

# **MINUTES**

# **BOARD MEETING**

Date: Wednesday 17th April 2019

**Venue: PENGUIN BOWLS CLUB** 

Time: 7.00 pm

#### 1. MEETING PROCEDURES AND ATTENDANCE

# 1.1. ATTENDING

Phil Prouse President

Gwenda King Vice-President/Director

David Jeffrey Vice-President/Director

Mike McHugh Director

Val Carey Director

Alison Munting Director

Tracey Little CEO

# 2. APOLOGIES

Evol Kaine Director

# 3. ADOPTION OF MINUTES

Recommendation: That the minutes be accepted as presented:

Moved: Gwenda King Seconded: Dave Jeffrey

Carried: Yes

#### 4. BUSINESS ARISING FROM MINUTES

- Complaint SWC board discussed the issue and voted that no further action to take place. Team Manager to insure COC is signed by players and returned to Team Manager, also a copy given to the CEO. No players will be able to play if not signed for away games.
- SWC Ladies Uniforms. Quotes being sorted at this time.
- Umpire Travel payment approved by Board. Subject to claim form and approval.
- AGM date. AGM meeting set for 17<sup>th</sup> June 2019. 7pm South Burnie. Invites to be sent out.
- By-laws, constitution and COP discussed by the board. A sub-committee to be formed –
  involved will be Phil Prouse, Mike McHugo, Dave Jeffrey, Val Carey, CEO, one ladies match
  committee member and one men's match committee member. This will be put onto the
  Thank you Day agenda.
- Junior Sub-committee discussed by the board. To be put onto the Thank you Day agenda.
- Email Complaint to be resolved with Latrobe Club. Pending.
- Honorarium for the Umpire Secretary Board voted annual \$200 honorarium payment.
- Finals at Burnie and Letter of Complaint board discussed by-laws. Pending.

# 5. CORRESPONDENCE:

• Port Sorell Annual Dinner Invite - Board member to attend.

- Club Annual Dinners Penguin, Latrobe and South Burnie board members to attend.
- Bowls Tasmania Email Simon Morrison working now 4 days per week Read.
- South Burnie Carnival sent to Match Committee to note.
- Letter from South Burnie re: Finals to be discussed along with By-Laws, etc. Pending.
- Ladies Match Committee Report Read.
- Tasmanian Hospitality Association Read, sent to all clubs.

Recommendation: THAT the correspondence be received.

Moved: Dave Jeffrey Seconded: Alison Munting Carried: Yes

#### 6. FINANCE/CEO:

Summary of Financial Position - Read

- Pennant Prizes Paid
- Honorariums Paid
- Financial Sub-Committee Minutes to be emailed to Board Members. Draft budget completed for next board meeting.
- Banking Administrated by Financial Sub-committee only Banking details to reflect this.

Recommendation: THAT the comments/discussion re CEO/ Financial Report is noted.

THAT the Financial statement be received, and the accounts ratified as presented.

Moved: Val Carey Seconded: Dave Jeffrey Carried: Yes

# 7. OTHER BUSINESS:

- CEO Probation Time Board happy for Tracey Little to continue in the CEO role.
- Gwenda King Australian Sides Championships Ladies placed 4<sup>th</sup> out of 8 and Men's placed 5<sup>th</sup> out of 8. Well done to all.
- BNW Black Vests ½ the vests have been sold. Still some for sale. On Facebook.

# 8. GENERAL BUSINESS - Issues raised by board

- Phil Prouse CEO to assist Phil Prouse in a Presentation Agenda.
- Mike McHugo Strategic planning, policies and procedures to be put onto the Website as completed and approved by board.

- Facebook Official to be administrated by Board Members Only. Voted and agreed.
- Match Committee stationary purchases match committee must provide receipts of purchase (including item description) before payment is made by Board.

# **10. NEXT MEETING**

Confirmation of next Board Meeting Monday 20<sup>th</sup> May, 7pm at Penguin Bowls Club.

Meeting Closed: 9.40pm