



Founded in 1905

Southern Tasmanian BOWLS Association Inc

Trading as	Bowls Tasmania South	ABN: 12 820 830 594
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President	Peter Kirby	0400 914 818
Vice-President	Kerrie Lane	
Secretary	Paul Matthews	0409 703 073

Minutes of the BTS Board Meeting held on Tuesday 15 August 2023 at 6.00pm via Zoom

Welcome

1. President Peter Kirby opened the meeting at 6.00pm.

Attendance

Present: Peter Kirby (President), Kerrie Lane (Vice-President), Deb Jeffrey (Treasurer), Paul Matthews (Secretary), Paul Hoddy (Exec. Assistant), Barbara Rankin, John Scott, Brad Johns, Ross Bannister (Chair Match Committee), Michael Andersch (Chair Officiating Committee)

Guests: Anne Mullavey (BTAS Director)

Apologies: Crystal Brooks, Bernard Knight (BTAS Director)

Confirm minutes of previous meeting

2. Barbara Rankin moved that the minutes of the meeting held on Tuesday 18 July 2023 be confirmed. Seconded Kerrie Lane. **CARRIED**

Business arising from previous minutes

3. The Secretary advised the Board that the following matters had been actioned:
 - Affiliation Fees - BTS Life Members.
 - Pennant lowest division nominations.
 - BTS Strategic Plan workshop.
 - BowlsLink matters.
4. **Expired Business Name.** The Secretary reported that ASIC has not yet responded to the request to change "ownership" of our account. **ACTION: Secretary**
5. **BowlsLink User Access review.** The Secretary is still to write to clubs. **ACTION: Secretary**
6. **BowlsLink POS facility.** The Treasurer explained the basics of using BowlsLink to receive entry fees, and advised she was happy with the provisions of the agreement. Deb Jeffrey moved that she be authorised to accept and sign the agreement with the providers to initiate the payment facility within BowlsLink. Seconded Paul Matthews. Ross advised that the first championship event is set for November, so the payment system should be setup before then. **CARRIED**

7. **Representative uniforms.** The President suggested we extend the new rep uniforms to Bowling Arm and Junior players and maintain the old uniform for second sides. The Board agreed. Peter asked about obtaining new jackets as the old jackets aren't all up to standard and stocks are running low. The Board agreed.
ACTION: Peter Kirby
8. **Sponsorship enquiry.** Peter Kirby advised the meeting that he has had discussions with Chris Chalker for Premier League sponsorship. Chris is talking with his company but things are looking positive at this stage.
9. **Pennant lowest divisions.** Ross advised the meeting that we have received five nominations for Division 7 (Sat) at this stage. We would prefer 8 or more to make a good competition. Division 6 (Sat) is still undecided and it is still well before the deadline but the Secretary will send out a further reminder to clubs.
ACTION: Secretary
10. **Pennant Review Working Group.** Michael Andersch drafted a SurveyMonkey survey to send to the 11 working group members, and Peter Kirby drafted a letter of introduction. An email will be sent out with a deadline to respond of Monday 21 August.
ACTION: Secretary

Correspondence

11. The Secretary reported that 145 emails were received, and 98 emails were sent, between 15 July and 10 August 2023. Moved John Scott, seconded Brad Johns, that outwards correspondence be endorsed, and inwards correspondence be accepted.
CARRIED
12. The Board noted the following:
 - Kooyong BC (Vic) report re unbecoming behaviour
 - Club Beltana – City Mission Jackets/Jumpers collection
 - Cygnet – Letter re coming year
 - Sandy Bay – 5 Game Bowler enquiry
 - Sandy Bay – WWVP registration enquiry
 - Royal Hobart – Ladies roster enquiry
 - Buckingham – Ladies status enquiry
 - Taroona – BowlsLink archived members enquiry
 - Oatlands – Discussion with Ouse re combined side
 - Sorell - \$1,000 Triples (16 September 2023)
 - Huonville – Apple Blossom Day (8 October 2023)
 - Buckingham - Spring Luncheon & friendship day (8 September 2023)
13. The Board noted the following correspondence from **Bowls Australia**:
 - Participation rates survey – follow-up
 - Rob Soward finishes as Regional Bowls Manager (Tasmania)
 - Position advertised - Club Support Manager (TAS)
14. The Board noted the following correspondence from **Bowls Tasmania**:
 - Intro to LGBTIQ+ Inclusion in Sport education session
 - Lyons 2023-24 Volunteer Grant Program

- Clubs Tasmania
 - Free Asthma Emergency Sessions
 - Free Sponsorship Workshops
 - Invitation to Industry Night
 - ASC webinar - New Approaches to Recruiting Sport Volunteers
 - Tasmanian Active Infrastructure Grants Program
 - Officiating Offerings - August 2023
 - Minutes of BTAS Board Meeting of 19 June 2023
 - 2023–24 Volunteer Grants Opportunity
 - Grant Alert - 14 August 2023
 - Markers for BTAS Bowling Arm Singles Events
15. **Huon & Channel School Sports Association Try Bowls days.** Brad is coordinating with Franklin and Peter is coordinating with Kingborough. Brad is also going to try and get other Huon clubs involved. Brad asked about BTS stock of Junior Jack Attack kits. Peter advised that one was at Kingborough already and one was at Berriedale. Peter will get the Berriedale kit to Michael and Michael will get both kits to Brad.
16. **Use of Weatherzone.** Bob Taylor (Sorell) provided feedback on the requirement to use Weatherzone for temperature measurements (BTS Extreme Weather and Natural Disasters Policy), and the inherent inconsistencies in using this method. Peter advised that too much variance and dispute had arisen in the past from “club thermometers”, and an appropriate weather station costs between \$600-\$1,000, so the decision to use Weatherzone was made. The Board resolved to stick with the policy as written for the coming season.
17. **Oatlands – Dispensation enquiry.** Oatlands sought early advice on whether their Division 1 (Sat) women would be approved to substitute in their Midweek side. The Board resolved that such requests would be considered on a case-by-case basis, as in past years, with an emphasis on equity and flexibility.

Reports

18. **Finance.** Deb Jeffrey provided her report to members via email (see Appendix 1) and advised she will invoice clubs for affiliation fees on (or around) 1 September, with money to be received by 1 October. Deb moved that the financial report be accepted. Seconded Michael Andersch. **CARRIED**
19. **Match Committee.** Ross noted 16 special requests had been received from clubs – a lot to have both clubs play at home/away together but this cannot always be accommodated. It is too soon to be entering rosters into BowlsLink as changes are still being received. To date, we currently have:
- 13-14 sides for Division 6 (no sections if no more are received).
 - five sides for Division 7 (with a preference for at least 8 required).
 - 12 sides for Thursday Division 4 (no sections if no more are received).
 - 10 sides for Midweek Division 4 (no byes if no more are received).
20. **Officiating Panel.** Michael advised that there was nothing to report. He will be officiating at World Championships.

21. **Coaches Panel.** Ross advised that the last Winter Coaching Clinic will be held at Howrah this month. A marker's course, and a measurer's course have been held in the last month, and an umpire's course is planned for the coming month.
22. **SWC/State Selection.** Nothing to report.

Ongoing Matters

23. **BTS Strategic Plan 2019-23.** It is planned to meet as a group on Sunday 1 October 2023 at 1.00pm at Club Beltana to brainstorm a new Strategic Plan. The Secretary will distribute the old BTS plan, along with the BA and BT Strategic Plans as pre-reading.
ACTION: Secretary
24. **Policy and Governance review.** The Secretary/Treasurer advised that, with the introduction of payment via BowlsLink for this coming season, we need a refund policy. He has BowlsLink information and examples from other states, and is in the process of compiling a list of things to consider. A new policy should ideally be in place by no later than end-October.
**ACTION:
Finance Committee**
25. **Knowledge Gaps.** Nothing to report.
26. **Conditions of Play.** Several minor anomalies (listed below) have been discovered. Michael Andersch moved, John Scott seconded, that we ratify the amendments and distributed an updated Conditions of Play to clubs.
 - 2.25 – Remove BOTY points for DL Reid
 - 3.3(f) – Add extra caveat to advise BTS Secretary
 - 3.29(g) – Delete (g) – covered by (e) - and renumber (h) through (k)
 - 5.6(d) – Incorporate NOTE into clause
 - 5.6(e) – Change exclusion to “Div 2 or higher”
 - 6.6(d) – Incorporate NOTE into clause
 - 6.6(e) – Change exclusion to “Div 2 or higher”**CARRIED
ACTION: Secretary**
27. **RCC Meetings.** Nothing to report.

General Business

28. **BowlsLink – Games Played report.** The Secretary advised the Board that he'd provided the Statistician with a proposal to put to the national meeting regarding the number of games played in each division, both this season and last season.
ACTION: Statistician
29. **BowlsLink – Purge/Cleanse archived members.** The Secretary passed on an enquiry from Tarooma in this regard to the Statistician for action. **ACTION: Statistician**
30. **BowlsLink – Member emails audit.** The Secretary advised the meeting that he'd written to clubs asking that member emails be checked, and provided basic rules for dealing with members who don't have email addresses or share emails.
31. **BowlsLink – 2 Factor Authentication.** Paul Hoddy advised that only members with high level administrator privileges will receive the request to enter a code to continue logging into BowlsLink. General users will not receive this request.

32. **Opening Day.** The Board resolved NOT to hold an Opening Day this year given the decline in numbers over recent years.
33. **Delegates Meeting.** The Board set Sunday 8 October 2023 at 1.00pm for this meeting. The Secretary is to seek a venue and arrange for COP booklet printing before the meeting. **ACTION: Secretary**
34. **Time/Day for Board meetings.** Deb asked that we establish an agreed day/time for Board meetings. The Board agreed to meeting on the 3rd Monday of the month. The Board also agreed to meet at 6.00pm if meeting via Zoom, and at 4.30pm if meeting face-to-face.

Next Meeting

35. The next meeting will be on 18 September 2023 at 6.00pm via Zoom.
36. The 16 October meeting will be face-to-face at 4.30pm at a venue to be advised.

Closure

37. The President declared the meeting closed at 7.20pm.

Paul Matthews
BTS Secretary

Appendices

1. Financial summary as of 31 July 2023

Appendix 1 – Financial summary as of 31 July 2023

Current Assets

	Actual	Last Year
1-0000 Assets		
1-1000 Current Assets		
1-1100 Bank Accounts	88,366.45	112,232.14
1-1165 Officeworks Gift Card	115.00	0.00
1-1200 Accounts Receivable	69.35	(36.30)

Current Liabilities

2-1140 Accounts Payable	219.00	2,629.00
2-1300 GST Liabilities	(135.27)	(309.77)
2-1500 Provisions & Accrued Expenses	1,195.00	800.00

Profit & Loss report

1 May 2023 to 31 July 2023 [Refresh](#)

	Total			
	Actual	Last year	Variance \$	Variance %
4-0000 Income	\$959.03	\$192.46	\$766.57↑	398.3↑

Deb Jeffrey
BTS Treasurer

15 Aug 2023