

## MINUTES OF MANAGEMENT COMMITTEE MEETING

**Held in the Arthur Howard Pavilion on Monday 2<sup>nd</sup> September 2019**

<p><b>PRESENT:</b></p> <p>Sally Hurst (SH)                      President          John Dancy (JD)                      Treasurer          Judith Moss (JM)                      Secretary          Keith Waller (KW)                      Pavilion Manager/Junior Vice President          Bill Bailey (BB)                      Vice President          Marian Bailey (MB)                      Social Secretary          Keith Boys (KB)                      Outdoor Fixtures Secretary          Adie Booth (AB)                      Bar Manager          Dave Reynolds (DR)                      Ordinary Member, Health and Safety Representative          Chris Brett (CB)                      Ladies' Match Secretary          Peter Fry (PF)                      Green, Men's Match Secretary          Tony Cailles (TC)                      Indoor Match Secretary          Graham Curtis                      Past President</p>	
	<b>ACTION</b>
<p><b>1. Welcome and Apologies</b>          SH welcomed all to the meeting. There were no apologies.</p>	
<p><b>2. Minutes of Previous Meeting</b>          The minutes of the previous meeting on 17<sup>th</sup> July were accepted as a true record.</p>	
<p><b>3. Matters Arising</b>          Item 9: DR has contacted the Fire Service about a visit, but they have yet to respond to his call.</p>	
<p><b>4. Correspondence</b></p> <p>a. An email had been received from Bowls Hampshire with information requiring sports clubs to pay a GDPR fee to the Information Commissioners Office if the club has CCTV. The advice from the Treasurer was that the fee did not apply as the CCTV is not used for crime prevention.</p> <p>b. A letter had been received from the Wessex Cancer Trust asking for the Club's support in 2020. JM will write to decline as we already support other charities.</p> <p>c. JM had written to the Parish Council after a complaint from a member about the amount of litter in the car park and the constant moving of the rubbish bin. A positive response had been received indicating that rubbish is cleared regularly.</p> <p>d. An invitation from Winchester City Council had been received inviting the Club to apply for a small grant. The deadline was 3<sup>rd</sup> September. The Secretary has sent an application for funding to purchase small woods and jack placers.</p>	<p style="text-align: center;"><b>JM</b></p> <p style="text-align: center;"><b>JM</b></p>
<p><b>5.SUB COMMITTEE REPORTS</b></p> <p><b>5.1 Finance (JD)</b>          The Treasurer's report had been circulated previously. Expenditure this year is up but many items have been purchased for the Club or repaired. The Treasurer asked BB to enquire at the Parish Council why the Club's rent had decreased to £67.          The advantages and disadvantages of the Electronic Point of Sale Equipment were discussed briefly. AB passed some information to JD concerning the use of this system at Palmerston Bowling Club.          The Treasurer felt that the Constitution needed updating regarding financial matters, and will draft an amendment to be discussed at the next meeting.</p> <p>The accounts for April – August were studied (<b>APPENDIX A</b>) The Treasurer clarified the purpose</p>	<p style="text-align: center;"><b>BB</b></p> <p style="text-align: center;"><b>JD</b></p>

<p>of the Social Fund, which comes from profits from social events, book sales etc and is used to support club events and equipment as required.</p>	
<p><b>5.2 Pavilion (KW)</b></p> <p>a. The problems with the newly installed storage units were discussed. The committee went to take a close look. The manufacturers had been to the club and made some improvements which were acknowledged. There are still some issues though. KW will fix remaining hinges and bolts. The painting may improve once it weathers. SH, KW and DR will meet later in the week with Cottage Workshops to discuss outstanding issues, and look for a satisfactory solution, perhaps a reduction in the cost.</p> <p>b. There are painting jobs that need completing with help from members. KW will send details so that an email can be sent to members requesting help.</p> <p>c. An electrician has replaced the light sensor in the men's changing room and replaced the outside light.</p> <p>d. Access to the office was discussed. It was agreed that John Gray should have access as well as committee members. JM will inform him.</p> <p>e. BB requested that an email be sent to members asking for help to paint the weather shelters on Saturday 7<sup>th</sup> September.</p>	<p><b>SH, KW, DR KW</b></p> <p><b>JM</b></p> <p><b>JM</b></p>
<p><b>5.3 Green (PF)</b></p> <p>A report had been circulated earlier. Many positive comments had been received recently about the condition of the green.</p>	
<p><b>5.4 Bar (AB)</b></p> <p>There was no report.</p> <p>AB explained how the electronic payment system is used at Palmerston. It was acknowledged that Meon Valley is a much smaller concern and there might be issues because of this.</p>	
<p><b>5.5 Social Secretary (MB)</b></p> <p>There was no report.</p> <p>MB confirmed that the two forthcoming social events, the Candlelit Bowls and Hens and Roosters, were both prepared.</p> <p>The caterers for the Annual Dinner had been contacted but no response received yet.</p> <p>Two new volunteers are intending to stand for the Social sub-committee at the AGM. However, current members are not standing again. There is concern about falling numbers attending social events and MB reiterated her call for ideas on the kind of events members would like to have. So far these have not been very forthcoming.</p>	
<p><b>5.6 Indoor Match Secretary (TC)</b></p> <p>There was no report.</p> <p>The sign-up sheet for the first indoor friendly match is on the notice board.</p> <p>Six indoor jacks have been refurbished.</p> <p>The coffee morning for senior and former members is being held on Tuesday 24<sup>th</sup> September. It was agreed that the mats would be put down the same afternoon. The trolleys used with the mats need refurbishing or replacing. BB has a contact who will be asked to come and look at them.</p>	<p><b>BB</b></p>
<p><b>5.6 Outdoor Match Secretary</b></p> <p>There was no report.</p> <p>KB circulated dates already arranged for friendly matches in 2020.</p>	
<p><b>5.8 Men's Match Secretary (PF)</b></p> <p>A report had been circulated.</p> <p>AB raised the topic of Atherley Bowling Club's request to run a mixed trips league possibly on Saturday mornings. This will be discussed at the men's S&amp;D meeting attended by BB. The Committee agreed that in principle this would be a good development.</p>	

<p><b>5.9 Ladies Match Secretary (CB)</b> A report had been circulated. There was nothing further to discuss.</p>	
<p><b>5.10 Membership Secretary Report (APPENDIX B)</b> The Membership Secretary's report had been circulated previously. The difference between a Life Member and an Honorary Life Member was clarified.</p>	
<p><b>5.11 Publicity Sub-committee report (APPENDIX C)</b> The Committee expressed support for John Gray's suggestion that the sub-committee could be disbanded in view of the success of the website. JM agreed to continue the submission of articles to local parish magazines twice a year. John Gray will be thanked for his hard work as chairman of the Publicity Sub-committee at the AGM.</p>	JM
<p><b>5.12 Coaching Report (APPENDIX D)</b> There was nothing further to report.</p>	
<p><b>6.New Windows - KW</b> KW had previously circulated three quotes to the Committee. Although Saje offered a discount their price was still very high. As the funding is not available at present, it was agreed to suspend a decision for the time being, and come back to the issue next year. It is planned to replace only the top windows at the moment, and it was felt that the job was not urgent. BB will discuss the quotation with Saje in due course. JD will add this item to the Club's Project List. AB reminded the Committee of the intention agreed after the last AGM of preparing a list of items/work to be completed, with costings, in order of priority. There is a need to have a proper budget. JD will address this.</p>	BB JD
<p><b>7. Date for putting down mats – SH</b> This matter was dealt with under item 5.6. The mats will be laid on the afternoon of Tuesday 24<sup>th</sup> September.</p>	
<p><b>8. Organisation and conduct of competitions</b> JM referred to correspondence with organisers of competitions this year. There had been different levels of experience amongst the organisers and a rather ad hoc approach to finding organisers for the various competitions. Suggestions made were a "Competition Organisers Pack", or the formation of a sub-committee to standardise procedures in running competitions, including dates. It was suggested that a member be sought to lead such a group.</p>	SH
<p><b>9. MVBC Indoor and Outdoor Rules</b> Heathcliffe Moss (HM) had circulated an amended version of the outdoor rules, after which the Committee had been invited to comment. He had now taken into account comments received, produced a final version, and amended the indoor rules to bring them into line with outdoors as far as was appropriate. DR felt it would be useful if the final version is dated. BB felt that the rules should include reference to a rule about which games take priority over others if there is a clash of dates. Such a situation had happened recently following a mistake when setting dates. However nobody seemed able to point to the origins of this rule. It was agreed that BB would draft what he would like to see included, so that members are made aware that some games take preference over others, and this draft would be circulated to the Committee for approval before adding to the Outdoor Rules. The Indoor Rules can be circulated in good time for the start of the indoor season. HM's positive work on the rules was acknowledged.  JM drew members; attention to HM's accompanying email:</p>	BB

<p>a. Quick Look rules which could be laminated and put on notice boards. Agreed. It was suggested that John Gray could also draw new members' attention to these.</p> <p>b. A regular email drawing attention to one rule at a time. This was felt to be unnecessary.</p> <p>c. HM offered to draw organisers' attention to the over-arching rules regarding organising competitions when he attends to observe the draw. Agreed.</p> <p>JM will report these decisions back to HM.</p>	<b>JM</b>
<p><b>10. Committee Procedures – KW</b></p> <p>KW wanted to return to the matters raised two meetings previously, as no vote had been taken at the time. JM had proposed a secret ballot at the AGM for all elected post holders on the committee, even if there was only one nominee. It was a matter of members' perceptions and having the right to vote No in these circumstances. Objections were raised to this. It was felt that any member with concerns about a nominee should notify this to the President or a committee member, or it would be possible simply to abstain in the meeting.</p> <p>KW suggested a secret ballot would enable members not at the meeting to vote, but this was rejected. An afternoon or Saturday AGM might enable more members to attend although this would exclude working members.</p> <p>JM's second point had been that current committee members should refrain from putting their names on the nomination lists for the first couple of weeks, in order to ensure members perceive that the post is open and they have a chance to volunteer. Responses were mixed.</p> <p>BB suggested job descriptions should be posted with nomination lists. These are already available in the Members Information File.</p> <p>A vote was taken on <b>"Should we introduce a secret ballot for all elections to the committee at future AGMs?"</b> This was rejected 10 – 3.</p>	
<p><b>11. 3-way friendly matches – BB</b></p> <p>BB and AB outlined the proposal put forward from Atherley Bowling Club of having 3-way friendly matches with MVBC and County Club. These would be one-day events and it was not envisaged that they would interfere with existing friendly matches. There was general support for this venture but it was felt it should be discussed again when more details are available.</p> <p>It was agreed that it would be necessary to balance the number of such competitions with opportunities for roll-ups and casual games.</p>	
<p><b>12. Calendar dates for 2020 - AB</b></p> <p>AB advised the Committee of the following events which had been arranged for 2020:</p> <p>31<sup>st</sup> May: MVBC Open Tournament</p> <p>6<sup>th</sup> June: Hampshire Ladies Tournament (MV not playing)</p> <p>10<sup>th</sup> June: Past Presidents' Match v Meon Valley</p> <p>? June: Meon Valley v Moordown (Dorset)</p> <p>4<sup>th</sup> July: S&amp;D Presidents' Team v Meon Valley *</p> <p>3<sup>rd</sup> August: S&amp;D men v Dennieside (with buffet lunch)</p> <p>17<sup>th</sup> August: S&amp;DWBA Friendly</p> <p>*There may be a clash with the Summer Tour – to be decided.</p> <p>KB confirmed there were no clashes with arranged friendly matches</p> <p>BB will advise BWPC of car parking requirements on relevant days.</p> <p>AB will purchase printer ink.</p>	<b>BB</b> <b>AB</b>
<p><b>13 Any other Business</b></p> <p>There was no other business</p>	
<p><b>Date and venue of next meeting</b></p> <p>Tuesday 8<sup>th</sup> October at 7pm in the Pavilion.</p>	