



Halls Head Bowling and Recreation Club (Inc.)

## Minutes

Minutes of the Board of Management Meeting

**Date:** 11<sup>th</sup> August 2023

Meeting Opened at: 08:30am

**Present:** President Wayne Langborne , Secretary Graham Doy, Treasurer Lindsay Brown, Director Ladies Bowls Kaye Sewell, Director Men's Bowls John Parker, Director Partnerships Bill Morgan, Director Greens and Grounds Bob Plater (phone link), Director House Peter Little (phone link), Director Social Lorraine Heckingbottom, Director Bar Lyndon Wallis, Paul Dutton Peel Bowling and Social Club.

**Apologies:** Director of Catering Robyn White

**Obituaries:** Nil

**Motion** by Kaye Sewell

Move to approve the minutes of the July 14, 2023

Seconded by John Parker and carried without dissent.

Signed by President \_\_\_\_\_

Business Arising.

1. Sports Awards – President has looked into this and will nominate us for Club of the Year award which we won in 2016. Still an opportunity for us to nominate a Volunteer(s) of the Year.
2. Letter from bowler re discrimination has been resolved.
3. President has reviewed cost of electronic scoreboards – too expensive.
4. Storage Shed – to be resolved on the return of vice-president Bob Plater.

**New Members:** new members approved total 6 - 3 social, 1 restricted, 2 full.

**Motion** by Graham Doy

Move to approve all new members

Seconded Bill Morgan and carried without dissent.

Discussion re nominator and seconder. ID to be sighted.

**Correspondence:**

Letter of introduction Auspan and quote

Email from Clubs WA

construction/installation. A further Grants Workgroup will be established to support this Project Workgroup.

Treasurer Lindsay Brown is sourcing a grant for lockers from Lotteries WA.

Bill Morgan asked if the First Aid Box has been updated. Yes, Marie Scanlon has updated the box.

Bill Morgan asked if we should provide USB Charging points. Not required.

Bill Morgan advises Community Bank Raffle tickets are available.

Bill Morgan questioned the issuance of beer tickets for volunteers. **Action:** Lindsay Brown and Lyndon Wallace to investigate.

Wayne Langborne advised the alarm system is now automatically alarmed – Offices at 21:00 hours, Bar 01:00 hours.

### **Strategic Plan**

*Greens and Grounds* – verbal update. Project Team to be appointed for Capital Works i.e.

Extend D Green, Covering Greens (quote from Auspan received).

Funding being sought for Lockers.

We budget and put monies aside for green replacement.

Still waiting for feedback from Lisa Mundy re vacant land use for parking.

No update on Clever score boards.

*Partnerships, Memberships and Marketing* – see Bill Morgan report attached.

Strategic Plan Action Plan updates;

1. Governance – June, **September**, December, March
2. Finance and Administration – July, October, January, April
3. Bowls – June, **September**, December, March
4. Facilities and Services – July, October, January, April
5. Greens and Grounds – August, November, February, May
6. Partnerships, Memberships and Marketing – August, November, February, May

### **RESOLUTION BY DIRECTORS 15<sup>th</sup> August 2023 (eMail/Phone)**

Due to the increased costs of acquiring stock the HHBRC has no alternative but to increase the cost for Beer, Wine, Spirits, Mixers, and Soft Drinks by 6.67% effective from Friday the 25<sup>th</sup> of August 2023.

Majority of directors voted in favour via email or phone, two directors did not respond (away).

### **Action Items**

1. Help required for Melbourne Cup Sweep. Lyndon Wallis to discuss with Kerri
2. Beer tickets and bar drinks for volunteers. Lindsay Brown and Lyndon Wallace to investigate.

**Date of Next Meeting:** 8<sup>th</sup> September 2023

Meeting Closed: 10:40

Graham Doy

Secretary

FINANCE REPORT MEETING 11<sup>th</sup> August 2023

FINANCE REPORT

Reports attached.

	2023- 2024 YTD (April – July)	2022-2023 YTD (April- July)
INCOME	\$ 425k	\$ 442k
NETT Profit	\$ 54k	\$ 65k
BAR – Sales	\$ 177k	\$ 164k
BAR – Cost of sales	\$ 78k	\$ 64k
BAR Nett Profit	\$ 33k	\$ 44k
BINGO Income	\$ 105k	\$ 104k
BINGO Nett profit	\$ 20k	\$ 20k

MEMBERS SUBSCRIPTIONS 2023-2024

Amount Outstanding 31.07.2023.	\$14,527
No Members Fees Unpaid	163
Full Bowling members	30
Restricted Bowling Members	25
Social Members	108

*Statements have been sent out to all unpaid members advising that if fees are not paid by 31<sup>st</sup> August 2023 memberships will be cancelled.*

BANK SIGNATORIES

The signatories operating our bank accounts need to be updated. Bruce Walter's name needs to be deleted and the President and Secretary names be added to list of authorized signatories at Bendigo Bank.

*Motion:*

*Mr. Wayne Langborne President and Mr. Graham Doy Secretary be added to the list of authorized signatories at Bendigo Bank. Mr. Bruce Walter and Mr. Greg Morris names to be deleted.*

HALLS HEAD BOWLING & RECREATION CLUB INC

	23-24 FYTD	23-22 FYTD	Jul-23 MTD	Jun-23 MTD	May-23 MTD	Apr-23 MTD
<b>INCOME</b>						
	Apr- May 23					
Subscriptions	\$ 74,794.20		-\$ 189.08	\$ 1,231.84	\$ 72,605.92	\$ 1,145.52
Bingo Sales	\$ 105,758.98		\$ 23,068.42	\$ 31,733.50	\$ 25,855.46	\$ 25,101.60
Bowls	\$ 30,322.76		\$ 4,536.15	\$ 3,359.09	\$ 7,421.78	\$ 15,005.74
Fund Raising	\$ 24,575.30		\$ 6,985.03	\$ 5,067.04	\$ 8,629.74	\$ 3,893.49
Coporate Bowls	\$ -		\$ -	\$ -	\$ -	\$ -
Bar sales	\$ 176,655.80		\$ 36,854.97	\$ 40,358.62	\$ 51,517.92	\$ 47,924.29
Catering	\$ 7,517.97		\$ 1,471.81	\$ 1,691.64	\$ 2,927.25	\$ 1,427.27
Other Income	\$ 5,622.17		\$ 1,147.36	\$ 307.36	\$ 2,994.64	\$ 1,172.81
<b>TOTAL INCOME</b>		\$ 425,247.18	\$ 73,874.66	\$ 83,749.09	\$ 171,952.71	\$ 95,670.72
<b>LESS COST OF SALES</b>						
Bar opening Stock	\$ 22,550.27		\$ 21,328.02	\$ 22,507.18	\$ 23,786.35	\$ 22,550.27
Cost sales Expenses	\$ 77,963.33		\$ 14,808.81	\$ 17,670.07	\$ 22,755.10	\$ 22,729.35
Bar Closing Stock	-\$ 22,800.47		-\$ 22,800.47	-\$ 21,328.02	-\$ 22,507.18	-\$ 23,786.35
<b>Total Cost of Sales</b>	\$ 77,713.13	\$ 77,713.13	\$ 13,336.36	\$ 18,849.23	\$ 24,034.27	\$ 21,493.27
<b>GROSS PROFIT</b>		\$ 347,534.05	\$ 60,538.30	\$ 64,899.86	\$ 147,918.44	\$ 74,177.45
		82%				
<b>EXPENSES</b>						
Operating/Facilities Office	\$ 46,281.24		\$ 7,242.22	\$ 16,283.74	\$ 9,719.41	\$ 13,035.87
Bowls	\$ 9,281.74		\$ 526.44	\$ 3,320.71	\$ 3,438.61	\$ 1,995.98
Coporate Bowls	\$ -		\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ 4,193.89		-\$ 3,901.60	\$ 2,199.80	-\$ 306.93	\$ 6,202.62
Buildings	\$ 22,177.40		\$ 6,633.64	\$ 5,114.37	\$ 2,679.72	\$ 7,749.67
Greens & Grounds	\$ 743.94		\$ -	\$ 71.37	\$ 199.72	\$ 472.85
Bar expenses	\$ 65,579.83		\$ 12,756.47	\$ 22,479.09	\$ 14,765.78	\$ 15,578.49
Board of Management	\$ 461.82		\$ -	\$ 43.18	\$ 418.64	\$ -
Bingo Expense	\$ 86,182.63		\$ 16,848.88	\$ 26,846.61	\$ 20,237.02	\$ 22,250.12
Licens fees /Legal fees	\$ 790.72		\$ 628.00	\$ 129.08	\$ 33.64	\$ -
Fund Raising Expenses	\$ 19,083.79		\$ 4,725.98	\$ 5,415.51	\$ 4,226.25	\$ 4,716.05
Catering	\$ 5,063.01		\$ 831.84	\$ 768.29	\$ 1,816.00	\$ 1,646.88
Bank Charges	\$ 1,880.53		\$ 508.25	\$ 614.26	\$ 432.97	\$ 325.05
Wages Salaries Office	\$ 31,390.41		\$ 7,911.53	\$ 10,009.81	\$ 6,626.89	\$ 6,842.18
		\$ 293,110.95	\$ 54,711.65	\$ 93,295.82	\$ 64,287.72	\$ 80,815.76
<b>NETT PROFIT</b>		\$ 54,423.10	\$ 5,826.65	-\$ 28,395.96	\$ 83,630.72	-\$ 6,638.31
		16%				
<b>SUMMARY - BAR</b>						
		YTD	MTD	MTD	MTD	MTD
Bar sales	\$ 176,655.80		\$ 36,854.97	\$ 40,358.62	\$ 51,517.92	\$ 47,924.29
less						
Cost of Sales	\$ 77,713.13		\$ 13,336.36	\$ 18,849.23	\$ 24,034.27	\$ 21,493.27
<b>GROSS PROFIT</b>		\$ 98,942.67	\$ 23,518.61	\$ 21,509.39	\$ 27,483.65	\$ 26,431.02
less			64%	53%	53%	55%
Bar Expenses	\$ 65,579.83	\$ 65,579.83	\$ 12,756.47	\$ 22,479.09	\$ 14,765.78	\$ 15,578.49
<b>NETT PROFIT</b>		\$ 33,362.84	\$ 10,762.14	-\$ 969.70	\$ 12,717.87	\$ 10,852.53
		19%	29%	-2% #	25% #	23%

**Balance Sheet**

As of July 2023

1-0000	ASSETS		
1-1000	CURRENT ASSETS		
1-1050	CASH ON HAND		
1-1052	Bar Float	\$5,500.00	
1-1054	Petty Cash Ladies Bowls	\$50.00	
1-1055	Office Terminal Float	\$500.00	
1-1056	Bingo Float	\$3,200.00	
1-1057	Temporary Cash Float	\$200.00	
1-1060	Petty Cash Office	\$300.00	
	Total CASH ON HAND		\$9,750.00
1-1120	CASH AT BANK		
1-1121	Current Account	\$37,786.21	
1-1122	Eftpos A/C	\$1,257.70	
1-1123	Greens Replacement Fund TD 1	\$121,801.64	
1-1124	Staff Leave & L/S/L. Provision	\$773.58	
1-1125	Greens Replacement Fund TD 2	\$55,598.36	
1-1126	Purchasing A/c	\$1,628.52	
1-1127	Greens & Capital Exp Savings	\$55,631.30	
	Total CASH AT BANK		\$274,477.31
	Total CURRENT ASSETS		\$284,227.31
1-1200	OTHER ASSETS		
1-1210	Trade Debtors	\$23,758.50	
1-1250	Undeposited Funds	\$1,347.10	
1-1256	Pre-Paid Works Comp Insurance	\$1,675.71	
1-1257	Insurance prepayments	\$5,457.49	
1-1258	Prepaid Building Insurance	\$2,695.69	
1-1259	Pre-Paid Lease Fees	\$613.67	
1-1261	Premises Painting	\$30,774.00	
	Total OTHER ASSETS		\$66,322.16
1-1300	INVENTORY		
1-1304	Bowls Stock Apparell on Hand	\$12,688.00	
1-1305	Bar Stock	\$22,800.47	
1-1307	Bingo Stock on Hand	\$4,779.00	
	Total INVENTORY		\$40,267.47
1-2000	NON-CURRENT ASSETS		
1-2050	Provision for Depreciation	-\$10,000.00	
1-2105	Office Equipment	\$55,377.81	
1-2106	Prov. - Office Equip	-\$42,458.80	
1-2110	General Equipment	\$255,104.29	
1-2111	Prov. - General Equipment	-\$182,103.11	
1-2115	Sundry Equipment	\$65,006.06	
1-2116	Prov. - Sundry Equipment	-\$51,720.03	
1-2250	Furniture	\$125,824.87	
1-2251	Prov.- Furniture	-\$101,985.05	
1-2260	Carpet & Flooring	\$25,301.64	
1-2261	Prov.- Carpet & Flooring	-\$24,980.08	
1-2300	Property	\$4,527.27	
1-2305	Greens & Grounds	\$49,040.24	
1-2306	Prov. - Grounds & Greens	-\$5,314.80	
1-2309	Leasehold Improvements at cost	\$3,606,698.89	
1-2310	Prov. - Leasehold Improvements	-\$546,499.00	

This report includes Year-End Adjustments.

## **HHBC Board Meeting Friday 11<sup>th</sup> August 2023**

### **Directors Mens Bowls Report**

**Coaches** Next meeting of coaches is Thursday 17<sup>th</sup> of August. Coaching Coordinator Vicki Bowden and Jacki Henri have been busy of late, organising a new storage shed for coaches, obtaining new bowls for coaching purposes and organising and promoting Bowls WA courses for aspiring coaches and would be selectors.

**New Constitution** The meeting for Peter Brophy and I to meet with Michelle Hall on Thursday 27<sup>th</sup> July did not happen as Michelle did not turn up. Apparently she thought the meeting was on the Friday. I have rescheduled the meeting for Friday 25<sup>th</sup> August and hope to finalise the final draft of the new constitution by early September. Note; Peter Brophy is in Hawaii until 23 August)

**Presentation night 2024** No progress yet I need to meet with Bill Morgan, Kay Sewell, and Robin White to organise a date, a band a format, and a voting procedure for how to vote for Bowler of the Year and Most Consistent Awards. Will progress in September.

**Trophies and Honour Boards** Robyn White and I helped Jill Gumbleton with this task to update the names on the trophies and honour boards for the 2022 – 23 bowls year. A great job by Jill to coordinate the engraving required.

**Upgrading the Yearbook and HHBC Website** I provided Bob Day with the current names and mobile numbers of the Men's Bowling Section Management for the 2023/4 Yearbook. Following a worried call from Alan Brown I have also passed the list to Kevin Lobb who maintains the website.

### **General Business**

1. Reimbursement of Fees for club members participating in Bowls WA sponsored courses for club coaches, selectors, and umpire accreditation.
- 2 Notice of Motion from the Men's Bowls Committee to the 2023 MDBL AGM

John Parker

Director Mens Bowls

## DOLB Report for 11th August

This month has been relatively quiet on the bowling front. Behind the scenes the committee has been busy.

A motion from Peter Brophy was submitted to the ladies committee to vote upon. This motion proposed to add a clause 3.1.1 citing that once a player has participated in 50% of the fixtures in a particular division or team within a division in any of the MDBL pennant competitions that player cannot participate in any further matches without written approval of the MDBL.

After discussion at a specially convened meeting of the ladies committee the motion was defeated unanimously.

No one spoke in favour of the motion. The Chair of Selection Jeni Stretton and selector Cheryl Brown spoke against the motion.

The reasons for rejection were explored thoroughly. The MDBL relies on the Integrity Policy as outlined by Bowls WA. The league does not have to prove that the policy guidelines have not been followed. The club in question has to justify the decision.

The committee also discussed the idea of making a new qualifying period for not playing in a lower division. Everyone was of the opinion that 50% or half of the games in the season was too many. Usually, half of the games are played before Christmas.

Welcome to our new board members, Lyndon Wallis and Lorraine Heckingbottom.

**From:** robyn white robyn52au@yahoo.com.au  
**Subject:** Report  
**Date:** 8 August 2023 at 5:07 pm  
**To:** Graham Doy graham.doy@icloud.com

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Hi Graham

I am still away, home next week, after the meeting. Please put in an apology for me.  
As I am doing this from my iPad, I have not got everyone's email addresses.  
So I am sending it to you can you send it to the others for me, or read it out, thanks.

DIRECTOR OF CATERING REPORT  
EXECUTIVE MEETING AUGUST 11th 2023

Good morning everyone

Not a lot to report yet. I am aware of the list of fixtures coming up in regards to open triples and registered dates for the mens 2 day carnival and the Ladies Gala day in October, plus the men's Tyrepower 4s, which I have since realised is the day after the Ladies first pennant game. October is really loaded up with events.

As of yet I have no other events list for the men's bowling section, other than what is already in the fixtures, I talk to Dave when ever I see him, so all good there.

Please gents no surprises for the catering department.

Regards  
Robyn White  
Catering Director ( Temporary)

Sent from my iPad





**From:** William Morgan wrkmorgan@gmail.com

**Subject:** Partnership Report

**Date:** 9 August 2023 at 5:05 pm

**To:** Wayne Langborne Wayne.langborne@sagelogistics.com.au, Lindsay Brown lscbrown@bigpond.com, Peter Little auseuro2@bigpond.com, John Parker jjandlyn@bigpond.com, Robyn WHITE (robyn52au@yahoo.com.au) robyn52au@yahoo.com.au, Bob Plater - Bowls bob.plater47@gmail.com, Graham Doy graham.doy@icloud.com, Kaye Sewell kayesewell@westnet.com.au

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Pretty quiet!

Have been assisting Gail Nimmo with the club's Breast Cancer Day scheduled for mid-September

Bob Day is currently working on the fixture book, doing another fantastic job

Have a current list of partners invoicing to table

Regards

Bill

 [Sponsorship Spreadsheet .xlsx](#)

**From:** Lorraine Heckingbottom lorraineheckingbottom@gmail.com  
**Subject:** Social Director Report Aug23  
**Date:** 10 August 2023 at 8:13 am  
**To:** graham.doy@icloud.com



Hi All

I know this is my first meeting and I dont have too much to report but I thought I should just try and get into the swing of things from the off....

Firstly I just like to say I look forward to serving our wonderful club in the role of Social Director and hope to bring some fun to our members.

Since being appointed I am just trying to find my feet and after a meeting with Wayne to try and define my role I have set about taking baby steps towards creating some events.

I have also sat down with Mel from the office for an informal chat and she was extremely helpful and positive. She has added me to Cosi which I just have to get my head around now.

I have also had a quick chat with Wayne and Hugh about both Friday nights and Melbourne Cup. Offered full support to Hugh as a back up for Fridays should he need it and also asked him to work alongside me for Melbourne Cup. On the subject of Melbourne Cup I have also had a phone meeting with Paul Wynne and am aiming to have a sit down meeting within the next fortnight to talk about that and any further upcoming events.

Re Melbourne Cup I do have some serious concerns about overseeing and operating on the day, the sweepstakes. I have absolutely no idea how they work and have been informed by Kerry Armstrong that she has taken responsibility for this in the past but has booked Annual Leave for this year and will not be available for this year's event. I will require help and support for this side of the event.

Tickets are now on sale for my first event in this role which is a fun Trivia Night on Tuesday 22 August. I am hoping that the club can provide some additional prizes in the form of bottles of wine or bar drinks vouchers etc.

I hope this event is supported by our members. In the coming months I hope also to run a Car Rally plus have an evening event of Curry and Karaoke which we will call Curry-oke.... ( see what I did there?)

Anyway, hope this gives everyone an idea of how I hope to move forward.

Cheers  
Lorraine Heckingbottom  
Social Director HHBC

### Strategic Plan Action Plan August 2023

It has always my belief that in business it is important to take care and look after our existing partners, I make a point in contacting our partners during the year

Whist our exciting partners are very important it is vital we look for future opportunities, I appreciate any leads that come my way through our members

Thanks to the City of Mandurah and the Business Council of Mandurah they can continue to promote our club

We have a free 30 second promotion running on 100.1 FM radio, they normally run the promo 10 minutes before the hour, 3 x times a day

Our membership base is very strong, it's my belief there should be no restrictions on membership numbers as things can change

Thanks to David Hecklebottom who is doing a marvellous job I promoting our club through Facebook, The Bias and The City of Mandurah

I will leave the IT to the experts!

Regards

Bill



## HALLS HEAD BOWLING & RECREATION CLUB (Inc)

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website: [www.hallsheadbowls.com.au](http://www.hallsheadbowls.com.au)

COPY

Mr Hugh Donnelly  
110 Wiloughbridge Crescent  
ERSKINE WA 6210

09 August 2023

Hi Hugh,

Just a quick message from the club to officially thank you for your efforts over the past few years spent in the Social Directors position.

The standard Friday night bands and meals are a fantastic success, and the Tribute/function nights always get heavily supported.

The club does financially well out of these events, and we are grateful you are continuing on in specialising in this area whilst enabling a new Social Director to come on board who will be able to focus on alternative social functions.

It's a very positive outcome so thank you for continuing to do what you do.

Wayne Langborne  
President HHBC



## HALLS HEAD BOWLING & RECREATION CLUB (Inc)

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website: [www.hallsheadbowls.com.au](http://www.hallsheadbowls.com.au)

COPY

Mr Greg Crisp  
19 Nottage Grove  
ERSKINE WA 6210

09 August 2023

Hi Greg,

Just a quick message from the club to officially thank you for your efforts over the past few years spent in the Bar Directors position.

The whole club acknowledges the wonderful job you have done implementing the new systems along with the many hours spent ensuring the clubs largest revenue stream continues to work efficiently.

The board understand the reasons you have decided to relinquish the Directorship and is certainly sad to see you go but the legacy you have left will remain for many years to come.

Wayne Langborne  
President HHBC