.00	\$4,236.09	0.00%	\$4,236.09	\$0.00	\$4,236.09	0.00%
GROSS PROFIT	\$4,236.09	\$0.00	\$4,236.09	0.00%	\$4,236.09	\$0.00	\$4,236.09	0.00%
Expenses								
5020 Greenskeeping					\$0.00	\$0.00	\$0.00	0.00%
10 Contract	2,750.00	2,750.00	0.00	100.00 %	\$2,750.00	\$2,750.00	\$0.00	100.00 %
Total 5020 Greenskeeping	2,750.00	2,750.00	0.00	100.00 %	\$2,750.00	\$2,750.00	\$0.00	100.00 %
5022 Greens - Consumables					\$0.00	\$0.00	\$0.00	0.00%
20 Fertilizer/Nutrients	770.00	0.00	770.00		\$770.00	\$0.00	\$770.00	0.00%
21 Surfactants		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
22 Fungicide/Herbicide		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
23 Pesticides		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
24 Additives (Lime, pH control)		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
25 Sand		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
26 Seed		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 5022 Greens - Consumables	770.00	0.00	770.00		\$770.00	\$0.00	\$770.00	0.00%
5023 Greens Services & Repairs					\$0.00	\$0.00	\$0.00	0.00%
36 Paint Supplies, Wood Preserves		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 5023 Greens Services & Repairs		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5024 Greens Equipment					\$0.00	\$0.00	\$0.00	0.00%
40 Equipment Consumables		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
41 Service/parts/repairs		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
42 Equipment Purchases		650.00	-650.00		\$0.00	\$650.00	\$ -650.00	0.00%
43 Maintenance "Call-out"		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 5024 Greens Equipment		650.00	-650.00		\$0.00	\$650.00	\$ -650.00	0.00%
5030 Games Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5040 Social Event Expenses	4,577.09	0.00	4,577.09		\$4,577.09	\$0.00	\$4,577.09	0.00%
5050 Gardens Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5070 Liquor purchases	129.86	0.00	129.86		\$129.86	\$0.00	\$129.86	0.00%
5071 Bar Food Purchases		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5074 Soft Drink Purchases		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5120 BBQ Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5130 Merchandise Purchases		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5131 Fobs and Name Tags Purchases		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5140 Club Activities Expenses	41.67		-41.67		\$0.00	\$41.67	\$ -41.67	0.00%
5605 Membership Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5615 Communication & Publicity		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5620 Affiliation Fees		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5640 Insurance		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5645 Office Supplies		33.33	-33.33		\$0.00	\$33.33	\$ -33.33	0.00%
5647 Computer and Software	77.04	333.33	-256.29	23.11 %	\$77.04	\$333.33	\$ -256.29	23.11 %
5649 Bank Transaction Fees	63.73	433.33	-369.60	14.71 %	\$63.73	\$433.33	\$ -369.60	14.71 %
5650 Kitchen - Food & Supplies		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5655 Recycling PickUp	231.01	250.00	-18.99	92.40 %	\$231.01	\$250.00	\$ -18.99	92.40 %
5660 Club House Cleaning		230.00	-230.00		\$0.00	\$230.00	\$ -230.00	0.00%
5670 House Supplies Purchases		183.33	-183.33		\$0.00	\$183.33	\$ -183.33	0.00%
5680 Repairs & Maintenance		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5682 Liquor and Business Licence Expenses	220.00	0.00	220.00		\$220.00	\$0.00	\$220.00	0.00%
5685 Electricity and Water - Parks Board via QMC	88.16	150.00	-61.84	58.77 %	\$88.16	\$150.00	\$ -61.84	58.77 %
5690 Heating - Fortis	173.10	225.00	-51.90	76.93 %	\$173.10	\$225.00	\$ -51.90	76.93 %
5695 Water C of V		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
5700 Telephone & Internet - Telus	80.46	83.33	-2.87	96.56 %	\$80.46	\$83.33	\$ -2.87	96.56 %

Stanley Park Lawn Bowling Club
Budget vs. Actuals: FY_2023_2024 - FY24 P&L
January 2024

	JAN. 2024				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5720 Capital Improvements		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
5730 Club House Renovations		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Ministry of Finance (BC) Expense	1.55		1.55		\$1.55	\$0.00	\$1.55	0.00%
Total Expenses	\$9,162.00	\$7,363.32	\$1,798.68	124.43 %	\$9,162.00	\$7,363.32	\$1,798.68	124.43 %
NET OPERATING INCOME	\$ -4,925.91	\$ -7,363.32	\$2,437.41	66.90 %	\$ -4,925.91	\$ -7,363.32	\$2,437.41	66.90 %
Other Income								
4502 Over and Short in Cash	-0.07		-0.07		\$ -0.07	\$0.00	\$ -0.07	0.00%
Total Other Income	\$ -0.07	\$0.00	\$ -0.07	0.00%	\$ -0.07	\$0.00	\$ -0.07	0.00%
NET OTHER INCOME	\$ -0.07	\$0.00	\$ -0.07	0.00%	\$ -0.07	\$0.00	\$ -0.07	0.00%
NET INCOME	\$ -4,925.98	\$ -7,363.32	\$2,437.34	66.90 %	\$ -4,925.98	\$ -7,363.32	\$2,437.34	66.90 %

Stanley Park Lawn Bowling Club

GST 2023

Receiver General - Tax Summary Report

January - December 2023

	TOTAL
Line 101 Sales and other revenue	210,677.60
Line 103 GST/HST collected or collectible	10,256.52
Line 104 Adjustments (Sales)	
LINE 105 TOTAL GST/HST AND ADJUSTMENTS FOR PERIOD	\$10,256.52
Line 106 Input tax credits (ITCs)	4,286.40
Line 107 Adjustments (Purchases)	
LINE 108 TOTAL ITCs AND ADJUSTMENTS	\$4,286.40
LINE 109 NET TAX	\$5,970.12
Line 110 Instalments and other annual filer payments	
Line 111 Rebates	
LINE 112 TOTAL OTHER CREDITS	\$0.00
LINE 113A BALANCE	\$5,970.12
Line 205 GST/HST due on acquisition of taxable real property	
Line 405 Other GST/HST to be self-assessed	
LINE 113B TOTAL OTHER DEBITS	\$0.00
LINE 113C BALANCE	\$5,970.12

Stanley Park Lawn Bowling Club

Receiver General - Tax Summary Report

January - December 2022

GST 2022

Line 101 Sales and other revenue	TOTAL
Line 103 GST/HST collected or collectible	115,209.57
Line 104 Adjustments (Sales)	4,893.90
LINE 105 TOTAL GST/HST AND ADJUSTMENTS FOR PERIOD	
Line 106 Input tax credits (ITCs)	\$4,893.90
Line 107 Adjustments (Purchases)	3,681.81
LINE 108 TOTAL ITCs AND ADJUSTMENTS	
LINE 109 NET TAX	\$3,681.81
Line 110 Instalments and other annual filer payments	\$1,212.09
Line 111 Rebates	
LINE 112 TOTAL OTHER CREDITS	
LINE 113A BALANCE	\$0.00
Line 205 GST/HST due on acquisition of taxable real property	\$1,212.09
Line 405 Other GST/HST to be self-assessed	
LINE 113B TOTAL OTHER DEBITS	
LINE 113C BALANCE	\$0.00
	\$1,212.09

JV-N221206 - completed year end to reconcile accounts to reports.

In may 3 JV were done and not picked up by report.

JV - 276 - 317.31 GST payable.

JV - 277 - 2513.65 GST payable.

JV. 282. - 250.48 GST payable.

total. 3081.44.

total GST For Period 2022

3081.44

1212.09

4293.53

dec 2022 JV N221206 debit GST payable \$2185.65

Stanley Park Lawn Bowling Club

Receiver General - Tax Summary Report

May 2022

ERROR
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entries.

	TOTAL
Line 101 Sales and other revenue	
Line 103 GST/HST collected or collectible	
Line 104 Adjustments (Sales)	
LINE 105 TOTAL GST/HST AND ADJUSTMENTS FOR PERIOD	\$0.00
Line 106 Input tax credits (ITCs)	623.01
Line 107 Adjustments (Purchases)	
LINE 108 TOTAL ITCs AND ADJUSTMENTS	\$623.01
LINE 109 NET TAX	\$ -623.01
Line 110 Instalments and other annual filer payments	
Line 111 Rebates	
LINE 112 TOTAL OTHER CREDITS	\$0.00
LINE 113A BALANCE	\$ -623.01
Line 205 GST/HST due on acquisition of taxable real property	
Line 405 Other GST/HST to be self-assessed	
LINE 113B TOTAL OTHER DEBITS	\$0.00
LINE 113C BALANCE	\$ -623.01

Journal Entry no.276



Help



Journal date

31/05/2022

Journal no.

276

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
1	1052 Vancity Operating Accou	9,298.99		
2	4020 Membership Fees - Active		5,000.00	
3	4022 Membership Fees - Socia		525.00	
4	4023 Locker Rental		190.00	
5	4200 Club House Rentals		480.00	
6	4024 Name Tags and Fobs		90.00	
7	51 Deferred Revenues:Mercha		61.11	
8	4030 Games - Tournaments		725.00	
9	4255 Donations - Allocated		1,400.00	
10	25500 GST/HST Payable		317.31	
11	25550 PST Payable (BC)		10.57	
12	4260 Donations - Unallocated		500.00	
13				

Reverse

Make recurring

More

Cancel

Save

Save and new

Journal Entry no.277



Help



Journal date

31/05/2022

Journal no.

277

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
1	1052 Vancity Operating Accou	51,564.30		
2	5649 Bank Transaction Fees	1,434.43		
3	4020 Membership Fees - Active		42,250.00	
4	4100 BBQ (Food) Sales		422.94	
5	4024 Name Tags and Fobs		1,575.00	
6	4120 Bar (Liquor) Sales		912.15	
7	4023 Locker Rental		750.00	
8	4026 Membership - Coaching	0.00		
9	4240 Merchandise Sales		89.28	
10	4110 Social Events		1,053.00	
11	4022 Membership Fees - Socia		3,225.00	
12	25500 GST/HST Payable		2,513.65	
13	25550 PST Payable (BC)		207.71	

Reverse

Make recurring

More

Cancel

Save

Save and new

Journal Entry no.282

[Help](#)

Journal date

31/05/2022

Journal no.

282

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
1	1052 Vancity Operating Accou	5,917.10		Total Square Cash Sales for May
2	5649 Bank Transaction Fees		0.04	Total Square Cash Sales for May
3	1405 Cash Floats		300.00	Total Square Cash Sales for May
4	4020 Membership Fees - Active		4,000.00	Total Square Cash Sales for May
5	4100 BBQ (Food) Sales		302.76	Total Square Cash Sales for May
6	4024 Name Tags and Fobs		30.00	Total Square Cash Sales for May
7	4120 Bar (Liquor) Sales		66.92	Total Square Cash Sales for May
8	4023 Locker Rental		160.00	Total Square Cash Sales for May
9	4220 Other Club Activities		10.00	Total Square Cash Sales for May
10	4110 Social Events		338.00	Total Square Cash Sales for May
11	4022 Membership Fees - Socia		450.00	Total Square Cash Sales for May

[Reverse](#)[Make recurring](#)[More](#)[Cancel](#)[Save](#)[Save and new](#)

N221206

31-Dec-22 GST Payable

Retained Earnings

Sundry AR

Bank

New Year Account Clean-Up

Account

25500 2,185.65

3,892.53

1210 2,420.00

1052 3,658.18

Membership Recruitment Funding Program

The Program

Bowls BC offers financial support to affiliated clubs for programs and events for the recruitment of new members. **The maximum funding available is \$500 per club.**

Examples of acceptable programs and events are:

- Costs associated with hosting an open house
- Costs associated with public advertising
- Costs associated with renting public space for demonstrations
- Costs associated with running a drop-in league for the public to convert drop-in players to full members

The program is to cover costs that are exclusively for the purpose of generating new membership. *For example, website creation/hosting costs for the club website will not be approved, as a club website serves more functions than just generating new memberships.*

Eligibility

Clubs must meet the following requirements:

- Complete an application (attached)
- The event must be in line with the Strategic Plan of Bowls BC
- Expand an event or advertising to cover block advertising so possible therefore benefiting from
- Contain measurable objectives, examples:
 - Marketing efforts reached a target demographic and targeted non-bowlers
 - New memberships were generated as a direct result of the event
 - Open house expects to have a target number of prospective bowlers to participate

Bowls BC will review all applications. The amount of reimbursement will be based on eligibility per criteria and the number of eligible applications submitted.

Timelines

For 2024 only:

Application must be submitted by **June 21, 2024**

Clubs will be notified by **Aug 2, 2024**

Application

Part A – General Information

Club Name: _____

Club Address: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Date: _____

Part B – Program Info

Brief Description of Event: _____

Number of Participants Attended: _____

Number of new Members: _____

Measurable Objectives:

1.

2.

3.

Part C – Attachments

Receipts are required.

Part D – Cheque Remittance Information

Name:

Address

Mail completed application or email to: administrator@bowlsbc.com

**Bowls BC
c/o Lynn Chwartacki
595 Belyea Road
Qualicum Beach BC V9K 1H3**

Report to the SPLBC Board of Directors

Vice-President - Judy Lawson

Date: March 11, 2024

Bar

On Feb 25, Iain Girvan, Keith Warriner and I met to begin the handover of the bar manager duties. Keith has obtained ordering permission from the BCLDB.

Snack item inventory seems fairly steady this last month.

.....

Molab

We would like to raise the price of drinks in the machine to \$2 each. The molab drinks have been sold for \$1 each since atleast 2013 whereas grocery prices have risen a great deal in that time.

Ralph Wettstein has volunteered to look after the molab. YAY! Keith Warriner will be providing him with training.

.....

Corporate Rentals

Met with Anne Berridge and Keith Bespflug on March 7 to discuss plans for the upcoming year. Currently we have 15 bookings, the first being on May 30. Our target is about 20 groups (approx. \$55,000, currently we're at \$48,000). Our bookings are mostly Thursdays, with a few Tuesdays and 1 Friday. Most of the bookings are return visitors.

Keith and Anne gave notice that they will both be stepping down from their corporate roles after this season ☹️ If anyone is interested in taking on either or both of these positions, they should contact either Anne, Keith or myself. Perhaps some mentoring could begin this year.

All documents have been updated for 2024.

April 13 has been set as the date for a corporate team meeting.

A question arose about the sound system being able to play only on the East green?

.....

Club Safety Officer

A new Safety bulletin board has been installed inside the West entrance to the clubhouse.

.....

Belonging in Bowls (BiB)

A draft Screening Policy has been sent to the Board members, the Coaching Leader and the CSO for review. Some of the feedback received:

- Perhaps just have one board member on the screening committee.
- Have no board members on the screening committee because it's supposed to be independent.

- How would someone challenge a decision made by the screening committee? Via the dispute resolution policy which is next on my list to complete.

Re: the difficulties with the reciprocation policy template provided by BCB. BCB suggested we adjust all the BiB related policies to suit the needs of our club and our Provincial Sports Organization. So the reciprocation policy is on hold right now until Bowls BC has their own policy in place.

.....

2024 Corporate Bookings

	Date	Group	Leader	Time	# of Guests
1 Rtn	Thurs, May 30	CCL		3-5 bowl only	35
2 Rtn	Thurs, June 6	Fort Capitol		100	100+
3 Rtn	Thurs, June 13	Rethink		100	100+
4 New	Thurs, June 20	Port of Vancouver		1-3 bowl only	40
5 New	Thurs, July 4	Ausenco		3-6	20
6 New	Thurs, June 27	Young, Anderson		2-4 bowl only	50
7 Rtn	Tues, July 9	iA Financial		11-3	25
8 New	Thu, Jul 11	CBRE		2-6	80
9 Rtn	Tues, July 16	Delve Underground		2-6	20
10 Rtn	Thurs, July 18	RBC			75
11 Rtn	Thurs, Aug 8	Quadreal		1-3 bowl only	46
12 Rtn	Thurs, Aug 15	The Mortgage Group		1-3 bowl only	100
13 Rtn	Thurs, Aug 22	AIG			20
14 New	Fri, Aug 23	Lohn, Caulder		1-3 bowl only	40

SPLBC Board
March 11, 2024
Past President's Report

MEMBERSHIP REPORT from Susan and George Guthrie:

Membership Form:

We will be moving from Plato Forms to Jotforms for our online membership applications this

season. Our thanks to Chris who built the new online form which has now been finalized.

There will be paper versions available as usual.

Volunteer Descriptions:

We have received all the information requested from the Team Leaders and the document has

been completed [subject to Board review. A copy is attached].

Open House:

There will be a planning meeting on March 27.

SUMAC:

We were advised that Brian Sutton, SUMAC administrator for Bowls BC is resigning effective April 1. We have not been told who will be taking over the role.

Website:

Following discussion with Chris, we are developing a new tab called "Membership Info".

Director - Bowling Report (March 11)

1) Tournament-Specific Emails

We have created four new @splbc.com email addresses, one for each of the 4 interclub tournaments. The emails will be assigned to the contact/convenor of the event for that year.

The advantage of having these tournament-specific emails is that:

- there are no personal emails shown publicly in the V&D Events Handbook
- incoming emails are strictly for that event, not mixed in with your personal email
- the email will be linked to the *jotform* entry form for each tournament, so entry forms will be automatically sent to that email
- If/when convenors change in 2025, then they have a history of past emails connected to that event

The four emails are:

mens3@splbc.com (English Bay, Men's Triples, 2024 Janis)

womens3@splbc.com (Dale Hoadley Women's Triples, 2024 Graham)

mixed4@splbc.com (Andy Craig Mixed Fours, 2024 Geordie)

aussie2@splbc.com (Evelyn & John Bell Aussie Pairs, 2024 Graham)

2) Online registration for interclub events

The club will be using an online registration for interclub tournaments. The Stanley Park ad in the 2024 V&D Events Handbook will include a QR code for registration from a mobile device.

3) Changes to Novice Coaching

Petra has revised the lesson plan for the novices. The main differences from last year is that we will ask people who sign up for the \$30 lessons to rank their date preferences on the handout form for their two introductory lessons. If possible, lessons will be held only 3 times a week, so it is less demanding for the

volunteers. Additionally, there will be just two mandatory game setting lessons, reduced from three. The Coaching Leader report is below.

4) Tags and Lockers

I contacted Claus Braovac and he is happy to continue with the tags and men's lockers in 2024, with Rosemary doing the women's lockers.

5) New day for DJ Singles league

I contacted Wagdy Senbel and discussed the Diamond Jubilee Singles league and the affect it had on the Shady Ladies attendance. He is happy to move the Diamond Jubilee Singles to Friday morning in 2024.

6) Rake-Rack Work Completed

Glen Young has completed the work on the racks for storing the two styles of rakes. Great job, Glen!

- Graham Mason

Director – Bowling

Games Leader Report

When the dates for our seven club championships have been set, I will be actively assigning convenors for each of the six dates (Men's and Women's Pairs are held on the same date) from within the Games team.

If any members would like to join the current games team, please reach out to me. We also encourage potential future games team members to learn the ropes by assisting a convenor at one or more of our club, interclub or V&D events.

- Geordie Stowell
games@splbc.com

Coaching Leader Report

2024 Stanley Park Lawn Bowling Club (the Club) Coaching Program

The Coaching Team Leader will compile a list of Club members who would like to coach. using the list from 2023's coaching volunteers and the completed 2024 SPLBC Registration forms.

The list will include those who have obtained any level of the National Coaching Certification Program (NCCP) certification and those who do not have any certification but would like to teach or assist at the Open House, novice orientation and ongoing lessons.

It may be that some people do not wish to obtain NCCP certification or would like to but have not yet been able to take any courses. In those cases, the person will be paired with a certified coach.

1. Open House (May 4, 2024)

- 1 coach per rink minimum
- 1 - 3 persons to handle lesson sign ups and collect lesson fee (\$30)

Prior to the Open House, there will be a session that volunteers are expected to attend where there will be a run through of how the day will unfold and how to present an introduction to bowls for our guests.

2. Novice Orientation & Lessons

- a) 2 introduction to lawn bowls lessons per person
- b) 2 game setting lessons per person
- c) Tuesday Night Novice League & Thursday night Blue Heron League

Prior to the Novice Orientation & Lessons, all coaches must attend a session where there will be a run through of the Novice Orientation & Lessons. This is to ensure all coaches are teaching the basics in the same way and there is coaching consistency within the Club.

Depending on the number of people who sign up for lessons, there will be 3 or 4 run each week. Last year there were a group of keen people who picked up the game quickly and wanted to start bowling in leagues and draws. In one of the coaching reflection sessions, I also received feedback that it would be a positive to accelerate the game session lessons. I am proposing the game setting lessons be separate and apart from the Novice League and be completed before league play starts.

3. Measuring Clinic – I am reaching out to George Cubiss to run a measuring clinic session, \$5 per person. Hopefully we'll have people interested in measuring and perhaps this will also provide an opportunity to encourage people to become umpires.

4. Individual Coaching

- a) Tuesday Night Novice League, Thursday night Blue Heron League - 30 minutes prior to draw, review one topic e.g. etiquette, hand signals, requests from novices
- b) Refresh Your Game weekday session
- c) Refresh Your Game weekend session
- d) individual coaching as arranged between coach and athlete

5. Preparation for Competitive Bowling, Players and Coaches

- a) session for competitors
- b) session for coaches who are supporting SPLBC competitors

6. Strategy e.g. Build the Head Clinic (I'll approach SPLBC competitive players for those sessions)

7. Marking at competitions – George Cubiss clinic set for Saturday May 18th @ 1pm

All these coaching offerings availability and frequency will be dependent upon coaching volunteers availability.

- Petra VanderLey

coaching@splbc.com

SPLBC-Infrastructure Report for the period of February 12, 2024 to March 8, 2024

House Report

Team Leader-Harold Wiebe

- Bordignon Electric and Balsam Electric have submitted quotes (estimates) for Phase 2 of the Lighting Project for the Clubhouse, Games/Storage Area and the Greens Equipment Shed
- 4 of 8 fixtures were replaced in the equipment shed
- Cabin Carpentry was on Site and provided an estimate for the repair work to be done on the Window Frames at the Back of the clubhouse
- Beaulieu Electric was on site to familiarize themselves with the upcoming Greens Lighting Upgrades
- Harry Wiebe and Brad Marchant are to meet to discuss the upgrades on the Sound System
- Spring Clean Up will take place on April 20, 2024 (9am. To 11am.)

Team Leads:

Christine & Ray Beaulieu-Main Hall, Bowls/Bar Area, Women's & Men's Locker Rooms and the Gender Neutral/Handicap, Women's & Men's Washrooms

Sue Smolen & Laura Moffat-Kitchen/BBQ's

Gavin Clifford & Brad Marchant-Greens Equipment Shed

Graham Mason, Harry Wiebe & Wayne Hawrysh-Games/Storage Room

FOBs & Security

Team Leader-John Sinclair

- All quiet on the FOBs Front
- No Security Patrol incidents through this reporting period

Social Directors Report

March 11, 2024

The March 22, 2024 Music night is sold out. Chris is handling the waitlist should any tickets become available.

Euchre, Bridge and Crib continue to be well attended

Laura Moffat has agreed to take on the role of Kitchen Manager for the season. Kitchen Orientation date to be determined.

Christine Skelton and Derrick Williams will be our Tournament Hospitality Managers. Whether or not we need a 3rd manager this season will be determined once we receive the full calendar of events.

Alan Jones will remain on as BBQ Manager. We would tentatively like to host eight Friday Night BBQs on the following dates:

June 7, 14, 21

July 5, 12, 19

August 16, 23

We would also like to host the following events

May 20 - Victoria Day

May 31 - New Members Pizza Night, Meet & Greet

July 1 - Canada Day

July 27 - Fireworks

August 1 - Pride

August 3 - Fireworks

August 5 - BC Day

September 2 - Labour Day

September (date TBA) - Awards Night

I'll be looking for volunteers to lead these events over the next few months.

Greens Report March 09, 2024

Not much news to report. Regular clean-up of the greens continues with less crow damage to repair but more goose droppings to deal with. Some improvement on the fungus has been noticed. More wind events have taken place. Some small-medium branches have fallen but no damage to structures or greens.

Our new nutrient supplier made their first delivery in late February on time and as promised.

A new wrack for the large rakes has been installed behind the door in the games room and has really helped to organize the greens equipment area.

Spring aerating has been tentatively scheduled for Wed and Thursday March 20,21. A request for help on that project will be posted in the club newsletter soon.

Board Meeting – March 11, 2024

President's Report

- **NHSP Grant Application** – Papers have been submitted – will proceed once funds are received.
- **Website Changes** – Ongoing - only heard back from Judy and would still ask everyone to review the site and let me know of any changes required to information pertaining to their area of responsibility.
- **Club Calendar** – who has access to add or delete calendar entries? Important that directors and managers keep the calendar up to date.
- **Truth and Reconciliation Open House Committee**
Trevor Ludski, Rob Berridge, David Seymour and myself will be meeting this coming Wednesday to develop a plan for promoting our open house to the indigenous community.
- **Truth and Reconciliation Discussion Group – Note from meeting held 04-09-23**
Beginning with the 2024 Golden Bowl - to open the season - have someone from the indigenous community bless the land and give acknowledgment that we are on Indigenous land.
- **Liquor License** was renewed and previous applications showing under our account have been deleted.
- **Nation Builder Website** – Renewal completed – total cost was approx. \$377 Canadian.
- **Directors/Managers workshop** – Please let me know the names and email addresses of everyone that will be attending the meeting. Once received I will email everyone the details of the workshop.