



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 (03) 6249 1124

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Minutes of the BTS Board Meeting held on Tuesday 17 May 2022 at 4.30pm via Zoom

1. Welcome

President Peter Kirby opened the meeting at 4.30pm. This will be the last Board meeting of the current Board.

2. Attendance

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

Apologies: Paul Hoddy (Exec. Assistant), Anne Mullavey (BTAS Southern Director), Bernard Knight (BTAS Southern Director)

3. Confirm minutes of previous meeting

3.1. Moved: Geoff Dannock, Seconded: Ross Bannister that the minutes of the meeting held on 19 April 2022 be confirmed. **CARRIED**

4. Business arising from previous minutes

4.1. Business held over for the incoming Board:

- Volunteers Day (ACTION: Board)
- Renew Berriedale Office lease (ACTION: Finance Committee)
- Policy and Governance development/review (ACTION: Executive)
 - Complaints Policy review
 - Cyber Security policy development
 - Facebook moderation protocol development

4.2. **Cygnets Planning concerns.** The President informed the Board that he had difficulty contacting the Cygnets President and has since also spoken with David deBurgh (Council planning coordinator). Peter has drafted a letter providing representation on behalf of Cygnets. This will be sent back to David for consideration at their next meeting.

4.3. **Aceit uniforms.** Peter Kirby informed the Board that he'd been in touch with Aceit. The next step is to decide the sizes/numbers for an order. **ACTION: President**

4.4. **Fitzgerald Trophy.** The Board noted that Claremont won the Fitzgerald Trophy as the best performing club by a slim margin over Franklin.

4.5. **Working with Vulnerable People.** With regard to BTS "missing" from the WWVP register, the Secretary advised the Board that he was able to "Add an organisation" to his WWVP registration and that he had successfully added "Bowls Tasmania South" as an organisation he volunteered with. The Board resolved to ask that BTS be added to the list of organisations. **ACTION: Secretary**

5. Correspondence

The Secretary reported that 352 emails received and 320 emails sent between 19 April and 11 May 2022. Moved: Ross Bannister, seconded Geoff Price, that outwards correspondence be endorsed and inwards correspondence be accepted. **CARRIED**

Business arising from correspondence

5.1. The Board noted the following:

- BTS Presentation Night was a great success with 146 people attending. A letter of appreciation was sent to Rosny Park for their hosting of the Presentation Night.
- Veterans Wellbeing Voucher Program.
- Electricity Savings Opportunity for Clubs and Members.

5.2. The Board noted the following correspondence from Bowls Tasmania:

- Australian Indoor Qualifying Championships
- Bowls Tasmania budget & Affiliation Fees
- COVID-19 Restrictions Update
- Draft Calendars 2022-23, 2023-24 and 2024-25
- Elected Director Nominations
- National Volunteer Week 2022
- Notice and Agenda for RCC Meeting – 16 May 2022 at Kings Meadows
- Notice of Bowls Tasmania's 2022 AGM – 16 May 2022 at Kings Meadows
- Statewide Challenge (SWC) Prizemoney Payments

5.3. **Bowls Tasmania budget.** Bowls Tasmania asked that the Board consider the future of the test series against Victoria with a view to cancelling this contest and reducing costs. Ross and Peter did not support discontinuing this competition as it allowed our top-ranked bowlers to participate at the top level, and not providing incentive/reward would run the risk of losing our elite bowlers to the mainland. The Board resolved to support continued inter-State competition.

5.4. **Bowls Australia - National Merchandise Program compliance.** Bowls Australia is concerned with non-compliance but the Secretary that our current Uniform Policy covers most of Bowls Australia's concerns.

5.5. **Bowls Tasmania - COVID-19 Restrictions.** The Bowls Tasmania requirement to be double-vaccinated against COVID-19 will be in place until 15 October 2022. BTS will continue with the same policy until the start of the new bowls season and review the requirements before bowling recommences. **ACTION: Next Board**

5.6. **Bowls Tasmania - Draft Calendars.** The President welcomed the forward planning that getting calendars in advance will afford BTS. **ACTION: Match Committee**

5.7. **Bowls Tasmania - Elected Director.** Bernard Knight is the elected Male Director from the South and will commence his second three-year term. Following the Bowls Tasmania AGM, Bernard was elected Bowls Tasmania President.

5.8. **Department of Justice - Association Annual Return.** This cannot be completed until after the AGM in June. **ACTION: Secretary**

5.9. **Council on the Ageing (COTA) Tasmania - 2022 Seniors Week (16-25 October).** Bowls Tasmania have suggested holding the "Come and Try Bowls" day at the same time to leverage seniors week publicity. **ACTION: Clubs**

5.10. **Department of Veteran's Affairs - Free mental health training.** This offer has been circulated to clubs directly by the CEO, Bowls Tasmania.

- 5.11. **Clearances policy.** The Secretary reported receiving two clearance forms and sought confirmation that these were no longer required as transfers would be managed via BowlsLink. The Secretary will advise all clubs of this. **ACTION: Secretary**
- 5.12. **Huonville – Membership and Fees.** The advice provided to clubs on affiliation fees is for budgeting purposes. Clubs must work out their own arrangement with members for accumulating the amount due. The Board resolved to entertain discussion regarding adjustments closer to the start of the season as this will be when they have a clearer idea of their numbers. **ACTION: Secretary**
- 5.13. **Advice regarding Pennant teams.** The Board resolved that teams for all pennants/divisions should be advised by 30 June, as interim advice only, noting that clubs can now enter more than one side into Saturday Division 6. **ACTION: Secretary**

6. Reports

- 6.1. **Finance:** Moved: Deb Jeffrey, seconded: Paul Matthews that the financial report for April 2022 be accepted as presented to the Board (see summary at Appendix 1). Attached is the Profit and Loss report for the 2021/22 financial year. **CARRIED**

- **Honoraria and Allowances.** The Treasurer provided recommendations (below) for 2022-23 honoraria and allowances. Geoff Dannock moved, Paul Matthews seconded, that we increase the honorarium for the Treasurer to \$5,000 to match the honorarium provided to the Statistician. Deb Jeffrey excused herself from the discussion/vote on this matter. **CARRIED**

• President expense Allowance	1,000.00
• Deputy President Allowance	300.00
• Secretary	10,000.00
• Executive Assistant	800.00
• Treasurer	5,000.00
• Statistician	5,000.00
• Match Committee	1,200.00
• Coaching Panel Honoraria	200.00
• Umpires Panel Honoraria	800.00
• Social Media Honoraria	500.00
• Total HONORARIA & ALLOWANCES	24,800.00

- **Draft budget.** The Treasurer provided the draft budget to the Board before the meeting, and discussed some of the implications/plans included in the budget. The budget does not need to be presented to the AGM. Geoff Dannock moved, and Geoff Price seconded, that the draft budget (with adjustments as discussed) be accepted. **CARRIED**

- **Presentation Night costing.** The Treasurer advised the Board that Rosny Park's invoice for hosting Presentation Night was received and it ended up being \$23 ex GST (\$25.30 inc GST) per head for a total of \$3,795. Going forward we may need to ask if the price includes GST or not, it may help us decide on our price. We received \$20 including GST (\$18.18 per person). BTS will cover Juniors, parents and sponsors – approx. 54 people.

○ Cash received	\$980 inc GST	\$890.91 ex GST
○ Invoiced	\$1,440 inc GST	\$1,309.08 ex GST
○ Total	\$2,420 inc GST	\$2,199.99 ex GST
○ Rosny's Invoice	\$3,795 inc GST	\$3,450 ex GST
○ BTS to cover	\$1,375 inc GST	\$1,250 ex GST

- **Grant to Clubs from our Surplus.** The Treasurer discussed the plans for providing a grant to clubs from our surplus. In August/September, advice will be sent to clubs that each club can request \$1,100 for club improvements. Terms and conditions are still to be finalised. A sum of \$46,200 has been set aside in the budget for this purpose.
 - **Prizemoney.** At the time of the meeting, \$5,315 had been paid, leaving \$4,240 to go.
 - **ABN Record.** The Treasurer reported that this had been updated.
 - **Green hire payments.** When payments are made, clubs will be provided with a remittance advice to ensure proper accounting and accountability.
- 6.2. **Match Committee:** Ross advised the Board that he will begin work on the BTS fixtures for 2022-23 based on the Bowls Tasmania calendar. He commended this presentation night's seating plan (with allocated seating) as the way forward for future events. The President advised the Board that BOTY shields are being prepared and will be issued soon.
- 6.3. **Officiating Committee:** See the report at Appendix 2. The President has spoken with ITOs Michael Andersch and Leonie Price about making better use of their skills at State and high-profile events. He will be taking this matter up with Bowls Tasmania.
- 6.4. **Coaches Committee:** Ten people are undertaking coaching courses at the moment.
- 6.5. **Selectors:** Peter Kirby advised the Board that two practice sessions have been conducted for all members of BTAS state squads – the first at Berriedale and the second at the Howrah Indoor centre. The open squad is planning to practice together in Devonport at the end of the month. Senior squad practice is yet to be finalised.

7. Ongoing Matters

- 7.1. **BTS Strategic Plan 2019-23.** It was decided that the incoming Board should review the Strategic Plan and update it as required. **ACTION: Incoming Board**
- 7.2. **Knowledge Gaps.** The Secretary noted the difficulty in arriving at winners of championship events when teams change. The President suggested strengthening "registration on the day" to ensure the actual players are named/listed on a sheet, together with results, and that sheet is returned to BTS.
- 7.3. **RCC Meetings.** The President advised the Board that the RCC met on 16 May and:
- The BTS Disciplinary Policy has been distributed to regions to see if it is suitable for adoption by all regions.
 - The BTS Gender Identity Policy has been distributed to regions to see if it is suitable for adoption by all regions.
 - The matter of SWC Prizemoney was raised and is currently being considered by regions.

8. General Business

- 8.1. **Pennant plaques and trophies.** The President has spoken with Kingston Locksmith and Trophy, and determined that we can make significant savings by transferring our engraving and trophy purchases to this business. Some of the trophies need updating and this will be considered as part of this process review. **ACTION: Incoming Board**
- 8.2. **Pennant medallions.** The President reported that Bowls Tasmania obtain their medallions at about 75% the cost that we pay so we're also looking into transferring production to their supplier. **ACTION: Incoming Board**
- 8.3. **Policy/Governance.** The DRAFT Board Conflict of Interest Policy and DRAFT Board Code of Conduct Policy were presented to the Board. Moved Paul Matthews, seconded Ross Bannister that both policies be accepted as presented. **CARRIED**

- 8.4. **Grass v Synthetic Greens.** Ross Bannister advised the Board that, with several more clubs installing synthetic greens, the Conditions of Play Committee will be reviewing the requirement to play finals on grass greens.
- 8.5. **Annual Report.** The Secretary advised the Board that he only had a few more items outstanding but all were expected this week. 50 copies will be required.

9. New business

- 9.1. **AGM 2022.** The Secretary advised the Board that seven motions will be put to the meeting and notice has been given to clubs. Only four nominations for positions have been received (to date):
- President (Peter Kirby)
 - Treasurer (Deb Jeffrey)
 - Secretary (Paul Matthews)
 - Board member (Barbara Rankin)
- 9.2. **Appreciation.** Geoff Dannock expressed his appreciation for the work that the Board does and he appreciated his chance to serve for the last few meetings. The President thanked Geoff, and Geoff Price, for coming onto the Board to ensure we could continue to operate with a quorum.

10. Next Meeting

The next meeting will be held with the incoming Board immediately after the AGM.

ACTION: Secretary

Closure

The President declared the meeting closed at 6.50pm.

Appendices

1. Financial Report
2. Officiating Panel Report

Appendix 1 – Finance Report (as at 30 April 2022)

Reports for April 2022 -

1. Bank transactions
2. Profit & Loss - MONTH ONLY showing actual v last year
3. Profit & Loss – YTD showing actual v last year

SUMMARY as of March 2022

Bank Accounts

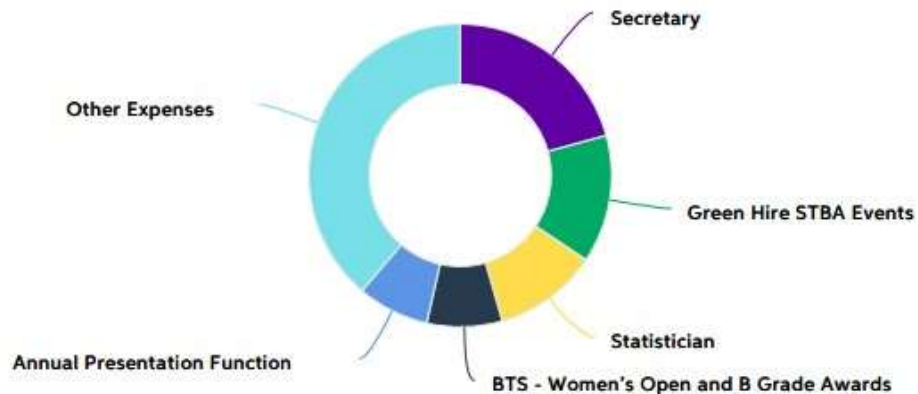
▪ Bendigo Cheque Account	\$17,754.66
▪ Sandhurst Investment Account	\$112,609.31
▪ Petty Cash Debit Card	\$1,555.01

Account Receivables \$1,636.70

Accounts Payable \$1,270.00

As at 30 April 2022, BTS had a cash balance of \$132,899. The balance of total current assets at this date was \$134,536 and the total current liabilities was \$21,596. The net assets of the business on 30 April 2022 was \$118,366

Top operating expenses - Apr 22



*The YTD net loss as of April 2022 was **-\$2,629.64**. The YTD Budget net loss was **-\$7,867**.*

BTS finished the year \$5,237.36 above budget.

Deb Jeffrey
Treasurer

17 May 2022

Attachment:

BTS Profit & Loss plus Budget for the year 01 May 2021 - 30 Apr 2022

BTS Profit & Loss plus Budget (Accrual mode)

01 May 2021 - 30 Apr 2022

	Actual	Last Year	Total Variance \$	Budget	Variance \$
4-0000 Income					
4-1100 Badges & Accessories	460.72	1,110.76	-650.04	900.00	-439.28
4-2000 Championship Entry Fees	6,408.88	7,045.11	-636.23	6,500.00	-91.12
4-3000 Fees	8,590.82	8,600.78	-9.96	8,273.00	317.82
4-5000 Registrations	131,727.94	102,978.56	28,749.38	124,778.00	6,949.94
4-6000 Sponsorships	2,909.09	2,636.36	272.73	2,450.00	459.09
4-7000 Other Income	5,834.87	11,512.52	-5,677.65	3,500.00	2,334.87
4-7600 Postage Recovered	64.50	9.64	54.86	0.00	64.50
Total Income	155,996.82	133,893.73	22,103.09	146,401.00	9,595.82
Gross Profit	155,996.82	133,893.73	22,103.09	146,401.00	9,595.82
6-0000 Expenses					
6-0100 Accounting/Audit Fees	590.00	575.00	15.00	600.00	-10.00
6-0150 Annual Presentation Function	3,450.00	3,303.64	146.36	3,500.00	-50.00
6-1000 Badges & Accessories Purchased	4,554.50	845.45	3,709.05	900.00	3,654.50
6-1150 Bank Fees	5.51	7.70	-2.19	10.00	-4.49
6-1200 BTS Trophies, Plaques, Medallions & Awards	11,841.53	14,100.69	-2,259.16	14,701.00	-2,859.47
6-2000 BT AFFILIATION EXPENSES	87,272.73	58,752.73	28,520.00	87,277.00	-4.27
6-2400 Computer & IT Expenses	30.29	415.31	-385.02	60.00	-29.71
6-2800 Delegates Day	0.00	400.00	-400.00	400.00	-400.00
6-2900 Depreciation	1,315.96	1,090.00	225.96	1,000.00	315.96
6-2950 Filing Fees	64.80	58.91	5.89	60.00	4.80
6-3000 FIXTURES & EVENTS	21,565.00	16,879.65	4,685.35	17,292.00	4,273.00
6-3250 General Expenditure	510.45	245.23	265.22	250.00	260.45
6-3300 HONORARIA & ALLOWANCES	22,683.00	22,150.00	533.00	21,550.00	1,133.00
6-3500 Insurance	1,491.15	1,895.68	-404.53	2,000.00	-508.85
6-4100 PANEL EXPENSES	100.00	1,265.00	-1,165.00	1,600.00	-1,500.00
6-4300 Printing, Stationery & Postage	590.02	928.83	-338.81	775.00	-184.98
6-4400 Rent	171.08	31.87	139.21	168.00	3.08
6-6300 Subscriptions & Memberships	564.50	0.00	564.50	375.00	189.50
6-6500 Telephone & Internet	1,375.94	1,692.85	-316.91	1,750.00	-374.06
Total Expenses	158,176.46	124,638.54	33,537.92	154,268.00	3,908.46
Operating Profit	-2,179.64	9,255.19	-11,434.83	-7,867.00	5,687.36
9-0000 Other Expenses					
9-2000 Prior Year Adjustments	450.00	0.00	450.00	0.00	450.00
Total Other Expenses	450.00	0.00	450.00	0.00	450.00
Net Profit	-2,629.64	9,255.19	-11,884.83	-7,867.00	5,237.36

Appendix 2 – OFFICIATING COMMITTEE REPORT

Report to Board Meeting May 2022

The season wrapped up with Officials supporting Bowls Tasmania for the Champion of Champions on 1st May 2022 held at Glenorchy City BC and Australian Indoor Singles Qualifying held 6th to 8th May 2022 at Howrah BC in their Indoor Centre.

Ross has raised with me the need to get more umpires and markers proficient with use of the paddles, and for a stock of different coloured paddles be acquired. I'll take the proposal to the Officiating Panel at its meetings over winter and we'll do some work to establish our needs and options for supply.

Likewise the Officiating Panel will discuss the feedback it has received over the season via players, BTS office bearers and club and other officials to determine content for a pre-season newsletter and its forums later this year.

Peter Kirby is pushing a case to BT via RCC to consider leveraging the expertise of our International Technical Officials for State Events. Personally, attending Over 60s SWC at Mowbray, I saw 1 umpire run ragged across two greens. More importantly, sharing our knowledge and expertise plus to be able to critique techniques for marking and measuring and discussing law application and tricky situations enhances everyone's capabilities.

Michael Andersch
Chair, BTS Officiating Panel
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