

MINUTES OF MANAGEMENT COMMITTEE MEETING

Held in the Arthur Howard Pavilion on Tuesday 2nd April 2019

<p>PRESENT:</p> <p>Sally Hurst (SH) President Graham Curtis (GC) Immediate Past President John Dancy (JD) Treasurer Judith Moss (JM) Secretary Keith Waller (KW) Pavilion Manager/Junior Vice President Keith Boys (KB) Outdoor Fixtures Secretary Adie Booth (AB) Bar manager Dave Reynolds (DR) Ordinary member, Health and Safety Representative Peter Fry (PF) Green, Men's Match Secretary</p>	
	ACTION
<p>1. Welcome and Apologies SH welcomed all to the meeting.</p> <p>Apologies Apologies had been received from Marian Bailey, Bill Bailey, Chris Brett, Tony Cailles</p>	
<p>2. Minutes of Previous Meeting There had been two requests for individual comments to be included. However it was agreed that it was not necessary to record individual comments in the minutes, which should focus on what is being discussed and what actions are agreed.</p> <p>Item 3: Chris Robinson will discuss directly with Pete Fry about getting match selections and match results for the website.</p> <p>Item 7.9: Should be corrected to surplus books being taken to a charity shop, not proceeds from sales.</p>	
<p>3. Matters Arising</p> <p>Item 7.1 Approval had been sent in writing from BW PC for the erection of storage sheds on the verandah.</p> <p>Item 7.2 There had been no response to the plea for new volunteer first aiders. However Paul Pritchard had been asked to run a defibrillator course, hopefully in April.</p> <p>Item 9: After the final version of the Outdoor Rules had been approved by the committee and sent to all members, John Gray had pointed out an omission regarding touchers, and David Andrews made several observations, including an omission in the rules for setting the jack. These had been added and an amended copy sent to all members.</p> <p>Item 10: David and Lesley Andrews will run the Jubilee Cup this year, Ted Quincey will run the Smith Plate on 2nd June. However there is still no volunteer for the Penniall Plate in August.</p>	
<p>4. Correspondence</p> <p>a. An advertisement from "Bespoke for Business" received with information about an online bowls club management system. There is currently no interest in this at the Club.</p> <p>b. A letter had been sent to Dave Pritchard thanking him for his service to the Publicity sub-committee.</p> <p>c. A letter had been received from two members concerning compensation payments for the 2018 summer tour. This will be dealt with under item 8.</p> <p>d. The Bowls Hampshire Yearbook had been sent online. There was no demand for this to be circulated.</p> <p>e. An email had been received from BW PC outlining potential parking issues at Priory Park on 25th May. JM will find out times.</p>	JM
<p>5.SUB COMMITTEE REPORTS</p> <p>5.1 Finance A report had been circulated before the meeting. At the time of writing, 34 members have still not renewed their membership. The Treasurer suggested changing the Constitution to say the</p>	

<p>deadline for renewal should be Green Opening Day, but no decision was taken. Members do not cease to be members until the beginning of indoor season in autumn. Some members are not sure they can play outdoors until they try early in the season and at present are not obliged to decide before this.. The arrangements can be confusing but are not written down anywhere. The Treasurer had proposed that tea and biscuits be provided free of charge for the outdoor season. This would avoid a cash tin which is insecure. After some discussion it was agreed to leave the arrangement of charging as it is.</p> <p>The bar manager asked about introducing credit cards for payments. The Treasurer volunteered to investigate further personal members' cards which would include preloaded credit. He reiterated the fact that all money collected from members should be put in the money box and not taken home.</p>	JD
<p>5.2 Pavilion (KW)</p> <p>KW had circulated a report before the meeting. He also circulated a plan for increasing outside storage for bowling equipment, with costs. The President proposed this should go ahead, and this was agreed. There was some discussion about where to store scoreboards, and it was agreed that to start with they should be stored in the new cupboards.</p> <p>It was agreed that the guttering along the front of the building needed attention and KW will get a quote.</p> <p>The pavilion cladding also needs to be investigated. KW proposed that the cladding be removed and this was agreed.</p>	KW KW
<p>5.3 Green (PF)</p> <p>A report had been circulated before the meeting.</p> <p>Regarding the acquisition of a roller, PF had been in touch with a company in Cornwall, The cost would be £4950 + VAT, plus delivery charge of £175. There is an option of a trial period of 12 weeks. A trolley is available for £700 and a cover for £195. BB and PF will look at a similar roller in Lee on Solent. There would be a possibility of sharing the roller with another club eg Hedge End or hire to other clubs. It was agreed that the money was available and to go ahead with further investigation.</p> <p>PF alerted the committee to an influx of leatherjackets at Colden Common Club.</p>	PF, BB
<p>5.4 Bar (AB)</p> <p>The bar rota is being organised. An offer of help from member Jeff Crate's wife, who is a social member and therefore insured, will be accepted.</p> <p>Carol Dennis will also need to become a social member for insurance purposes.</p> <p>The meeting was informed that some members are working on the bar at Wickham Beer Festival in return for £1,000 for the Club.</p>	
<p>5.5 Social Secretary</p> <p>MB was not present at the meeting. She had reported that the cancellation of the forthcoming Oh Heck evening and buffet tea was due to unclear planning and advertising of the event. The President felt that cancelling further events should be avoided unless absolutely necessary. As yet no volunteers have come forward prepared to stand as Social Secretary for next year.</p>	
<p>5.6 Indoor Match Secretary (TC)</p> <p>There was nothing to report.</p>	
<p>5.7 Outdoor Match Secretary (KB)</p> <p>The Outdoor Match sub-committee will select the team to play in the Don Taylor Shield at Hedge End, as this is posted as a friendly match.</p>	KB + Sub-com
<p>5.8 Men's Match Secretary (PF)</p> <p>There was nothing to report</p>	
<p>5.9 Ladies Match Secretary (CB)</p> <p>In 2021 Hampshire Ladies wish to play a county match at MV on 6/06/21. They will pay £7 per head and all raffle proceeds to MV. This was agreed.</p>	

<p>CB will be President of the Hampshire Past Presidents Association in 2020 and would like to play a match against MV.</p>	
<p>5.10 Membership Secretary Report The Membership Secretary stated that she found the renewal procedure to be unsatisfactory. However, it was accepted as being too late to change anything for this year. In her report the membership secretary referred to her draft job description (Item 7). There was some discussion about the points made but it was felt more appropriate for a small group from the Committee to meet with her to discuss her role more fully (SH, BB, KW, JM, CB). This meeting would happen soon, even though not all job descriptions have yet been drafted. JM will inform the Membership Secretary of this plan.</p> <p>The Secretary will forward John's thoughts on the job description to all committee members prior to the meeting.</p>	<p>JM</p> <p>JM</p>
<p>5.11 Publicity Sub-committee (John Gray) A report had been distributed before the meeting. The Secretary added several updates:</p> <ol style="list-style-type: none"> Liz Young is now registered as sub-administrator for the website. A montage of photographs is now on the website The update of emergency details, planned by Chris Robinson for Green Opening Day, will probably not now go ahead. <p>The Committee approved the appointment of both Chris Robinson and Liz Young to the Publicity Sub-committee.</p> <p>It was agreed that the Secretary would attend meetings of the Publicity-Sub-committee to act as liaison with the Management Committee.</p>	<p>JM</p>
<p>5.12 Coaching report (John Gray) A report, together with information on the induction programme for new members, had been circulated before the meeting. Apart from agreeing to the booking of the requested rinks for coaching, there was no further discussion.</p>	
<p>6. Communications (KW) KW requested that any emails sent by a committee member concerning committee business should go to all members of the committee, not just a selected few. Replies should also go to all.</p> <p>JM also requested that committee members should send a written draft of the information they would like included in any request for an email to be sent to all members</p>	<p>All</p> <p>All</p>
<p>8. Compensation for 2018 tour A letter had been circulated to the Committee from two members who had taken part in the 2018 tour and wanted to know about a compensation payment. It was agreed that this was a matter to be decided between the tour organiser and participants. Guidance from Bowls England suggested that it was not a matter for the Management Committee. Pete clarified that the refund was a gesture of goodwill from the tour company and not an official compensation payment from the hotel. He intended to pay a refund to those not going on the 2019 tour, and give 2019 participants an equivalent discount. JM will respond to the members in question, and Pete Fry will inform them of what he intends to do.</p> <p>Pete raised the question of possibly too many tours during the year. However, this was not felt to be an issue if all the tours have viable numbers.</p>	<p>JM</p> <p>PF</p>
<p>9. The Lease (regular item) Following a meeting between SH, KW, AB and JM, KW had met with the Club's solicitor and established that the Trustees, rather than the Management Committee, have sole legal responsibility for negotiations concerning the lease. The solicitor will look at the Club's constitution to determine whether this point needs clarifying.</p>	
<p>10. The Forward Plan (regular item)</p> <ol style="list-style-type: none"> The introduction of card readers and members' credit cards The purchase of a roller for the green 	<p>JD</p> <p>PF</p>

<p>11. The Club Computer JM listed some issues with using the computer, including difficulty with access, speed and too many duplicated applications. Various ideas were discussed but in general it was agreed that it probably needs cleaning up. As a first step, JM and JD will have a look at it and make suggestions.</p>	<p>JD, JM</p>
<p>12. Raffle prizes for league and friendly matches BB felt that there was dissatisfaction with the usual raffle prizes of wine, chocolates etc. and had suggested cash prizes. After some discussion it was agreed to stick with the usual type of prizes, but it was agreed that more could be spent to improve the quality. AB agreed to continue buying prizes, to be stored in the office store area.</p>	<p>AB</p>
<p>13. Any other Business a. Sponsorship: BB reported that Saje will continue to sponsor Club shirts next year. For this year, they will pay for any shirts sold, at the same price as the Club sells them (ie our money will be refunded) JD informed the meeting that Bishops Waltham in Bloom were not acknowledging sponsors of flowerbeds, just hanging baskets. The President will speak to a contact about this. b. KW had received an email from Chris Robinson concerning storage and maintenance of bowling equipment. He wanted to know who is responsible for the maintenance of the scoreboards, which are in need of some attention. It was generally agreed that outdoor bowling equipment is the responsibility of the Green Manager (though BB is also responsible for some outdoor projects). PF will investigate the availability of different scoreboards c. Chris Robinson had asked for permission to book two rinks on two Bank Holiday Mondays for her former Hockey Team. This was agreed. JM will inform her.</p>	<p>SH PF JM</p>
<p>14. Date and venue of next meeting Monday 20th May at 7pm in the Arthur Howard Pavilion</p>	