



## Southern Tasmanian Bowls Association Inc

Trading as:

### Bowls Tasmania South

PO Box 232, Rosny Park, Tas. 7018

ABN: 12 820 830 594

**President:** Peter Kirby 0400 914 818

**Secretary:** Paul Matthews 0409 703 073

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## Minutes of the BTS Board Meeting held at 4.30pm at Rosny Park Bowls Club on Monday 29 November 2021

### 1. Welcome

President Peter Kirby opened the meeting at 4.30pm and thanked Rosny Park for hosting this meeting of the Board.

### 2. Attendance

**Present:** Peter Kirby (President), Deb Jeffrey (Treasurer), Paul Matthews (Secretary), Geoff Price (Board member), Leonie Price (Board member), Matthew Gregg (Board member), Michael Andersch (Officiating Panel Chair)

**Guests:** Anne Mullavey (BTAS Southern Director)

**Apologies:** Christine McGrath (Board member), Paul Hoddy (Exec. Assistant), Ross Bannister (Coaching Panel Chair/Match Committee Chair)

### 3. Confirm minutes of previous meeting

Moved: Geoff Price, Seconded: Paul Matthews, that the minutes of the meeting held on 25 October 2021 be confirmed. **CARRIED**

### 4. Business arising from previous minutes

- 4.1. **Guidelines for minutes of meetings.** Moved: Michael Andersch, seconded: Matt Gregg, that the guidelines be accepted and adopted. **CARRIED**
- 4.2. **BTS Uniform Policy.** Moved: Paul Matthews, seconded: Geoff Price, that the rewritten BTS Uniform Policy be accepted, with amendments. **CARRIED**
- 4.3. **Flat Fee Membership Model.** The Finance Committee met and developed recommendations for the Board to consider. After consideration and discussion, the following motions were made:
- 4.3.1. **Moved:** Deb Jeffrey, seconded: Michael Andersch that the annual census date of 28 February, recommended by the Finance Committee, be endorsed as the date each year at which time membership data will be obtained from the BowlsLink database. **CARRIED**
- 4.3.2. **Moved:** Deb Jeffrey, seconded: Leonie Price that only registered players in the BowlsLink database who are 18 years and older will be counted in the annual census. **CARRIED**
- 4.3.3. **Moved:** Paul Matthews, seconded: Geoff Price that clubs be permitted to archive any non-active adult players, and any barefoot/social bowlers who have played no more than five pennant games prior to the annual census date, in the BowlsLink database when reviewing their membership data prior to the census. **CARRIED**

- 4.3.4. **Moved:** Michael Andersch, seconded: Deb Jeffrey that the proportion of players per club be calculated as a percentage proportion of the total number of adult players registered to play bowls in Bowls Tasmania South. **CARRIED**  
**Opposed: Matt Gregg**
- 4.3.5. **Moved:** Michael Andersch, seconded: Paul Matthews that the percentage proportion of each club be used to calculate each club's annual affiliation fee by multiplying it by the total revenue needed to be raised by Bowls Tasmania South through annual affiliation fees. **CARRIED**
- 4.3.6. **Moved:** Paul Matthews, seconded: Deb Jeffrey that BTS charge an in-season transfer fee of \$60, for transfers between the opening of the season and the census date, to discourage disruption to rosters, unless the change is because the player has moved house or employment. **CARRIED**
- 4.3.7. **Moved:** Paul Matthews, seconded: Deb Jeffrey that if a club experiences significant membership changes between the census date and the start of the following pennant season, they can apply to BTS for consideration of an adjustment to their percentage calculation. **CARRIED**

Deb Jeffrey asked that the Secretary record her personal thanks to President Peter Kirby for the amount of research and work he put into preparing the working papers that helped the Finance Committee arrive at a set of recommendations for the Board.

President Peter Kirby thanked all Board members for their contributions and particularly thanked Matt Gregg; his contribution triggered a lively debate that ensured decisions that were considered and inclusive.

- 4.4. **BTS Strategic Plan.** Peter Kirby asked that the plan be updated to show that the Governance objective to review the Fee Structure (commenced in August 2020) had been completed. **ACTION: Secretary**
- 4.5. **Live-Streaming of Premier Division games.** Bowls Tasmania will be arranging and undertaking this activity.
- 4.6. **Upcoming Bowls TAS events.** Matt Gregg advised that Brad Johns has been asked to liaise with BTS regarding his offer of assistance.
- 4.7. **Review MPIO role.** This matter has been held over to the next meeting of the Board. **ACTION: President**
- 4.8. **Free STP training.** The Treasurer advised the Board that two clubs (Buckingham and Kingborough) took advantage of this free training offer.
- 4.9. **Trans-gender players.** The BTS Gender Identity Inclusion Policy has been published to the BTS website.
- 4.10. **Facebook administration.** The Secretary is now the BTS Facebook group administrator.
- 4.11. **Vacancies – Southern Sides Selectors, Coaches, Managers.** The call for expressions of interest to fill vacancies has so far gone unanswered.
- 4.12. **Mixed Pairs Championship.** Entry forms for an Open Mixed Pairs championship (consisting of 3-bowl/15 end games) in February have been circulated to clubs.
- 4.13. **Delegates “no state finals” decision.** The RCC meeting is to be advised of this delegates' decision at the 17 Jan 2022 meeting. The President asked the Secretary to seek confirmation from clubs of their commitment to this decision. **ACTION: Secretary**
- 4.14. **Renew Berriedale Office lease.** This matter has been held over to the next meeting of the Board. **ACTION: Secretary**
- 4.15. **Southern Uniforms.** Rob McGuire is undertaking an audit to determine gaps in uniform sizes before a new order is submitted. **ACTION: Secretary**

- 4.16. **Conditions of Play anomaly (rule 3.25).** The COP has been updated on the BTS website and clubs have been informed to advise selectors and update paper versions.
- 4.17. **Pre-order Trophies.** This matter is yet to be actioned **ACTION: Secretary**
- 4.18. **BowlsLink and Vaccinations.** Clubs have been informed that their members can elect to record their vaccination status in BowlsLink. The Board noted that this is not a mandatory requirement of players at this point in time.
- 4.19. **BowlsLink and Live Scoring.** Clubs have been informed that the Live Scoring App is available and can be used.
- 4.20. **Working with Vulnerable People.** The Statistician was not present to report on this matter so it is held over until the next meeting. **ACTION: Statistician**
- 4.21. **Status of Division 7.** The Match Committee representative was not present to report on this matter so it is held over until the next meeting. **ACTION: Match Committee**

## 5. Correspondence

The Secretary reported that he had received 515 emails and sent out 380 emails since the last meeting. Moved: Paul Matthews, seconded: Leonie Price that outwards correspondence be endorsed and inwards correspondence be accepted. **CARRIED**

### Business arising from correspondence

- 5.1. **Resignations.** The Board noted the following resignations:
- **Ailsa Milburn – Resignation from the BTS Board**  
The President formally accepted Ailsa’s resignation and thanked her for her years of service to the association. Under rule 11.8 of the BTS Constitution, the Board appointed Leonie Price temporary Vice-President. The President asked Board members to seek a suitable female member to fill this casual vacancy. The Board will consider nominations at the next meeting and then extend an invitation to serve in this role until the next AGM. **ACTION: Board**
  - **Bryce Guy – Open Men’s Southern Side Selector**  
The Board thanked Bryce for his services to bowls in the South.
  - **Bill Butler – Over 60s Men’s Southern Side Selector**  
The Board thanked Bill for his services to bowls in the South.
- 5.2. **Leave of absence from the Board.** The Board accepted the request by Christine McGrath for a leave of absence from the Board.
- 5.3. **BTS Mixed Open Pairs Championship.** Concerns regarding the fairness of the scheduling for this championship were set aside in favour of getting this first instance of this event up and running.
- 5.4. **Concerns re COP rule 3.20.** The Board noted the feedback provided by Sandy Bay.
- 5.5. **Player Infringement report.** Claremont submitted a Player Infringement Report against a Howrah player under Greens Protection Policy. Howrah have been asked to act in accordance with the policy. **ACTION: Secretary**
- 5.6. **BCIB Office Insurance Cover.** The Board resolved to obtain cover of \$25,000 for the Berriedale Office (thru Bowls Tasmania) and not cover portable assets or assets located at other premises. **ACTION: Secretary**

- 5.7. **Updating ABN records.** The Secretary, as Public Officer, noted his concern about recording his TFN on the Australian Business Register and asked what impact this would have. **ACTION: Treasurer**
- 5.8. **Two-Year Sponsorship.** The Board welcomed the ongoing sponsorship by Derwent Eye Specialists. **ACTION: Treasurer**
- 5.9. **Change to playing surface (Howrah).** This request by Howrah to change the playing surface nominated for Howrah Thursday Division 3 would be approved on the proviso it was a permanent change for the remainder of the season. Howrah has not yet responded with acceptance of this provision so no change of surface has been approved to date.
- 5.10. The board noted the following matters that were dealt with between meetings.
- Observance of Remembrance Day
  - Oatlands – Grievance from Division 5 game against Kingborough
  - Kingborough - Protest re participant in BTS Fours B Grade Championships
  - BowlsLink pennant feedback – observations
  - BowlsLink (Results Portal) display error
  - Bowls South Officiating Forums - November 2021
  - From Bowls Tasmania
    - Bowls Tasmania Handbook 2021-22
    - Scorecard Supplier
    - Bowls South Affiliation Fees
    - Bowls Tasmania Gala Week - January 2022 (Burnie)
    - State Wide Challenge Conditions of Play 2021-22
    - Bowling Arm Tasmania Committee Terms of Reference Nov 2021
    - Bowls Tasmania Selection Policy (Updated)
  - 33 x Registrations received since 25 October.
  - 5 x Requests for Eight Badges received and actioned.
  - 4 x Requests for Super Veterans Badge received and actioned.

## 6. Reports

- 6.1. **Finance:** The Treasurer noted that the State affiliation Fee of \$96,000 has been paid to Bowls Tasmania and this will be reflected in the November report. Moved: Deb Jeffrey, seconded: Matt Gregg, that the financial report presented to the Board (see summary at Appendix 1) be accepted. **CARRIED**
- 6.2. **Clearances:** The Board noted the following clearances:
  - Ricky Maughan (Buckingham to Glenorchy Rodman)
  - Julie Copleman (Claremont to Brighton)
- 6.3. **Match Committee:** The Board accepted this report as presented (see Appendix 2).
- 6.4. **Officiating Panel:** The Board accepted this report as presented (see Appendix 3).
- 6.5. **Coaches Panel:** Geoff Price advised the Board that he and Ros Jones (Howrah) have been appointed Southern Coaches for Bowlers with a Bowlers Arm. Almost 50 players attended the recent Bowlers Arm coaching clinic.
- 6.6. **Selectors:** Due to the knowledge drain resulting from Board changes, the coordination of Southern teams caused considerable consternation. As a result, Leonie Price agreed to look after Senior Women this season and Peter Kirby agreed to arrange accommodation.

## 7. Ongoing Matters

- 7.1. **BTS Strategic Plan 2019-23.** The Board briefly considered the Communications objective of providing a communications forum via Facebook. The Secretary is in the process of investigating “best practice” with regard to Facebook Groups and noted our responsibility to moderate this forum. He asked that any unacceptable content be reported via email (with a screen capture if possible) as soon as it is noted.
- 7.2. **RCC Meeting.** The next RCC meeting will be held in the North-West Coast on Monday 17 January 2022 commencing at 11am.

## 8. General Business

- 8.1. **Glenorchy Post Office Box.** The Secretary advised the Board that the cost of redirection of mail from the old postal address to the new one was inordinate unless we can prove out status as a not-for-profit association. The Treasurer undertook to provide evidence so that the Glenorchy PO Box could be closed. **ACTION: Treasurer**
- 8.2. **Secretary on holidays.** The Secretary will be interstate from 6-21 December but will continue to monitor the mailbox and action urgent items.
- 8.3. **Opening Tasmania’s borders and COVID.** Following consideration of various hypothetical scenarios, the Board agreed that Conditions of Play rule 3.16 would be sufficient to deal with disruptions caused by COVID-related outcomes.

## 9. New Business

- 9.1. **Appoint a “Southern Teams Coordinator”.** This has been partially / temporarily addressed (see item 6.6 above). This matter has been held over until the next Board meeting.
- 9.2. **Knowledge Gaps.** The Secretary asked all Board members to share any knowledge of BTS operations and/or procedures with him so that it could be documented and formalised. **ACTION: Board**

## 10. Next Meeting

The President proposed we forego a December meeting and meet early on 10 January so that any matters of relevance can be brought to the RCC meeting on 17 January. Members agreed. Venue to be advised once known. **ACTION: Secretary**

## 11. Closure

The President declared the meeting closed at 7.35pm.

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Peter Kirby, President

## APPENDICES

1. Finance Report (summary)
2. Match Committee Report
3. Officiating Panel Report

## Appendix 1 – Finance Report

### Report for the November 2021 Board meeting

#### Summary as at 31 October 2021

##### Bank Accounts

- Bendigo Cheque Account \$152,755.39
- Sandhurst Investment Account \$102,414.00
- Petty Cash Debit Card \$1,749.11

**Account Receivables** \$5,096.06

**Accounts Payable** (not including BAS) \$3,556.20

BAS payment due 25 Nov 2021 \$315.00 (paid 12 Nov 2021)

As at 31 October 2021, BTS had a cash balance of \$256,918. The balance of total current assets at this date was \$262,015 and the total

#### Cumulative Net Profit YTD



The YTD net profit as at October 21 was \$129,137. The YTD Budget net profit is \$129,801. BTS is currently tracking \$-664 below budget.

Deb Jeffrey  
Treasurer

29 November 2021

## **Appendix 2 – Match Committees Report**

### **Report for the November 2021 Board meeting**

The BTS Men's and Ladies fours championships has finally been completed due to wet weather with the ladies open and B-grade semi-finals and grand finals being transferred to Friday the 29th November. The men's games were played at Claremont and the ladies at Beltana bowls club.

The BTS men's and ladies triples have also been completed, with the men's games at New Norfolk and the ladies at Rosny Park Bowls club.

The BTS men's and ladies pair's competition entries closed on the 22nd November and both of these competitions will be played at the Kingborough Bowls Club.

Each season we have trouble with wet weather at the start of the bowls season and due to Bowls Tasmania bowls calendar that is why we have to try and fit the fours, triples and pair's BTS championships in before Christmas due to the lack of available Sundays in January, February and March at the end of the bowls season.

This season we are introducing an open mixed pair's competition that will be played in one or both indoor venues on a Monday night, maybe we should look at playing other BTS championships at the indoor venues through the week nights and this would free up weekends for players.

At the end of this season three Hobart clubs will lose one of their grass greens to a synthetic surface, this will only leave four clubs with two grass greens and one club with three grass greens, which will make holding championships on grass even more difficult. Just something for the Match Committee and BTS Board to think about for future championships.

Ross Bannister  
Chairperson of the BTS Mach Committee

## **Appendix 3 - Officiating Panel Report**

### **Report for the November 2021 Board meeting**

The Panel conducted a meeting on the 8th November at KBCC to:

1. Review Forum preparedness
2. Ongoing review recording-keeping of BTS Officials and accreditation expiry
3. Allocation of BSOP officials to BTS Championship
4. Discuss increasing Officiating Panel member

#### **Officials Forum**

Our meeting split the topics of proactive discussion items amongst Michael, Helen and Leonie for forums commencing 9th Nov at Kingborough.

Conducted 3 forums as planned were held with majority of Clubs represented. Varied discussions across the nights with some time spent on

- Policing of uniform rules (and difficulties for members in complying)
- Application of Greens Protection Policy
- Series of suggestions (more match related) around conduct of BTS championships. Quick Help guide for Club Official around trial ends, roll-ups for teams with byes

#### **Record-keeping of Officials**

- The new record of officials reviewed.
- Since last meeting and Ross's course we have extracted updated Markers, Measurers and Umpires listings for BTS Website and provided to BTS Secretary.
- An extract of the numbers of officials by Clubs was distributed to Bowls Tas CEO and Les Harrison to provide picture of Southern Clubs coverage in response to recent correspondence

#### **BSOP officials allocated to BTS Championship**

Fri 19th November	Ladies Triples Final	Helen Ducker
Sun 14thth November	Men's Triples (Day 1)	Michael Andersch to assist Anthony Briggs
Sun 21st November	Men's Triples Finals	Michael to check in with Anthony Briggs. Consider Shane Peck or Gaye Coleman who both live locally in New Norfolk.
Fri 26th November	Ladies Fours Final	Helen Ducker

Michael Andersch  
Chair BTS Officiating Panel