



Southern Tasmanian Bowls Association Inc

Trading as:

Bowls Tasmania South

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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 held via Zoom on Monday 10 January 2022

1. Welcome

President Peter Kirby opened the meeting at 4.30pm.

2. Attendance

Present: Peter Kirby (President), Deb Jeffrey (Treasurer), Paul Matthews (Secretary), Geoff Price (Board member), Matthew Gregg (Board member), Michael Andersch (Officiating Panel Chair), Ross Bannister (Coaching Panel Chair/Match Committee Chair)

Apologies: Christine McGrath (Board member), Leonie Price (Board member), Paul Hoddy (Exec. Assistant), Anne Mullavey and Bernard Knight (BTAS Southern Directors)

3. Confirm minutes of previous meeting

Moved: Paul Matthews, Seconded: Matt Gregg that the minutes of the meeting held on 29 November 2021 be confirmed.

CARRIED

4. Business arising from previous minutes

4.1. **Renew Berriedale Office lease.** This matter has been held over to the next meeting of the Board. **ACTION: Secretary**

4.2. **Candidates for Vice-President.** One candidate was suggested. The President will approach the nominee and advise the board of her decision. **ACTION: President**

4.3. **Review MPIO role.** This matter has been held over to the next meeting of the Board. **ACTION: President**

4.4. **Appoint a "Southern Teams Coordinator".** Peter Kirby has accepted this role.

4.5. **Southern Uniforms.** An order has been placed for 16 tops (costing \$686.40) and 16 jackets (costing \$1,544.84).

4.6. **BTS Strategic Plan.** The Strategic Plan has been updated. It will be reviewed by the Board in April/May.

4.7. **Delegates "no state finals" decision.** The Secretary sought confirmation from clubs of their commitment to this decision and passed their feedback to the President.

4.8. **BCIB Office Insurance Cover.** Bowls Tasmania was asked to renew our office insurance with cover of \$25,000.

4.9. **Conditions of Play Rule 3.25.** This rule was amended on the website and clubs were informed to make the change in any printed COP booklets they had.

- 4.10. **Player Infringement report.** Howrah have provided advice on the progress of their player in accordance with policy. No further action required at this time.
- 4.11. **Check constitutional changes.** The constitutional changes have been submitted to CBOS and accepted. The Public Officer and Secretary are both noted as being Paul Matthews.
- 4.12. **Updating ABN records.** The Treasurer is yet to update our ABN records on the Australia Business Register. **ACTION: Treasurer**
- 4.13. **Status as a Not for Profit association.** The Treasurer is yet to obtain this information. **ACTION: Treasurer**
- 4.14. **Two-Year Sponsorship.** The Treasurer asked for an email address in order to invoice Derwent Eye Specialists for their sponsorship. **ACTION: Secretary/Treasurer**
- 4.15. **Pre-order Trophies.** This matter is yet to be actioned **ACTION: Secretary**
- 4.16. **Working with Vulnerable People (BTS Board).** The Statistician was not present and could not report on this matter. **ACTION: Statistician**
- 4.17. **Status of Division 7.** This matter has been held over to the next meeting of the Board. **ACTION: Match Committee**

5. Correspondence

The Secretary reported that he had received 320 emails and sent out 317 emails since the last meeting. Moved: Paul Matthews, seconded: Geoff Price that outwards correspondence be endorsed and inwards correspondence be accepted. **CARRIED**

Business arising from correspondence

- 5.1. **Resignation from BTS Board – Christine McGrath.** The Board accepted Christine’s resignation, thanked her for her service to the association and wished her well with her future bowls.
- 5.2. **Protest re Eligibility for BTS B Grade Fours and B Grade Triples.** Moved: Paul Matthews, seconded: Michael Andersch, that the Board ratified the decision of the Appeal Panel to uphold the results of both championships. **CARRIED**
- 5.3. **Question re Eligibility for B Grade Player of the Year.** The Board agreed that, by confirming the status of the subject of the protest at para 5.2, there was no impediment to that player being eligible for Player of the Year.
- 5.4. **Protest by Glenorchy Rodman - Wednesday Midweek Div 4 V Kingborough.** Moved: Paul Matthews, seconded: Ross Bannister, that the Board ratified the decision of the Appeal Tribunal to uphold the protest by Glenorchy Rodman. **CARRIED**
- 5.5. **Events and suggestion.** Brad Johns’ offer to assist with Gala Week has been passed to Bowls Tasmania. Ross Bannister moved, and Paul Matthews seconded, that Brad’s suggestion of a “Volunteer of the Year” be pursued but the motion was lost. Peter Kirby mooted the idea of holding a “Volunteer Day” during Volunteer week but this matter was held over until the next Board meeting. **ACTION: Board**
- 5.6. **Tasman – Proposed new uniform shirts.** Due to a technical hitch, the Board was not able to rule on this matter at the meeting. An out-of-session decision will be made this week. **ACTION: Secretary**
- 5.7. **Time to update your COVID Safety Plan.** The Board noted this advice.

- 5.8. **Breach of BTS Social Media Policy.** A breach was reported (comments regarding the BTS Uniform Policy) and handled by the Secretary. No further action required.
- 5.9. **Uniform shorts for BTS SWC sides.** The President reported that most of the players had obtained their shorts but expected more would take up the offer when the Southern rounds of the Statewide Challenge were approaching. The Bowls Shop will invoice BTS for the purchases.
- 5.10. **Physical Altercation during BTS Pairs** A report was made on Facebook about a physical altercation during the BTS Pairs but this was investigated and found to be spurious.
- 5.11. **Incident at Cremorne Bowls Club.** An incident was reported to BTS on 16 Dec 2021 but investigation revealed the report to be incorrect in some of its assertions. No action was required.
- 5.12. **Invoice for BTS Fours entrants who withdrew due to illness.** Confusion surrounding this process has been resolved. Invoices and credit notes will stand as issued.
- 5.13. **Uniform Policy feedback.** Brent Forsyth provided feedback. It has been held over until the policy is next reviewed and will be considered at that time.
- 5.14. **Accommodation / Allowances - Southern Players in North-West.** This matter has been managed by Peter Kirby. No further action required.
- 5.15. **Letter to club presidents.** The President's letter re BTS Affiliation Fee was distributed to clubs and responses passed to the President for consideration.
- 5.16. **BTS SWC Men's Open Side Manager.** The ratified the appointment of Craig Griggs as the SWC Men's Open Side Manager.
- 5.17. **Working with Vulnerable People Cards (Club Boards).** As a way of policing/enforcing this direction from Bowls Tasmania, the President mooted the idea of linking the provision of a grant support letter from BTS with the fact that the Club Board had all obtained a Working with Vulnerable People Card. This matter was held over for consideration at the next Board meeting.
- 5.18. The Board noted the following correspondence from Bowls Tasmania:
 - Updated BTAS Selection Policy
 - Saturday State Pennant Finals
 - Use of Bowling Arms
 - Disability Bowls Tasmania Committee and Terms of Reference
 - Bowls Clubs exempt from new COVID-19 Restrictions
 - National Umpires and Working with Vulnerable People Card
 - Southern Training Courses
 - Junior State Wide Challenge Sunday 9 January 2022
 - Seniors State Wide Challenge Tuesday 18 January 2022
 - Hosts for the BTAS championships
 - Vacancy Men's Southern Seniors Selector
 - Livestreaming BTS Premier Division match
 - Review of the Laws
 - Junior SWC Selectors /Coaches
 - Notice of RCC Meeting
 - National Coaching Advisory Group (NOAG) - Expression of Interest
 - Amended State Events Conditions of Play 2021-22
 - Amended State Wide Challenges Conditions of Play 2021-22

5.19. **Livestreaming a Premier Division match.** The Board was advised that Kingborough was against this idea, this year, so Bowls Tasmania will be informed that the South will not participate this year. **ACTION: Secretary**

5.20. **National Umpires and WWVP cards.** The Bowls Tasmania directive, in line with State requirements, will be advised to all current Umpires. Newly trained umpires will be certified if they pass training and will be advised to obtain a WWVP card as a requirement of umpiring in Tasmania.

ACTION: BSOP

6. Reports

6.1. **Finance:** Moved: Deb Jeffrey, seconded: Ross Banniser, that the financial reports for November and December 2021 be accepted as presented to the Board (see summaries at Appendix 1a and Appendix 1b). **CARRIED**

6.2. **Clearances:** The Board noted the difficulty in processing an Interstate Clearance for the Colleen Dance (Kingborough) and thanked the BowlsLink administrator for finding a solution.

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:** Ross Bannister reported that he was having trouble obtaining manuals for coaching courses but he was still working on delivering one or maybe two courses by end-April.

6.6. **Selectors:** Peter Kirby reported that the Senior Men, Senior Women and Open Women SWC sides had been selected, and the Open Men would be selected this week. A practice has been organised at the Burnie Bowls Club on 17 January with competition commencing the next day. Accommodation has been booked in Ulverstone – 31 people are going to the North-West.

7. Ongoing Matters

7.1. **BTS Strategic Plan 2019-23.** The Board will review the Strategic Plan in April/May.

7.2. **RCC Meeting.** The next RCC meeting will be held in the North-West Coast on Monday 17 January 2022 commencing at 11am. The following items have been placed on the agenda by the South:

- Support from clubs for State Pennant Finals
- The expansion of the BTAS program in the annual calendar of events
- Support for State Selectors
- Fees for using Southern Greens

7.3. **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**

8. General Business

8.1. **The Next Delegates Meeting.** The Board agreed to hold the next Delegates Meeting on Monday, 21 March 2022. **ACTION: Secretary**

8.2. **The BTS Presentation Night.** The Board agreed to hold the annual Presentation Night on Monday 9 May 2022. **ACTION: Secretary**

- 8.3. **The BTS Annual General Meeting.** The Board agreed to hold the Annual General Meeting on Sunday 29 May 2022. **ACTION: Secretary**
- 8.4. **Increase Championship Entry Fees.** The Treasurer suggested we increase entries fees from \$10 to \$11 as entry fees include GST and this wasn't being factored in. This matter will be passed to the Finance Committee for consideration. **ACTION: Finance Committee**
- 8.5. **Changes to Telstra Services.** The Treasurer moved, and Paul Matthews seconded, that we drop the landline, fax and internet services but keep the mobile service, thereby reducing our monthly costs by approximately \$100. **CARRIED
ACTION: Secretary**
- 8.6. **Prize and Travel Money Accounting.** The Treasurer advised the Board that she would be introducing stricter accounting methods for cash handed out as prize money or as allowances for travel, accommodation and/or meals. It was noted that Bowls Tasmania require recipients of prize money to fill out a "claim form" so that the money can be deposited directly and cash is not involved. This idea was favourably received.
- 8.7. **Facebook Moderation.** The Secretary suggested that all Board members be made moderators of the BTS Facebook Group in order to provide quicker moderation of posts. The Board accepted this necessity. **ACTION: Secretary**
- 8.8. **Facebook Group.** It was noted that anyone could join the group and it was agreed that this should be changed so that membership is approved by the Administrator. **ACTION: Secretary**
- 8.9. **The Future of the Season.**
- The Secretary tabled a proposal that detailed how BTS should/could manage the affect that COVID-19 in the community might have on teams/sides/games. Peter Kirby tabled an alternative proposal. Neither was accepted at this time.
 - Concerns were raised for the safety of older bowlers (over 60s being the majority of players in pennant) and the potential for harm that COVID-19 represented. Ross Bannister moved, and Deb Jeffrey seconded, that we cancel the Midweek, Thursday and Saturday pennant rounds on 12, 13 and 15 January respectively, and postpone the DL Reid games scheduled for Friday, 14 January. **CARRIED
ACTION: Secretary**
 - The Board will meet again on Sunday, 16 January at 4.30pm (via Zoom) to re-assess this matter **ACTION: Secretary**

9. New Business

- 9.1. **BowlsLink audit.** Peter Kirby asked that a reminder be sent to all clubs to audit and update the BowlsLink data for their members prior to 28 February 2022. Data to be correct by this date includes contact details, financial until date, and type of membership. **ACTION: Secretary**
- 9.2. **Bowlers with a Disability Coordinator.** Peter Kirby moved, and Geoff Price seconded, that Jacob Sherrin-Wall be appointed the BTS Coordinator for Bowlers with a Bowling Arm. **CARRIED**
- 9.3. **Bowling Arm Committee.** Geoff Price asked that a call for nominations for a Southern Female Rep on the Bowling Arm Committee be sent to clubs. **ACTION: Secretary**

- 9.4. **Trophy Night.** The Treasurer advised the board the Men's Open Pairs Runners-up from last season have not received their prize money. This highlights to difficulty in tracking and/or tracing cash in envelopes. It is being investigated. **ACTION: Treasurer**
- 9.5. **BTS Mixed Pairs.** A question was asked about when the Mixed Pairs would be played. Ross Bannister (Match Committee Chair) advised the Board that it would depend on numbers and entries don't close until 20 January.

10. Next Meeting

The next meeting would normally be held on Tuesday 23 February via Zoom.

Closure

The President declared the meeting closed at 7.40pm.

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Peter Kirby, President

APPENDICES

1. Finance Report
 - a. Finance Report as at 30 Nov 2021 (summary)
 - b. Finance Report as at 31 Dec 2021 (summary)
2. Match Committee Report
3. Officiating Panel Report

Appendix 1a – Finance Report (as at 30 Nov 2021)

Report for the January 2022 Board meeting

Summary as at 30 November 2021

Bank Accounts

- Bendigo Cheque Account \$59,164.09
- Sandhurst Investment Account \$102,414.00
- Petty Cash Debit Card \$1,749.11

30 November 2021

- Account Receivables \$2,959
- Accounts Payable (not incl. BAS) \$1,376.71

As at 30 November 2021, BTS had a cash balance of \$163,078. The balance of total current assets at this date was \$166,037 and the total current liabilities was \$5,194. The net assets of the business at 30 November 2021 was \$165,557.

Cumulative Operating Profit YTD



The YTD net profit as at November 2021 was \$44,561. The YTD Budget net profit is \$47,599.

BTS is currently tracking -\$3,037.81 below budget.

Deb Jeffrey
Treasurer

10 January 2022

Appendix 1b – Finance Report (as at 31 Dec 2021)

Report for the January 2022 Board meeting

Summary as at 31 December 2021

Bank Accounts

- Bendigo Cheque Account \$29,888.25
- Sandhurst Investment Account \$132,414.00
- Petty Cash Debit Card \$1,735.31

31 December 2021

- Account Receivables \$3,733.90
- Accounts Payable (not incl. BAS) \$150.38
- BAS payment due 28 February \$3,911.00

As at 31 December 2021, BTS had a cash balance of \$164,539. The balance of total current assets at this date was \$168,272 and the total current liabilities was \$4,321. The net assets of the business at 31 December 2021 was \$168,666.

Cumulative Net Profit YTD



The YTD net profit as at December 2021 was \$47,670. The YTD Budget net profit is \$48,083. BTS is currently tracking -\$413.15 below budget.

Deb Jeffrey
Treasurer

10 January 2022

Appendix 2 – Match Committees Report

Report for the January 2022 Board meeting

The BTS Men's and Ladies fours, triples and pairs championships was completed before Christmas, we still have the singles and the new mixed pairs to be organised and run

The BTS junior championships are being organised and run by the junior manager and coaches again this season.

BTS match committee has had two appeals over incidents lodged with Bowls South this season, one against ineligible player in the men's B-Grade championships and one against a team changing of venue without notifying the opposition club.

The match committee made a ruling on both cases and them both clubs that was affected by the ruling appealed against the match committee decision which is their right to do in conditions of play.

These case has been handed over to tribunal panels to review all information and to make there ruling which will be given to BTS Secretary who will notify all clubs concern.

Ross Bannister
Chairperson of the BTS Mach Committee

Appendix 3 - Officiating Panel Report

Report for the January 2022 Board meeting

BSOP met Monday 6th December 2021

Present: Helen Ducker, Michael Andersch and Leonie Price

BSOP discussed the first hand experiences conveyed by forum attendees at BTS events and resolved to work with Match and the Board to improve the instructions and guidance for Host Clubs and their delegates to run the day/s. Example cited and discussed included

- Duties of an umpire on the day
- Sourcing of umpires for knockout and sections
- Rollups for teams with byes
- Green Preparation – Mats and Jacks
- Announcements and Management of commencement of play
- Trial Ends prior to each match.

BSOP will distribute a summary of the key discussions and advice shared in the recent forums.

Mentions will include:-

- Greens Protection Policy
- Uniform Policy
- Gender Policy
- BTS Championships and Host Club Umpires
- Role of Umpire as Conduit/Mentor to compliance at Club – Uniform, Movement of Players

Officiating Panel Member Size

Janet Rutherford and Wayne Cobbing have accepted position on BSOP

Meeting Times/Days for enlarged BSOP may need tweaking. Michael will manage

BSOP officials allocated to BTS Championship

D L Reid – Friday 21st January – Single Championship for Ladies

Sections and early knockout on 14th and 19th

Helen Ducker – Umpire

2 Markers Required 2 x Semi's and 1 x Grand Final appointed by BTS

Starting Times and Formalising terminology

At Men's Pairs we had players arriving late. Claim they were told game started at 9.30. 9.00 roll-up advised in Draw. Official start time of first match is not on entry/draw and needs to be as determinant for forfeit rule. Also the terminology of "Trial Ends" must also replace "Roll-Up"

Meeting closed at 12.30.

Next meeting Monday 24th January at North Hobart 11.30am.

Michael Andersch

Chair BTS Officiating Panel