

# Western Province Bowls

Minutes of Executive Committee Meeting via Zoom  
on Tuesday, 16<sup>th</sup> February 2021 at 18h00

<b>1</b>	<b>Welcome</b>		
	1.1	Gerrit welcomed all to the meeting at 18h00 and apologised for the misunderstanding with the meeting time of the 15 <sup>th</sup> February 2021.	
<b>2</b>	<b>Apologies</b>		
	2.1	None	
<b>3</b>	<b>Visitors to meeting</b>		
	3.1	None	
<b>4</b>	<b>Upfront discussions</b>		
	4.1	Acceptance of Minutes of 18 <sup>th</sup> January 2021 – Jenny P & Jenny G.	
	4.2	Matters arising from these Minutes noted with an email from Old Oak: Refer 6.9.1 – Rob Forbes met with the district Presidents and not Club Presidents.	
<b>5</b>	<b>Controlling Bodies Business</b>		
	<b>5.1</b>	<p><b>DCAS</b></p> <ul style="list-style-type: none"> <li>- Trilateral Presentation via Zoom took place on 2<sup>nd</sup> Feb at 14h00 and Gerrit thanked Jenny for doing most of the speaking as she had put the entire document together. Jenny conveyed that they were happy and Bowls focussed mainly on the positives over the last year even though Covid-19 halted most activities.</li> <li>- Case in Sport was submitted on the 10<sup>th</sup> Feb 2021 and Jenny suggested that many of these points raised in the report need to be included in the future strategy planning sessions. Lynette to send a copy to executive.</li> <li>- Progress Report is due 2<sup>nd</sup> March 2021 and Lynette to also send a copy to executive.</li> </ul>	WH LB LB
	<b>5.2</b>	<p><b>BSA</b></p> <ul style="list-style-type: none"> <li>- Transformation stats due by end Jan 2021. Gerrit asked Lynette &amp; Denise to assist with this report.</li> <li>- Minutes of Executive meeting of 12<sup>th</sup> Feb 2021 shared with all.</li> <li>- Circular 06/2021 regarding the National Events 2021: Refer to specific headings of these minutes.</li> </ul>	LB/DV
	<b>5.3</b>	<p><b>WCPBA:</b></p> <ul style="list-style-type: none"> <li>- Mark D advised that he is busy putting together a discussion document rather than changing the entire Constitution just yet which covers some of the contentious issues and highlights key points about the structure. He will share this with the executive within the week for feedback, then send onto Rob Forbes. If all parties are happy, then it will be shared with Boland &amp; Eden presidents for discussion and acceptance.</li> </ul>	MD  ALL
	<b>5.4</b>	<p><b>CTSC</b></p> <p>Nothing to report</p>	
	<b>5.5</b>	<p><b>WPSC</b></p> <p>Nothing to report</p>	
	<b>5.6</b>	<p><b>Women in Sport</b></p> <p>Nothing to report</p>	
	<b>5.7</b>	<p><b>Clubs</b></p> <ul style="list-style-type: none"> <li>- Circulars 2021-03 Passing of Sydney Adams, President of Rondebosch BC</li> <li>- Circular 2021-04 &amp; 05: Covid protocol updates and general bowling</li> </ul>	
	<b>5.8</b>	<p><b>SASCOC</b></p> <p>Nothing to report</p>	
<b>6</b>	<b>Portfolios (Matters arising &amp; feedback)</b>		
	<b>6.1</b>	<b>Finance</b>	<b>JG</b>
	6.1.1	<p><b>General</b></p> <ul style="list-style-type: none"> <li>- While the picture seems to look healthy in that we are showing a profit of</li> </ul>	

	<p>R 266 345-00, we have included in this figure, income that is for competitions that we haven't yet played and the decision as to whether we can play them, has not yet been made. If we subtract those figures from the profit we are only left with a profit of about R 160 856-00.</p> <ul style="list-style-type: none"> <li>- The Covid raffle draw date has been extended to the <b>6<sup>th</sup> March</b> (Refer Circular 2021-07) after the finals of the Mixed Pairs. There are clubs that are starting to return their sold ticket books and the money. We will keep in touch with clubs to monitor sales and ensure that we get the books back as soon as they are sold to enable us to keep the reconciliation up to date. We will advise all clubs that the money and all ticket books need to be returned to the office by <b>Wednesday 3<sup>rd</sup> March</b>.</li> <li>- With the Inter districts competition being cancelled we have air ticket vouchers that are only valid for 6 months. We will make these tickets available to any members who wish to purchase them in an attempt to recoup most of the money. (These tickets are return to OR Tambo, King Shaka &amp; East London).</li> </ul>	JG JG
6.1.2	<p><b>Income</b></p> <ul style="list-style-type: none"> <li>- There any no unusual amounts in income in January. There have been some monies coming in for the Nationals but we have refunded quite a bit that had come in for the All Cape. The amount for the sale of equipment is still consistent with what was expected but we have had a request for a payment "holiday" which we have granted to the end of March. This has a direct impact on the districts income but we are very aware that many clubs are really struggling and so wanted to assist them by allowing this reprieve for a couple of months.</li> </ul>	
6.1.3	<p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>- We are doing our best to keep the expenses as low as possible. January is not a high expense month and this is reflected in the figures. Salaries are reflecting slightly lower but this is because the staff loans given in December were repaid. We paid our subscriptions over to Bowls South Africa which was our biggest expense this month.</li> </ul>	
6.1.4	<p><b>Other Finance Matters</b></p> <ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Bank Signatory: Gerrit to get this done</li> </ul>	GvM
<b>6.2</b>	<b>Competitions</b>	<b>CN</b>
6.2.1	<p><b>General</b></p> <ul style="list-style-type: none"> <li>- Gerrit conveyed sincere thanks to Chris for getting these entries and draws done so speedily and also wished to thank clubs for their willingness to host at such short notice.</li> <li>- Mixed Pairs (Starting 21<sup>st</sup> Feb 2021 with SF &amp; Finals on 6<sup>th</sup> Mar 2021) &amp; Pairs (Starting 13<sup>th</sup> Mar 2021 with SF &amp; Finals on 21<sup>st</sup> Mar 2021) Refer Circular 2021-06</li> </ul>	
6.2.2	<p><b>Men's Nationals</b></p> <ul style="list-style-type: none"> <li>- BSA have extended the closing date to Friday, the 5<sup>th</sup> Mar 2021</li> <li>- Mark G requested that we keep reminding all our members of this extended date via all forms of social media.</li> <li>- It was proposed to email all the out of town entries from last year who have not yet entered, to find out if they are re-entering.</li> </ul>	TB LB
6.2.3	<p><b>All Cape</b></p> <ul style="list-style-type: none"> <li>- Postponed until further notice</li> </ul>	
6.2.4	<p><b>WP Masters</b></p> <ul style="list-style-type: none"> <li>- These dates will be shared at Council meeting on 20<sup>th</sup> Feb 2021.</li> <li>- BSA Masters are scheduled to take place 13-15<sup>th</sup> Aug 2021.</li> </ul>	
6.2.5	<p><b>Inter Districts</b></p> <ul style="list-style-type: none"> <li>- Cancelled for 2021: Refer BSA Circular 06/2021</li> <li>- Mark G raised the concern on how to keep the ID players interested and motivated</li> </ul>	

		and suggested various ideas. It was agreed that he would consult with the convenors of Selectors. Subsequent to meeting, Mark G will be meeting with the selectors next week and will send a report/suggestions to Executive for consideration.	MG
6.2.6		<b>Upcoming District Comps</b> - Competition dates will be shared at Council meeting on 20 <sup>th</sup> Feb 2021.	
<b>6.3</b>		<b>Marketing &amp; Membership / Transformation</b>	<b>MD</b>
6.3.1		<b>General SC feedback</b> - Taz confirmed that around 20 surveys had been conducted with clubs and feedback will be given at Council Meeting. - She further confirmed that the next edition of the Mother City Toucher will be going out during the course of next week. - It was agreed to combine both M&M and Transformation under one category as it forms part and parcel of growing our membership. Gerrit is to confirm a date with Rob Forbes & Heather Boucher to meet with club presidents to discuss transformation and also ideas on how to drive membership - Ammie confirmed that he is busy liaising with University of Stellenbosch and planning a get together with students at Stellenbosch BC. - He further advised that he is busy compiling stats from surveys conducted which he will hand over to Mark D by the end of this month.	TB  GvM  AC
6.3.2		<b>Clothing</b> - Jenny P advised sizing issues and will get these sorted.	JP
<b>6.4</b>		<b>Greens</b>	<b>CN</b>
6.4.1		<b>General SC feedback</b> - The SC decided not to meet in February. Chris wished it noted that they be complimented for their assistance in selecting playable greens and keeping good communications going with the green keepers. They are doing a sterling job!	
<b>6.5</b>		<b>Coaches</b>	<b>JG</b>
6.5.1		<b>General SC feedback</b> - The SC has not yet met again and no coaches training will be done until Level 1. The committee is reaching out to all club coaches and keeping them motivated. - Z-Squads are also currently on hold and a suggestion from Jenny G was that she would make smaller groups, zoning these and even possibly running mid-week sessions.	
<b>6.6</b>		<b>Technical Officials</b>	<b>JP</b>
6.6.1		<b>General SC feedback</b> - It was agreed that Jenny P would join this SC as she could possibly add some value and also that this committee currently has so few members. She will relay this to Bob Standen.	
<b>6.7</b>		<b>Junior Bowls</b>	<b>MK</b>
6.7.1		<b>General SC feedback</b> - Marianna proposed running a 2/3 day clinic during April school holidays with coaching sessions in the morning and games in the afternoon. She confirmed that she will look for sponsorship.	
6.7.2		<b>U15/U20's</b> - Taz to set up a meeting with Gerrit, Marianna, Ammie and herself to discuss tournaments for this group. - Taz to meet with Jean Minnaar with an update on her funding proposal and also to look at competitions for the Juniors to be held at Helderberg BC.	TB  TB
6.7.3		<b>U30's</b> - Gerrit proposed that due to the cancellation of the ID, that we run a small tournament for this group to keep them enthused.	
<b>6.8</b>		<b>Disa's</b>	<b>MG</b>
6.8.1		<b>General</b> - As there appears to be no further developments regards the planning and decisions about the Disa, Gerrit proposed to appoint a standing committee and the three current executive, namely Gerrit, Jenny G and Mark G will head this up. - Gerrit is to set a date for a meeting where they will co-opt a sub-committee	

		<p>which must include possibly a provincial player and possibly one or two selectors.</p> <ul style="list-style-type: none"> <li>- Mark D proposed that Taz Bright sit on this sub-committee. All in favour.</li> <li>- Mark G to speak with selectors and get their feeling as to what and how to improve the functionality of the Disa.</li> <li>- Further to this, a player representative will be appointed.</li> </ul>	GvM MG
	<b>6.9</b>	<b>Disability Bowls</b>	
	6.9.1	<b>General</b> Nothing to report	
	<b>6.10</b>	<b>HR</b>	<b>JG/MD</b>
	6.10.1	<b>General</b> <ul style="list-style-type: none"> <li>- Contracts: Lynette's contract still be finalised this week. If HR cannot come to an agreement, then the full Executive to give their input.</li> </ul>	
<b>7</b>	<b>Domestic Business</b>		
	7.1	<b>Calendar &amp; Website</b> <ul style="list-style-type: none"> <li>- Proposed dates will be advised at Council on 20<sup>th</sup> Feb 2021 and thereafter Chris will update the website accordingly.</li> <li>- It was agreed that Chris would update the competitions on website by updating links. Lynette would keep the Covid Q&amp;A and club specifics (text) up to date. Mark D will forward them both a manual for ease of reference on how to do.</li> <li>- Jenny G would send Mark D some other information which she requires to be uploaded pertaining to AFS etc. and documents as suggested by DCAS.</li> </ul>	CN MD JG
	7.2	<b>Strategic Planning Meeting</b> <ul style="list-style-type: none"> <li>- The next Strategic Planning Meeting is to take place, if all available, on the 4<sup>th</sup> March 2021, and the Executive look forward to this session with Warren Hewitt heading it up.</li> <li>- Mark D proposed that a separate committee be appointed, possibly composed of members of the executive, selectors, coaches, district players and other interested parties, where they can look into possible changes to the WP Competition structure over the next 6 months with a new fresh approach.</li> </ul>	ALL MD
<b>8</b>	<b>Other Business</b>		
	8.1	<ul style="list-style-type: none"> <li>- Denise Vermeulen will be working remotely from home and the infrastructure is in its final stages. Clubs will be informed once operational. It was further agreed that a VOIP system would be installed at WP office in order to transfer calls to Denise at her home based office.</li> </ul>	JG
	8.2	<p>Software, fibre &amp; phones</p> <ul style="list-style-type: none"> <li>- The decision was made to implement Microsoft 365 to support and extend our current administration processes. Proposal to implement this with a step-by-step process and finalize it within the next 6 months, i.e. end August 2021 was agreed to. Mark D arranging meeting and will finalize ASAP.</li> <li>- In consultation with Pinelands BC, it was agreed that the WP office would piggyback on their newly installed WI-FI and the final monthly cost to be confirmed.</li> </ul>	MD
	8.3	Preparation for Council: Gerrit will send each delegate an email invite.	GvM
	8.4	Gerrit will do prize giving at WPCC for Mixed Pairs Finals.	GvM
		<b>Meeting closed at 19h50 and the next meeting is scheduled for Tuesday, 9<sup>th</sup> March 2021.</b>	

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VICE PRESIDENT

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DISTRICT SECRETARY

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DATE