



Halls Head Bowling and Recreation Club (Inc.)

## Minutes

Minutes of the Board of Management Meeting

**Date:** 8<sup>th</sup> December 2023

Meeting Opened at: 08:35am

**Present:** President Wayne Langborne, Secretary Graham Doy, Treasurer Trevor Verran, Director Ladies Bowls Kaye Sewell, Director Men's Bowls John Parker, Director Partnerships Bill Morgan, , Director House Peter Little, Director of Bar Lyndon Wallis, Director Catering Robyn White

**Apologies:** Vice President and Director Greens and Grounds Bob Plater

**Obituaries:** Nil

**Safety:** Corporate Bowls near miss incident at C green when player tripped on uneven surface.

**Motion** by Peter Little 2023

Move to approve the minutes of the 17<sup>th</sup> November 2023 meeting.  
Seconded by Lyndon Wallis and carried without dissent.

Signed by President 

**New Members:** New members approved three. 1 social, 2 restricted.

**Motion** by Bill Morgan

Move to approve new Members.

Seconded John Parker and carried without dissent.

**Inward Correspondence:**

Email K Lobb – Cash Payments

Power Network – Introduction email

Email Vicki Bowden and Jacki Henry – Primary School Bowls Carnival

**Outward Correspondence**

Nil

**Motion** Kaye Sewell

Move to accept correspondence

Seconded Trevor Verran and carried without dissent.

**Reports:**

Finance and Administration – see attached

Men’s Bowls – attached

Ladies Bowls – attached

Catering – attached

House – attached. Power board in passage has ~ 29 circuit breakers that need to be replaced at an approximate cost of \$4k.

Green and Grounds – no report (comment new scoreboards are being erected and lockers received, waiting for edging to repair uneven surface at C green).

Partnerships - attached

Bar – attached

**Motion** by Peter Little

Move to accept reports

Seconded Robyn White and carried without dissent.

**Strategic Plan Update**

Governance – see attached

Bowls – see attached

**General Business**


1. Finance Committee to not only include funding and grant opportunities but also cost saving initiatives. Treasurer to arrange meeting and Charter discussed.
2. Bendigo Bank raffle – only ~ 1/3 of tickets sold. Bendigo Bank proposing another raffle in February 24.
3. Functions and Social Events to be included in 2024 Business Plan objectives.
4. Christmas Greeting cards to be sent to partners.
5. Explore options for different packaged beer.
6. Discussed Green Fees – leave as is.
7. IT training for match room. John Parker to determine what training is required and advise Secretary

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

**Action Items**

1	Beer tickets and bar drinks for volunteers. Trevor Verran and Lyndon Wallace to investigate. 12/10 Treasurer to analyse expenditure. 8/12 – Lyndon Wallace to further investigate use of members card with drinks voucher. Further investigate system	Ongoing
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	<i>See By-Laws Clause 5 Complimentary Drinks. Only a member of the Board of Management may authorise the issue of a specified quantity of complimentary drinks, which shall be recorded in detail in a book kept for that purpose.</i> 17/11 Review system G Doy/L Wallace	
2	Building security – there is no key register and it is not known who holds keys. 17/11 Graham Doy and Peter Little to resolve.	Ongoing
3	Explore options for different packaged beer. Lyndon Wallace 17/11 Lyndon Wallace	Ongoing
4	IT training for match room. 17/11 John Parker to determine what training is required and advise Secretary	Ongoing
5	Purchase new Club Shirts <b>Action:</b> Wayne Langborne to follow up 17/11 No update	Ongoing
6	Finance Committee to not only include funding and grant opportunities but also cost saving initiatives. Treasurer Verran to arrange meeting.	
7	Functions and Social Events to be included in 2024 Business Plan objectives. <b>Action:</b> John Parker	
8	Bowls Link – should Restricted Bowlers pay affiliation fee? <b>Action:</b> Nikki Cainduff to investigate.	
9	Letter to Vicki Bowden and Jacki Henry thanking them for co-ordinating Schools Bowls Carnival. <b>Action:</b> Wayne Langborne	
10	Arrange for update from Project Works Committee. <b>Action:</b> Secretary Doy	

**Date of Next Meeting:** Friday 19<sup>th</sup> January 2024

Meeting Closed: 10:05

Graham Doy

Secretary

## **HHBC Board Meeting Friday 17 November 2023**

### **Director Men's Bowls Report**

**Coaches** Going well Vicki and Jacki and lots of volunteers holding a Junior Coaching Day today for about 100 primary school kids.

### **Men's Bowler of the Year award**

A formula for deciding this award was agreed by the Men's Bowls C'tee, a spreadsheet was set up and it was decided to name the award after a sponsor (e.g Mitsubishi who would put up a cash prize). We have spoken to Director Partnerships and hope we get a good one.

**Presentation night 27 April 2024** I still need to have a meeting with the President, Kaye Sewell, and Robyn White to progress some basic matters Probably wait until January.

### **Corporate Bowls**

Started two weeks ago and is going well thanks to Peter Jamieson and his big band of volunteers. Hope to start a week later next year to avoid a clash with Mens Pennants.

**Mens Bowls Committee Asked me to raise the following matters;**

### **Prize Money & Scroungers Rules**

According to the constitution we need to have the recent increases in championship prizemoney endorsed by General Meetings of both Mens and Ladies bowls to update the conditions of play. In addition Michael Beer has asked that the scroungers rules be incorporated in the conditions of play as he is copping grief from long time members who keep asking him to change the rules. I believe we can address both issues when the New Constitution is passed and Secretary and his sub committee update the conditions of play.

### **Honour Boards**

Over East Clubs are getting rid of Honour Boards and using electronic screens instead. For info.

### **Heat Policy**

Dave Butler asked to raise at the MDBL half yearly meeting. Don't know the outcome as the Men's meeting is next week.

### **Match Committee**

is going well. There is still a need for proper training of Director Bowls and most of the match Committee in making best use of our expensive and sophisticated IT network.

### **Umpires Equipment and Toolbox**

Don't know where we are with this one. Jenny Petty was involved as was Peter Brophy

### **Keith Guelfi investigation**

Resulted in a finding of no misconduct. Keith has written to the club demanding a public apology. The matter will be discussed and finalised after the next Men's Bowls Committee next Friday.

### **Numbers for Men's pennants**

We seem to have a large number of pennant players unavailable each week. We have not been able to run bankers as anyone who is capitated and can breathe is playing at the moment. This situation is stressful for selectors and makes it difficult to drop people who are underperforming. At the next meeting of the Men's Bowls C'tee we will look at why this is happening. If there is no obvious reason we will need to consider reducing the number of teams next season.

Numbers : As at 29 October regularly over 20% unavailable

	<u>SATURDAY</u>	<u>TUESDAY</u>
Numbers required each week	<u>104</u>	<u>96</u>
Committed for season	107	98
Available for part of the season	10	15
Nominated as reserves	7	10
Nominated as emergencies	<u>1</u>	<u>1</u>
TOTAL	<u>125</u>	<u>124</u>

### **General Business – Green Fees**

John Parker

Director Men's Bowls

## Secretary

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**From:** Graham Doy <graham.doy@icloud.com>  
**Sent:** Thursday, 16 November 2023 7:05 AM  
**To:** Secretary  
**Subject:** Fwd: House Report

Begin forwarded message:

**From:** Peter Little <[auseuro2@icloud.com](mailto:auseuro2@icloud.com)>  
**Subject:** House Report  
**Date:** 15 November 2023 at 12:34:51 pm AWST  
**To:** Graham Doy <[gdo08898@bigpond.net.au](mailto:gdo08898@bigpond.net.au)>  
**Cc:** club Bowling <[admin@hallsheadbowling.com.au](mailto:admin@hallsheadbowling.com.au)>

✓ 1 speakers  
2 Dance Floor and Carpets .  
3 Air conditioning. 4 Quotes For tile  
cleaning. 5 Audio room  
quote. Mel could  
you send this report to the other board members please as I don't have all there emails.Thanks  
Peter

DIRECTOR OF CATERING REPORT  
EXECUTIVE MEETING NOVEMBER 17<sup>TH</sup> 2023

GOOD MORNING EVERYONE

SINCE OUR LAST MEETING, WE HAVE CATERED FOR THE LADIES GALA DAY, THE TYREPOWER FOURS AND CONTRIBUTED TO THE HARCOURTS CUP, ALL OF WHICH WERE VERY SUCCESSFUL.

FOOD SAFETY STANDARD 3.2.2A

I HAVE SPOKEN TO MICHELLE AT CLUBS W.A AND SHE HAS SENT ME A LOT OF INFORMATION.

I ALSO WENT TO SEE MARY AT THE HEALTH DEPARTMENT, CITY OF MANDURAH.

MARY CONFIRMED THE INFORMATION RECEIVED FROM CLUBS WA WAS CORRECT.

IN A NUTSHELL ANYONE THAT HANDLES FOOD HAS TO HAVE A FOOD HANDLERS CERTIFICATE. THIS CAN BE DONE ONLINE VIA THE CITY OF MANDURAH'S WEBSITE.

I AM GOING TO SUGGEST WE HAVE A DAY LIKE WE DID FOR THE COVID CERTIFICATES, WHERE WE GET SEVERAL LAPTOPS AND HAVE A GROUP SESSION AND TRY AND GET AS MANY DONE AS POSSIBLE.

THERE IS ANOTHER REQUIREMENT TO HAVE 2 SUPERVISORS, WHICH IS VERY ONEROUS AND A TOTAL OVERKILL FOR WHAT WE DO. I WOULD LIKE TO SEE A WAIT AND SEE APPROACH FOR THAT ONE.

PLATINUM SERVICE CATERING IS COVERED BY HIS LICENCE WITH THE COUNCIL I FEEL THAT AS LONG AS WE ARE BEING SEEN TO BE PRO ACTIVE, IT MIGHT BE SUFFICIENT.

I ALSO NOTE THE OFFICE SAYS THEY HAVE NEVER RECEIVED ANYTHING FROM THE CITY OF MANDURAH IN REGARD TO THIS MATTER.

REGARDS

ROBYN WHITE

CATERING DIRECTOR.

## Secretary

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**From:** Graham Doy <graham.doy@icloud.com>  
**Sent:** Wednesday, November 15, 2023 9:21 AM  
**To:** Secretary  
**Subject:** Fwd: November Partnership Report

Sent from my iPhone

Begin forwarded message:

**From:** Graham Doy <graham.doy@icloud.com>  
**Date:** 15 November 2023 at 7:33:49 am AWST  
**To:** secretary@hallsheadbowlingclub.com.au  
**Subject:** Fwd: November Partnership Report

Sent from my iPhone

Begin forwarded message:

**From:** William Morgan <wrkmorgan@gmail.com>  
**Date:** 13 November 2023 at 10:58:46 am AWST  
**To:** Wayne Langborne <wayne.langborne@sagelogistics.com.au>, Lindsay Brown <lsbrown@bigpond.com.au>, Lyndon Wallis <lyndonwallis1@gmail.com>, Trevor Verran <trevor@verran.com.au>, "Peter LITTLE (auseuro2@bigpond.com)" <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>  
**Subject:** November Partnership Report

### Partnership Directors Report November 2023

New signage from Ken Wright for Peel Auto on the back of the seats out by the clubhouse and one on the fence going out

Have emailed a thank you to Ken Wright and Peter Dutton for the use of their board meeting last month

New signage from Champagne Travel and Iconic Wealth, was installed by our Monday morning crew!