



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 adjourned BTS Board Meeting held on Tuesday 19 April 2022 at 4.30pm at North Hobart Bowls Club

1. Welcome

President Peter Kirby opened the meeting at 4.30pm.

2. Attendance

Present: Peter Kirby (President), Deb Jeffrey (Treasurer), Paul Matthews (Secretary), Paul Hoddy (Exec. Assistant), Geoff Dannock (Board Member), Geoff Price (Board Member), Ross Bannister (Coaching Panel Chair/Match Committee Chair)

Apologies: Michael Andersch (Officiating Panel Chair), Anne Mullavey (BTAS Southern Director), Bernard Knight (BTAS Southern Director)

3. Confirm minutes of previous meeting

3.1. Moved: Paul Matthews, Seconded: Geoff Dannock that the minutes of the meeting held on 28 March 2022 be confirmed. **CARRIED**

4. Business arising from previous minutes

- 4.1. **Volunteers Day.** This matter is held over for a later meeting. **ACTION: Board**
- 4.2. **Updating ABN records.** This matter is still outstanding. **ACTION: Treasurer**
- 4.3. **Renew Berriedale Office lease.** This matter is still outstanding. **ACTION: Secretary**
- 4.4. **Cyber Security policy.** The Board noted the requirement to establish procedures regarding delicate/private information, data backup, data security, etc. The Secretary undertook to develop a draft policy after researching this further. **ACTION: Secretary**
- 4.5. **Policy/Governance.** The Board Code of Conflict and Code of Conduct draft policies will be presented at the next meeting and this will meet the sports governance guidelines requirements. **ACTION: President**
- 4.6. **Complaints Policy.** Geoff Dannock raised the issue of clubs "hand-balling" complaints to BTS that could be dealt with at the club level. The Secretary agreed that "complaints triage" needs to be applied and the President agreed that the Complaints Policy will be reviewed after the AGM. **ACTION: President**
- 4.7. **Terminology.** The "Officiating Panel" and "Coaching Panel" will be renamed to be committees since the term "panel" is no longer relevant.
- 4.8. **Correspondence to BTS.** The Secretary will ensure correspondence received from individuals is forwarded to club secretaries to ensure the club is aware and agrees with the proposal being put forward. **ACTION: Secretary**

- 4.9. **BTS Board vacancies.** The President advised the Board that he'd spoken with several people but since we're nearing the end of the current year, we'll not proceed with filling anymore vacancies.
- 4.10. **BowlsLink membership audit.** The Statistician will finalise the audit and send it to the Secretary, so that it can be distributed to clubs for a final check. **ACTION: Statistician**
- 4.11. **Fitzgerald Trophy calculations.** The Statistician will finalise these calculations and send the results to the Secretary in time for the Presentation Night. **ACTION: Statistician**
- 4.12. The following matters have been actioned:
- Review MPIO role – Names published to the website
 - Letter of Thanks to Rob McGuire (from President Kirby)
 - Letter of Thanks to Doug Cole (from President Kirby)
 - Royal Hobart advised that 'no show' ruling has been rescinded
 - Travel money for SWC and Junior players.
 - Donation to Juniors' end-of-season barbecue

5. Correspondence

The Secretary reported that he had received 253 emails and sent out 231 emails since the last meeting. Moved: Ross Bannister, seconded: Paul Hoddy that outwards correspondence be endorsed and inwards correspondence be accepted. **CARRIED**

Business arising from correspondence

- 5.1. **The Board noted the following:**
- The inconsistent reporting of COVID cases by clubs
 - Glenorchy City - Letter to BTS and Bowls Tasmania
 - Bruny – Change of email address
 - Sorell – New website address
 - Geeveston – Synthetic Green grant approved
 - All Pennant winners elected to participate in State Pennant Finals (no refusals)
- 5.2. **The Board noted the following correspondence from Bowls Tasmania:**
- Eligible Persons Travel, Accommodation and Meals Policy
 - Elected Director vacancy – Southern Male open for nominations
 - Statewide Challenge Prizemoney Payments
 - Invitations to Bowls Tasmania State Pennant Finals
 - Australian Indoor Qualifying 2022 (at Howrah)
 - Hydro Tasmania's Community Grants Program
 - Veterans Wellbeing Voucher Program
 - Bowls Tasmania Bowler of the Year
 - State Champion of Champion Championships (at Glenorchy City)
- 5.3. **The Board noted the following suspensions.** The Board noted that suspensions can be "from the club" or "from bowls" as two different events.
- **Robin Reid (Orford)** - suspended by the Club from all bowls for three months effective until 14 June 2022.
 - **Rob Eudey (Ulverstone)** - suspended by the Club from all bowls nation-wide for three months effective until 17 June 2022.
 - **Garry Broomhall (Wynyard)** - suspended by the Club from all bowls nation-wide for two years effective until 4 March 2024.
- 5.4. **Facebook Group moderation.** The Board confirmed the appointment of Matt Gregg as a Facebook Group administrator. It was noted that Matt Gregg, as Administrator, is not a member of the board but his answers to questions may be perceived as being "from" the board.

- 5.5. **Facebook Group.** The Secretary will formulate a plan for Facebook, and review the Social Media policy for consideration by the new Board once it is appointed after the AGM.
ACTION: Secretary
- 5.6. **Cygnets Planning concerns.** The President informed the Board that Cygnets has approval to sell their spare land (with a view to using the funds to switch to a synthetic green) but this is being held up by the Council's Resource Planning because they will not rezone the land to residential. The Board agreed to provide support to Cygnets. **ACTION: President**
- 5.7. **Bowls Tasmania Travel, Accommodation and Meals Policy.** The Board resolved to use this policy as a guide as required.
- 5.8. **Aceit uniforms.** Peter Kirby presented the designs for the BTS representative tops and BTS corporate tops to the Board. Paul Hoddy suggested obtaining new shirts for the Southern "primary" side and using the existing (old) shirts for the Southern "second" teams when needed. BTS Board tops will be considered at a later time.
- Geoff Price moved that we obtain new playing shirts (the red design) for the primary sides and juniors subject to sponsorship. Seconded Paul Hoddy. New shirts will be purchased by players at a subsidised \$20 rather than held by BTS.
CARRIED
ACTION: President
- 5.9. **Howrah – Offer to host the AGM.** The Board resolved to accept this offer.
ACTION: Secretary
- 5.10. **Cremorne – Suggestion re BTS Uniform Policy.** The Board noted this suggestion.
- 5.11. **Cremorne – Suggestion re COVID Medical Contraindication.** The Board noted this suggestion.
- 5.12. **Additional Premiership medallions.** The Secretary noted that the following clubs had requested additional medallions to date, and that they had been supplied: 1 x Howrah, 3 x Claremont, 3 x Royal Hobart, 5 x Glenorchy Rodman, 6 x Sandy Bay.
- 5.13. **Barefoot Champion of Champions trophies.** These trophies were obtained by the President in time to present them to the competition winners. The Board noted its thanks to "Tony's Fiddly Bits" for obtaining these trophies at short notice.

6. Reports

- 6.1. **Finance:** Moved: Deb Jeffrey, seconded: Paul Hoddy that the financial report for March 2022 be accepted as presented to the Board (see summary at Appendix 1). **CARRIED**
- BTS prizemoney claim form.** This form will replace cash payments to winners and runners-up. The completed form must be presented by 30 May 2022. If not claimed by this date, it is considered a donation to bowls in the South.
- Budget.** The Budget will be finalised shortly and distributed to the Board for consideration.
- Chart of Accounts.** The Treasurer will consolidate items for the various trophies, medallions and badges to simplify accounting for these associated items.
- 6.2. **Match Committee:** Nothing to report.
- 6.3. **Officiating Panel:** Nothing to report.
- 6.4. **Coaches Panel:** A course for 10 people is finishing this week.
- 6.5. **Selectors:** Nothing to report.

7. Ongoing Matters

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

- 7.2. **Knowledge Gaps.** The Secretary has asked the Statistician about working out who wins the Fitzgerald Trophy for our knowledgebase.
- 7.3. **RCC Meetings.** There will be a meeting in May. The President undertook to find out how the other regions handle the “Facebook discussion” functions.

8. General Business

- 8.1. **Grant to Clubs from our Surplus.** The President suggested providing some of our surplus funds to clubs to support new (beginning) players with uniform purchases. The Treasurer suggested it should be a grant of a set amount per club so that every club received the same amount. They would have to apply to BTS for the funds and detail their plans for developing their club and/or promoting their club. This matter will be considered in conjunction with the development of the budget for 2022-23.
- 8.2. **Working with Vulnerable People.** The Board was advised that “Bowls Tasmania South” is not registered as an option on the Department of Justice website, so bowlers cannot link their card to our association. **ACTION: Secretary**
- 8.3. **DRAFT Committees Policy.** Moved Geoff Dannock that this policy be adopted. Seconded Deb Jeffrey. **CARRIED**
- 8.4. **DRAFT Club Suspension of Players Policy.** Moved Paul Matthews that this policy be adopted. Seconded Ross Bannister. **CARRIED**
- 8.5. **DRAFT Conditions of Play Committee Protocol.** Moved Ross Bannister that this policy be adopted. Seconded Geoff Price. **CARRIED**
- 8.6. **DRAFT Finance Committee Guidelines.** Moved Deb Jeffrey that this policy be adopted. Seconded Ross Bannister. **CARRIED**
- 8.7. **Presentation Night.** The following preparations for the Presentation Night are in hand:
- Gaps in knowledge of winners – almost complete
 - Return of Perpetual Trophies – Peter will check on which have been returned.
 - Engraving of Pennant Plaques – With Tony’s Fiddly Bits
 - Invitations – Sent to clubs and dignitaries
 - Collection of attendance money – to be collected by BTS reps
 - Payment of prizemoney – to be done via claim forms
- 8.8. **Annual Report.** The Secretary provided a list of requirements for the Annual Report (see Appendix 2) and asked that reports be provided in either WORD or EXCEL format (not PDF or image format unless this is unavoidable) so that the report can be formatted properly. **ACTION: ALL**

9. New business

No new business was forthcoming.

10. Next Meeting

The Secretary advised the Board that he would be on holidays in Queensland from 18-29 May. With this in mind, the next meeting will be held via Zoom at 4.30pm on Tuesday 17 May 2022.

Closure

The President declared the meeting closed at 7.15pm.

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Peter Kirby, President

Appendix 1 – Finance Report (as at 31 March 2022)

Report for the April 2022 Board meeting

Summary as at 31 March 2022

Bank Accounts

Bendigo Cheque Account	\$20,895.27
Sandhurst Investment Account	\$132,504.76
Petty Cash Debit Card	\$1,591.31

Account Receivables	\$781.10
Accounts Payable	\$2,507.06

As at 31 March 2022, BTS had a cash balance of \$154,991. The balance of total current assets at this date was \$155,772 and the total current liabilities was \$2,933. The net assets of the business on 31 March 2022 was \$157,553.

Cumulative Net Profit YTD



The year-to-date net profit as at March 22 was \$36,557.

The YTD net profit as of March 2022 was \$36,557. The YTD Budget net profit is \$34,912.

BTS is currently tracking \$1,645.12 above budget.

Deb Jeffrey
Treasurer

19 April 2022

Appendix 2 – Requirements for the Annual Report

- Membership statistics 2021-22
- President's Report
- Match Committee Report
- Coaches Panel Report
- Officiating Panel Report
- Selection Reports
 - Men's Open Selection Reports
 - Women's Open Selection Report
 - Men's Senior Selection Report
 - Women's Senior Selection Report
 - Juniors Report
- State Event Winners
- Club Singles Championship winners
- Bowlers who have passed
- Statisticians Report 2021-22
- Financial Statements as at 30 April 2022
- Treasurer's Report
- Auditor's Report