

## MINUTES OF MANAGEMENT COMMITTEE MEETING

Held in the Arthur Howard Pavilion

On Wednesday 31<sup>st</sup> January 2018 at 7pm

Present: Graham Curtis (GC)	President
Sally Hurst (SH)	Vice President
Judith Moss (JM)	Secretary
John Dancy (JD)	Treasurer
Marian Bailey (MB)	Past President/Social Secretary
Peter Fry (PF)	Green Keeper/Men's Fixture Secretary
Chris Brett (CB)	Ladies' Fixture Secretary
David Andrews (DA)	Indoor Fixture Secretary
Keith Boys (KB)	Outdoor Fixture Secretary
Russell Algar (RA)	Membership Secretary
Adie Booth (AB)	Bar Manager
Keith Waller (KW)	House Manager
Bill Bailey	Ordinary Member
Brian Armstrong (BA)	Proposed Indoor Fixture Secretary

**Apologies:** none

**1.Welcome:** GC welcomed all to the meeting.

**2.Minutes of previous meeting:** The minutes of the previous meeting, dated 28<sup>th</sup> November 2017, were approved.

**3.Matters Arising:** There were no matters arising.

#### **4. Correspondence:**

a)The Club information for Bowls Hampshire had been sent and MVBC details are now in the Bowls Hampshire Yearbook.

b) Jean Riche-Webber has tendered her resignation as newsletter editor (discussed further under Item 8).

c)Chris Robinson has written offering support with updating the website. As the publicity sub-committee is already looking at this, it was felt that further assistance was probably not required.

d)Information has been received about the Bowls Development Alliance. As a pre-requisite for this is a drop in membership numbers, it does not apply to MVBC.

e) A card has been received from Sue Jones thanking the Club for their support following the death of her late husband Chris, and the return of his membership fee. She would like to donate his woods to the Club. JM will respond.

e) A letter has been received from John Gray with details of proposals from the publicity sub-committee. These were discussed under Item 12.

f) A letter has been received from a member suggesting that raffle prizes for friendly Matches should be cash. The general feeling was that the Club should continue to give the type of prizes that are currently offered.

## **5. Sub-committee reports**

**5.1 Finance (HD)**: A report was attached to the agenda and the accounts had been circulated. There was no further discussion.

**5.2 House (KW)**: A report was attached to the agenda. KW had obtained a quote from a further cleaning company which appears to be more favourable than the current arrangement in terms of cost and jobs covered. There was some discussion about the Club's requirements. It was agreed to go ahead and employ the new cleaners, possibly twice a week. KW will negotiate this.

**5.3 Green (PF)**: A report was attached to the agenda. PF had outlined arrangements to be implemented in the event that the Club's green keeping team were unable to maintain their regular upkeep of the green. Steve from SLS would be contacted if necessary. This was supported by the meeting.

DA enquired about raising the edge of the green: this is being looked into.

**5.4 Bar(AB)** a report was attached to the agenda.

**5.5 Social and Fundraising (MB)** There was nothing to report at this meeting.

**5.7 Membership (RA)** There was nothing to report at this meeting.

**5.8 Indoor Match Secretary (DA)** A report was attached to the agenda.

**5.9 Outdoor Match Secretary (KB)** KB informed the committee of a request from Swindon District Bowls Club to play a friendly match at MVBC on Friday 13<sup>th</sup> July, during their tour. It was agreed that this was OK and that the visitors should pay an inclusive fee of £4.50 each. As this is during the Friday Trips season, KB will inform Roger Morfill.

**5.10 Men's Match Secretary (PF)** There was nothing to report at this meeting.

**5.11 Ladies' Match Secretary (CB)** A report was attached to the agenda.

## **6. Clubmark (GC)**

GC had previously asked the committee to consider whether MVBC should aim to achieve Clubmark status. There was a brief discussion, but it was generally felt that applying for Clubmark would be costly in terms of time, that the Club had already addressed issues that were appropriate, and that many aspects of Clubmark would not be relevant. Therefore it was agreed unanimously not to take this matter forward. JM will reply to Chris Robinson.

## **7. The cleaning contract (KW)**

This matter had already been dealt with under Item 5.2.

**8. The future of the newsletter (GC)** This matter had been raised by Jean Riche-Webber and discussed by the Publicity Sub-committee, and the suggestion made that the website should be the club's primary source of information. It was recognised that not all members have access to the website or emails and therefore there needed to be some way of ensuring they also received information. The following were agreed:

- i. Copies of any e-mails sent out to groups or the entire membership should be placed in the information book in the pavilion.
- ii. A copy of the minutes of committee meetings would also be placed in the information file.

Heather Brooks has decided to stand down as "almoner" for the Club. GC made a general request to the committee to consider a suitable replacement. GC will speak to Jen Flinter.

### **9. Changes to data protection regulations (JM)**

JM informed the meeting of changes to the data protection regulations which come into effect on 25<sup>th</sup> May 2018 and are mandatory. Essentially this will mean that all organisations will need to be rigorous about ensuring data is held securely and used responsibly.

It was pointed out that all new members are made aware of how any personal information is used when completing and signing their application form. It was generally felt that any emails sent out to large numbers of members should be sent as blind copies (BCC) ensuring that other members' email addresses are not visible on the screen. GC will discuss this with John Gray.

### **10. Indoor Competitions (BB)**

A letter from two members was read out asking that names be picked from a hat for indoor one-day competitions, rather than picking the first names on the list, which is thought by many to be unfair. There was some discussion. One suggestion was that these competitions be held over 2 days, allowing more members to play. The majority of the Committee supported the suggestion of picking names from a hat for all competitions.

GC proposed that a small group of members should be formed to manage the running of one-day bowling competitions and the selection of competitors. BB will oversee this group. The point was made that consideration would need to be given to selecting suitable entrants to act as "skip".

### **11. Chris Robinson's Hockey team**

Chris Robinson had approached GC asking to bring members of a hockey team she had played with in the past to the Club on Monday 7<sup>th</sup> May (Bank Holiday), for an introductory bowling session on two rinks. There were no objections and it was suggested they should pay the usual green fees. GC will inform Chris.

### **12. Publicity Sub-Committee report**

The proposals put forward by the Publicity Sub-Committee had already been discussed at various points during the meeting. They were all agreed:

1. That the production of the Club's newsletter be discontinued.
2. That the "round-robin" e-mail system be used by all sections to communicate activities/news.
3. That the Club's website be promoted to members at regular intervals.

### **Any Other Business**

1. The condition of the indoor jacks was discussed. Some of these are considered to be unplayable. Lighter jacks are made of a better material but not suitable for the indoor game. BA suggested playing with unpainted jacks at roll-ups. Fred Kemp has volunteered to get the heavy jacks repainted so we shall wait to see how this goes.
2. RA informed the meeting that he proposed raising the full membership fee to £100 for next year. JD will calculate a proportional rise for those who are not full members.
3. GC informed the meeting of a confusion with the agreement on the lease. There are two leases, and the original lease does not show an entrance to the Club. He is in discussion with Rick and Sue Carpenter and the solicitor over this.

### **Date and venue of next meeting**

Monday 12<sup>th</sup> March at 7.15 pm in the Arthur Howard Pavilion.