



**VERMONT SOUTH BOWLING CLUB**  
 (A Member of Vermont South Club Inc. ABN 60-896-828-957)

Minutes of Committee Meeting Mon 1 Nov 2021


<b>Venue</b>	<b>Bowls Section clubroom</b>	<b>Meeting opened at 1:40 pm</b>
<b>Present</b>	<i>Di Agius (Chair), Keith Horlock (Act. Sec) Chris Holland, John Ispanovic, Pam Janssen, Pam Barnhill, Mike Petty, Mal Walker and Ray Evans</i>	<b>Visitor</b> <i>John Strybosch and Di Tew</i>
<p><b>Welcome</b> – <i>Di welcomed John Strybosch and Di Tew and invited them to talk to the committee prior to commencement of formal part of the meeting</i></p> <p>❖ <b>Barefoot Bowls:</b> <i>Di Tew explained and asked the committee to consider a revised schedule of (Ref agenda) charges and following some discussion it was agreed to implement, immediately, the full suite of charges, as presented</i></p> <ul style="list-style-type: none"> <li>❑ \$12/person – Use of BBQ \$50 – Use of Clubroom \$50 - Use of Kitchen \$50</li> <li>❑ If using kitchen tea and coffee is included</li> <li>❑ Alcohol and drinks from the bar charged at Corporate list prices</li> <li>❑ Outside caterers? To be arranged by group hiring club facilities</li> </ul> <p>❖ <b>Weekend Bowls:</b> <i>John Strybosch (Selection Chair) provided the committee with a progress update on weekend pennant</i></p>		
<b>AGENDA</b> <i>Di welcomed the committee</i>		
<b>1) Apologies</b> <i>None</i>		<b>ACTION</b>
<b>2) Confirm minutes:</b> <i>Moved: Mal Walker Seconded: Pam Barnhill that: circulated minutes of meeting held 4 Oct 2021 be taken as presented and adopted as a true record of proceedings – Carried</i>		
<b>3) Business arising from previous meeting</b>		
<b>a)</b>	<b>East Green – Tree roots</b> - <i>KCL will be on site Mon 8<sup>th</sup> Nov to supervise carpet roll back and carry out remedial work</i>	<b>Members to be invited to assist with the roll back</b>
<b>b)</b>	<b>Honour Board Update</b> – <i>Delayed (Lockdown)</i>	
<b>c)</b>	<b>Membership</b> <i>cooperative effort of a team of people to achieve a common goal</i>	<b>Christine Iseli follow up contact from Facebook</b>
<b>d)</b>	<b>Uniform</b>	<b>Enews article to be completed by Keith</b>
<b>e)</b>	<b>Google calendar</b>	<b>Mike is still adding people and continues to progress</b>
<b>f)</b>	<b>Working Bee</b>	<b>Being continued casually - garden, kitchen, office and storeroom have had work completed. Aero bowls boxes fixed by Mal, John Molloy and Trevor</b>
<b>g)</b>	<b>VSBC – Food premises</b>	<b>We have Cert IV and Pam has council attending next week as part of qualifying for Cert III</b>
<b>h)</b>	<b>Vermont South Singles Tournament</b>	<b>Decision made to cancel. Mal to thank Martin and ascertain of sponsorship money can be redirected to something else like scoreboard</b>

		<b>ACTION</b>
i)	<b>Scoreboards</b>	<i>Must be replaced – mould and damage are an OH&amp;S risk as well as not professional in our presentation standards. Di to take issue back to VSC</i>
j)	<b>Women only social bowls</b>	<i>Gail will continue to help. It will be an Autumn Comp running for 6 weeks to 8 weeks from April</i>
l)	<b>Deakin Awards</b>	<i>Nominations nearly complete for submission</i>
m)	<b>Club Polices on Notice boards</b>	<i>Being actioned by Keith and Chris</i>
n)	<b>Pennant Success</b>	<i>Sub-committee nominated led by John Strybosch and notified to members via Enews</i>
o)	<b>Measuring – refresher course</b>	<i>Jim Baker to run on 11/11 @ 2.30pm</i>
<b>4)</b>	<b>Chairperson / VSC Report</b>	<i>Discrepancies in the recording of minutes – minutes tabled only. Motion for AGM for 17/11 passed. More updates when minutes received.</i>
<b>5)</b>	<b>ERBR Delegates Report – (Keith / Pam)</b>	<i>No meeting</i>
<b>6)</b>	<b>Reports (Highlights and/or issues noted/addressed)</b>	
	<b>Finance (Ray E)</b>	<i>Reporting for bowls section still to be developed John – follow up with Martin</i>
	<b>Social</b>	<i>Meeting today – Faulty Towers 20/11</i>
	<b>Housekeeping - (Meg Ware)</b>	<i>Megan needs to find a couple of assistants to help out.</i>
	<b>Pennant - (Selection chairs)</b>	<i>Saturday - 6 sides this year. To make sure everyone gets a game but will be writing to clubs to possibly use substitutes in ours or opposition teams depending on numbers in any given week. Running sheets to be developed for Pennant by Chris and Mike.  <i>Pennant goal for this season is to maintain each of our Divisions. Pam moved to thank John for his contribution</i></i>
	<b>Tournament- (Mal Walker)</b>	<i>Mulgrave Challenge is 6/1/22. BPL cup is 14/11. Club championship singles for men R1 &amp; R2 and O'80s is 21/11; for women R1 &amp; R2 and O'80s is 19/11</i>

		<b>ACTION</b>															
	<b>Social Bowls</b> (Mike, Ray & Chris)	<i>Report provided, everything in place for summer season</i>															
	<b>Corporate, Try and Schools</b> (Mike, Di and Pam)	<i>No update</i>															
	<b>Facilities</b> (Ken George, John I and Lorraine B)	<i>Circuit breaker replaced to top green shed; GPOs replaced. Power point next to water cooler and WiFi extender replaced on the top green.  Lorraine has resigned from the gardens team but has thanked the Horlock and Holland duos for all their work.</i>															
	<b>Membership</b> (Keith) <ul style="list-style-type: none"> <li>o <b>Good “Prospects”</b> 1 (Ref Pam - Christine Iseli)</li> <li>o <b>Pending approval:</b> TBA</li> <li>o <b>Approved:</b> 5</li> <li>o <b>Affiliations:</b> 168</li> <li>o <b>Losses</b> ~ 9</li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Affiliated</th> <th>This month</th> <th>Last month</th> </tr> </thead> <tbody> <tr> <td>total Women</td> <td></td> <td>63</td> </tr> <tr> <td>total Men</td> <td></td> <td>105</td> </tr> <tr> <td>total</td> <td></td> <td>168</td> </tr> <tr> <td colspan="3" style="background-color: red; color: white;">Not included – 17 un-financial 13 M and 4 W</td> </tr> </tbody> </table>	Affiliated	This month	Last month	total Women		63	total Men		105	total		168	Not included – 17 un-financial 13 M and 4 W			
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	<b>Secretary Report</b> (Keith Horlock) <ul style="list-style-type: none"> <li>• <b>Bowls Vic</b></li> <li>• <b>ERBR</b></li> <li>• <b>Bowls Link Admin</b> Graeme Durrant - Data Entry: J Ispanovic, K George, J Cull, G Jackson, R Carver, J Strybosch</li> <li>• <b>Incident Reports</b></li> <li>• <b>Wellbeing</b></li> </ul>	<i>The Secretary’s role has been rearranged. Graeme Durrant will now have the CCO duties only (Bowls Vic, ERBR and Bowlslink with no voting rights on the Bowls Committee. He will provide a report to each meeting. Keith Horlock will formally become the Acting Secretary and Pam Janssen will join the committee taking on membership responsibilities.  Table of admin arrangements approved and form part of these minutes.</i>															
<b>7) General Business</b>	-	<b>ACTION</b>															
<b>a)</b>	<i>Reciprocal members (Ref explanatory notes from GD, attached)</i>	<i>Reciprocal members are not to have a key. They are only to use the greens occasionally. Further discussion if use of the green becomes an issue. Clarification also to be sought at VSC level</i>															
<b>b)</b>	<i>Check list for pennant readiness to do our part to help selectors. (setting up club room, kitchen- milk, biscuits etc, do selectors have parking permits on their list?, rosters, accident forms on both notice boards, info for noticeboards(uniform policy, selection policy, duty team tasks, heat policy- social games,</i>	<i>Keith to arrange parking tickets and accident forms</i>															
<b>c)</b>	<i>Hosting ERBR Championships (Ref request from ERBR Champ committee attached)</i>	<i>Keith to respond advising we can only host day tournaments</i>															
<b>d)</b>	<i>VSBC Admin – Job and Responsibilities, sharing - Sec/Membership/CCO (Ref attached “for discussion” Doc</i>	<i>As above</i>															

e)	<i>Pennant catering rosters/responsibility – Midweek (Tue <b>AND</b> Thur 10:30 Start) Weekend (Sat/Sun -1:00 Start)</i>	<b>Completed - No further action</b>
f)	<i>Thank you – Merrill Black (Coaching and umpiring), Gwen and Jim Baker (Ump and COVID responsibilities)</i>	<b>Merrill Black has transferred to Dandenong – we thank her for her contribution to the Bowls section . Jim Baker is taking a break from umpiring and we thank him for the enormous effort and contribution he has made to the role and responsibility of umpiring</b>
g)	<i>Communication with members without internet (eNews, Booking rinks, AGM Notice / reports etc (kgh)</i>	<b>Keith - Graeme to provide a list of the names of members</b>
h)	<i>Bowls Assets (RE)</i>	<b>Ray has completed an excellent task in developing a register of our aero bowls. Further follow up of missing bowls to be undertaken. Ray to organise the purchase of white and yellow jacks and more mats.</b>
i)	<i>Spring- clean office (CH)</i>	<b>Completed by Di and John Strybosch</b>

8) <b>Items to be Referred to VSC – as noted in “ACTION” Column</b>	
9) <i>In closing the meeting, Chair Di thanked Visitors John Strybosch, Di Tew and members for their support</i> <b>Next VSCB Meeting Monday 6th Dec 2021(TBC)</b> <span style="float: right;"><b>Meeting Closed – 4:50 pm</b></span>  <b>Approved by Di Agius (Chairperson).....</b> <span style="float: right;"><b>Date: .....</b></span>	

10) Reference Documents: Attached <b>A</b> Circulated or Tabled <b>Y</b> N/A 							Other Documents	
1	<i>Proposed Admin Arrangement</i>	<b>A</b>	4	<i>ERBR– Host Champ Request</i>	<b>Y</b>	7		
2	<i>“Reciprocal”– Explanatory note</i>	<b>Y</b>	5	<i>BV – Re Discounted Affiliation Fees</i>	<b>Y</b>	8		
3	<i>Bowlslink- How to enter Comp</i>	<b>Y</b>	6			9		

## VSBC –PROPOSED BOWLS SEC ADMIN ARRANGEMENT – FOR DISCUSSION/APPROVAL

<b>Acting Secretary</b> <b>Keith Horlock</b>	<b>CCO</b> <b>Graeme Durrant</b> (Off committee)	<b>New Member Development (NMD)</b> <b>Pam Janssen</b>	<b>New Member Admin (NMA)</b> <b>Gail Pearson</b> (Off committee)
<p><b>Manages business of the “day”</b>  <b>Agendas</b>, correspondence etc  <b>Meeting minutes</b> – record/circulate  <b>Correspondence</b> in/out – record/circulate</p> <p><b>AGM &amp; Special General Meetings</b> –            Collates Annual Report(s)            Issue Notice(s) of Meeting(s)            Positions to be filled            Nomination forms to be issued            Voting – Slips/Scrutinisers</p> <p><b>Policies &amp; Procedures -</b>            Policies – Heat, Uniform, Selection            Maintain / develop Procedures            Vale procedures            Job descriptions</p> <p><b>Records and registers</b>            Bowls members database (Internal)            Working with children (cc of VSC records)            Umpire certification records            Coaches certification records            RSA Certification (cc VSC records)            Wheelchair access register</p>	<p><b>Receive all external communications</b> and disseminate as appropriate</p> <p><b>Noticeboard</b> – post flyers for various events/tournaments received, in electronic format from other clubs, ERBR / BV etc</p> <p><b>Bows-link</b>            Administrator and Admin trainer for                1 x Deputy Administrator (TBA)                5 x Data Entry assistants</p> <p><b>Affiliation/clearances</b> (via Bows-link) as directed by NMD and or Secretary</p> <p><b>State / Region C’ship Events</b>            Enter via Bows Link as advised by one of two ERBR Delegates.</p> <p>In a nutshell - The CCO is first point of <b>electronic</b> contact (snail mail goes to Sec) for Bows Vic, ERBR, other Regions and clubs in the Region.</p> <p>The CCO receives and disseminates effectively to VSBCC and club officers on a "need to know" basis and, if directed responds to and/or acknowledges the communication**.</p> <p>Essentially, at the very core, the CCO understands workings of the club, ERBR/Bowls Vic/Clubs in the Regions, across a wide spectrum of activities and responsibilities</p>	<p><b>Receives</b> new member leads from Jack Attack and Try Bowls activities, Coaches and enquiries direct from other sources (CCO/Sec/members....)</p> <p><b>Interfaces with</b> and assists when required, with Jack Attack, Try Bowls organisers, coaches and others receiving enquiries re playing bowls</p> <p><b>Manages</b> new member applications</p> <ul style="list-style-type: none"> <li>■ Receives Membership Application form and payment</li> <li>■ <b>Disseminates</b> facsimile of App to “need to be informed” with covering note detailing relevant info re applicant</li> <li>■ App form posted on clubroom noticeboard for 14 days</li> <li>■ VSC Sec advised (after 14 days) and asked to place “Applicant for acceptance” on agenda for next VSC meeting</li> <li>■ Advises club officers on as need to know basis including handover to New member Admin</li> <li>■ Arranges “Welcome” to be published in eNews</li> <li>■ Arrange new member to meet committee</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Receives</b> COPY of New Member App from NMD             <ul style="list-style-type: none"> <li>■ <b>Prepares</b> Welcome Package</li> <li>■ <b>Recruits Mentors</b></li> <li>■ <b>Arranges Gate Key</b></li> </ul> </li> <li>● <b>On receipt of advice from NMR</b> <ul style="list-style-type: none"> <li>■ <b>Allocates a Mentor</b></li> <li>■ <b>Mentor</b> covering letter</li> <li>■ <b>Welcome</b> Package including Key and advice re Mentor</li> <li>■ <b>Introduces</b> new member to</li> </ul> </li> </ul>