

Western Province Bowls

MINUTES - Executive Committee Meeting

Wednesday, 13 August 2025 at 18h30 at WP Bowls Office, Pinelands Bowling Club

1	Welcome	Action
1.1		
2	Attendance and Apologies	
2.1	Present: Gerrit van Milligen (GvM), Tony Harland (TH), Joy Calvert (JC), Eddie Douglas (ED), Jonathan Cochrane (JLC), Marianna Kirsten (MK) (virtually), Nico Taljaard (NT), Debbie Phillips (DP)	
2.2	Apologies: Mark Gibbs (MG)	
3	Correspondence	
3.1	Bowls SA Circular 63/2025 - 2026 Events (Hosting Districts) & Modus Operandi – <i>ED appointed as Convenor of LOC and to appoint LOC members</i>	ED
3.2	Bowls SA Circular 64/2025 - Greens Inspections (2026 National Events)	
3.3	Bowls SA Circular 65/2025 - Transformation Requirements	
3.4	Bowls SA Circular 66/2025 - National Standing Committee Nomination &	
3.5	Application Form	
3.6	Documents for Bowls SA Convention/AGM	
4	Upfront Discussions	
4.1	Acceptance of Minutes of 12 July 2025 Proposer: <i>Eddie Douglas</i> Seconder: <i>Jonathan Cochrane</i>	JC
4.2	Matters arising – to be covered under each portfolio <i>GvM thanked everyone for their submissions for the Annual Report and thanked Debbie and particularly Mark Douglas for the work put into the compilation of the Annual Report. JC to arrange a thank you for Mark Douglas.</i>	
5	Portfolios (Matters arising & feedback)	
5.1	Governance	GvM
5.1.1	President's report for Annual Report	TH
5.1.2	MATTERS ARISING:	
5.1.2.1	WCPBA update, Fairtree Triangular, Disa/ Loeries/Kuipers - <i>TH to contact Charles Fontini regarding U25 for Envar Buys and U18 for WC Singles. Decision: WP will not be involved in Disa/Kuiper/Loerie triangular this year.</i>	GvM
5.1.2.2	WPBA Executive nominations – <i>at AGM GvM will request if Council will accept Anina Black's nomination as she was not nominated by her mother club</i>	
5.1.2.3	HLM – Sylvia Burns – <i>nomination approved and to be read at AGM</i>	DP
5.1.2.4	AGM documentation – Agenda, Annual Report, Portfolio Reports and Motions, HLM, Badges, Men & Ladies Club of the Year Awards – <i>all ready for AGM</i>	DP
5.1.2.5	Constitutional update – draft received – <i>ED asked DP to circulate to Exco for review. JC mentioned that SEESA is also able to provide WPB with legal advice as we are now members</i>	DP
5.1.3	General	
5.2	Club Liaison and Support	

5.2.1	Vice President's report for Annual Report	
5.2.2	MATTERS ARISING:	
5.2.2.1	Club Returns 2025/2026 - update - DP reported that 7 clubs had not submitted any documentation to date and will follow up	DP
5.2.2.2	BSA Open Inter Districts 2026 – appoint Convenor - ED was appointed the Convenor of the LOC and will be held in the North. Durbanville BC was proposed as HQ, with other clubs proposed as Edgemoor, Old Oak and possibly Bellville, Milnerton or Sunningdale, dependant on greens assessments. TH requested that Bellville, Milnerton and Sunningdale be assessed.	ED
5.2.2.3	Appointment of PBA Liaison - JLC was appointed as PBA Liaison for WPB	
5.2.2.4	Overall Club of the Year Trophy – TH advised that feedback was given to Eugene Ferreira that WPB was in favour of his donation of a trophy and he said he would take it from there. No further communication received to date.	
5.2.2.5	Updated SCs for 2025/6 - DP advised that all SC members are up to date, except for awaiting 2 applications from Christo Vermmoten for Coaches and Tim Pollard from GreensCare	DP
5.2.3	General	

5.3	Finance	
5.3.1	Treasurer's report for Annual Report	
5.3.2	MATTERS ARISING:	
5.3.2.1	Audited Financial Statements – TH asked for explanations for coaches expenses and MG on salary reductions. JC replied that coaches expenses included capacity building, WP academy set up, courses, trials and coaching equipment and stationery. Salary amount came down as the stipend for Competition Secretary was moved to competition expenses	
5.3.2.2	Draft Budget for 2025/2026 - JC had sent draft to the Finance Committee – will forward to DP to send to clubs asap. Decision: It was decided that the affiliation fees for 2026 will be increased from R315 to R335.	JC DP
5.3.2.3	DCAS payments received	
5.3.2.4	Debtor update – July monthly statements sent to all clubs	
5.3.2.5	DCAS Funding Application 2026/2027 - 10 Sept workshop attendance – JC stated only required if need info on how to apply	
5.3.2.6	CTSC AGM delegates – 17 Sep cut off 12 Sep - JC and ED will attend	
5.3.3	General	
5.4	HR	
5.4.1	MATTERS ARISING:	
5.4.1.1	Update on M&M Manager HR process – JC received draft contract from SEESA – making amendments and will send to Exco for review.	JC
5.4.2	General	

5.5	Competitions	
5.5.1	Portfolio report for Annual Report	
5.5.2	MATTERS ARISING:	
5.5.2.1	WP Competition withdrawals – approve Circular 2025-25 – Decision – cancel the circular as clubs were informed at the Competitions Workshop	DP

5.5.2.2	Competitions Workshop 19 July 2025 – Feedback and result of club votes – <i>NT gave feedback from the workshop and outlined proposed changes to competitions and CoP</i>	NT NT
5.5.2.3	WP Bowls Calendar 2025/2026 - finalise up to Dec 2025 – <i>NT to present finding and changes at the AGM. NT to circulate draft calendar and CoP comments to Exco for review.</i>	
5.5.3	General	

Mark Gibbs (Exec 2)

5.6	District Administration	
5.6.1	Portfolio report for Annual Report	JC
5.6.2	MATTERS ARISING:	
5.6.2.1	U35 kit order, flights, travel and accommodation – <i>DP gave update on quotes obtained and asked that U35 budget be sent through so that bookings can be made and kit ordered</i>	
5.6.3	General	

5.7	Executive Projects	
5.7.1	MATTERS ARISING:	JLC JLC/DP
5.7.1.1	Update on Suit Up September – <i>JLC gave an update saying 5 clubs will be participating. He will be phoning all other clubs to find out if they are participating or not to make the arrangements.</i>	
5.7.1.2	Update on website Honours Boards – <i>JLC will work on this project with DP</i>	
5.7.3	General	
5.7	Marketing	
5.7.1	Portfolio report for Annual Report	DP MK
5.7.2	MATTERS ARISING:	
5.7.2.1	Website maintenance update – <i>JC stated website was up again. ED asked that the GreensCare page be looked at as it was not working. DP to ask MD to assist</i>	
5.7.2.2	Livestreaming packages for 2025/2026 update – <i>MK will meet with Noel Solomon once the calendar has been finalised to look at a complete streaming package to offer to sponsors</i>	
5.7.3	General	
5.8	Membership	
5.8.1	Portfolio report for Annual Report	ALL DP JC
5.8.2	MATTERS ARISING:	
5.8.2.1	Helderberg membership query – <i>general discussion around social members, playing members and affiliated members – to be revisited. Players can move to social member and keep their BSA number but can be listed as non-affiliated.</i>	
5.8.2.2	Sunningdale – Novice status query - <i>general discussion around novices – affiliation form to be updated to have a field for how long a new affiliate member has been playing bowls before affiliating. JLC noted that POPI Act requirements should also be included in club membership forms.</i>	
5.8.2.3	Monthly membership update by club – <i>JC/Taz Bright to draw a membership list by club on the last day of every month to build accurate membership numbers</i>	

5.8.2.4	Final declarations for clubs? <i>JC stated that the final declarations will be done, and clubs invoiced in Sept 2025</i>	JC ED MK
5.8.2.5	Rondebosch BC affiliation update – <i>ED to follow up. Decision – unless RBC affiliates we can no longer hold trails or practices there. MK to let DSC-MS know.</i>	
5.8.3	General	

Marianna Kirsten (Exec 4)

5.9	Disability & Visually Impaired Bowls	
5.9.1	Portfolio report for Annual Report	
5.9.2	MATTERS ARISING:	
5.9.2.1		
5.9.3	General	
5.10	Youth Bowls	
5.10.1	Portfolio report for Annual Report	MK MK
5.10.2	MATTERS ARISING:	
5.10.2.1	Envar Buys – selection, managers, tournament arrangements – <i>MK said the players are practicing and are ready for Envar Buys. MK to ask Jenny Griffiths to share all the details of the tour with MK. JC asked to be included.</i>	
5.10.3	General	

Mark Gibbs (Exec 2) / marianna Kirsten (Exec 4)

5.11	Coaches	
5.11.1	Portfolio report for Annual Report	
5.11.2	MATTERS ARISING:	
5.11.2.1	Ratification of WPBA Selection Guidelines – <i>Decision – Minuted the ratification of the WPBA Selection Guidelines and they have been uploaded on the WPB website.</i>	
5.11.3	General <i>MK – stated that the coaches are working hard with the selectors and are involved in trials assessments, have the stationery and equipment to hold two sets of assessments simultaneously for men and ladies</i>	
5.12	Selectors	
5.12.1	Portfolio report for Annual Report	MK
5.12.2	MATTERS ARISING:	
5.12.2.1	MSC vacancies/appointments - GvM - <i>Noted the passing of Jacko van Graan. Thanks go to Adre Barnard and Graeme Elliott for being willing to stand on MSC.</i>	
5.12.2.2	WP Bowls Singles selections, managers, budget - <i>MK stated that the LSC will be meeting on Friday – working hard with trials and assessments. MK - LSC will send through names for Exco to ratify</i>	
5.12.2.3	U35 Inter Districts – update	
5.12.2.4	CTSC Awards 2025 – <i>JLC offered to run with this</i>	JLC JLC
5.12.2.5	Applications for WC Provincial Colours – <i>JLC will investigate</i>	
5.12.3	General	
5.13	WP Players	
5.13.1	Portfolio report for Annual Report	MK
5.13.2	MATTERS ARISING:	
5.13.2.1	Players Meeting – update – <i>MK – this is ongoing. She will make sure that a meeting is held with DSCWPP and WP players after the AGM. TH asked</i>	

5.13.3	General	that a meeting is set up with himself and MK and the DSCWPP on the way forward. MK asked if Adre Barnard can be on the DSC if he is no longer a current WP ID player – this was confirmed.	MK
Eddie Douglas (Exec 6)			
5.14	Greens		
5.14.1 5.14.2 5.14.2.1	Portfolio report for Annual Report MATTERS ARISING: - ED – will speak to JC regarding the insurance and rental costs to clubs for the new Green Level Laser - TH requested that all greens evaluations must come to Exco for ratification before being sent out - ED asked that the Greenscare page on the website be looked at as it was down		ED/JC ED DP
5.14.3	General		
5.15	Technical Officials		
5.15.1 5.15.2 5.15.2.1 5.15.3	Portfolio report for Annual Report MATTERS ARISING: NT – to add the Player’s Coach guidelines into the CoP General		NT
Other Important Business			
6.1	TH – thanked outgoing President Gerrit van Milligen for all the time, effort, hard work put into WP Bowls over many years. GvM thanked the Executive and wanted to leave with the message “Stronger Together” but with the additional statement that without the Executive and Admin the District will not function or exist and to keep up the good work.		
	Exco Meetings scheduled every four/six weeks, either in person or virtually. Next meeting 27 August 2025 at WP Bowls Office.		



PRESIDENT



DISTRICT ADMINISTRATOR

20 August 2025

DATE