

Western Province Bowls

MINUTES - Executive Committee Meeting
Tuesday, 29 October 2024 at 18h30 via Teams (Virtual)

1	Welcome	Action
	1.1	
2	Attendance and Apologies	
	2.1 Present: <i>Danie de Klerk, Eddie Douglas, Tony Harland, Joy Calvert, Grant Rightford, Marianna Kirsten, Nico Taljaard, Debbie Phillips</i>	
	2.2 Apologies: <i>Gerrit van Milligen, Mark Gibbs</i>	
3	Correspondence	
3.1	BSA Circular 80/2024 - Junior Nationals Change of Date & Intent to Enter	MK
3.1.1	• Andries Hougaard concern - <i>no further action - DP respond to Andries</i>	
3.1.2.	• Number of teams for Junior Nationals (due 22 Nov) - <i>2 teams per age group. JG to meet next week with DSC Youth Bowls.</i>	Ddk/MK DdK/MK
3.2	BSA Circular 82/2024: Intent to Enter Inter Districts (due 4 Nov)	
3.3	Format and ID Dates with Boland - <i>DdK opinion that we don't send an U25 team, decided not to send Juniors to Worcester but we could look at it for the return. DP to let Boland know about Juniors and ask Boland for clarity on number of players and costs for the triangular. JC to add into next year's budget. Dec 2025 event details to be finalised at a later date.</i>	DP JC
3.4	BSA Circular 84-2024 Bowls SA Gold & Green Squads - new date clashes WP Fours – <i>decided to leave WP Fours dates as is</i>	NT
4	Upfront Discussions	
4.1	Acceptance of Minutes of 1 October 2024. Proposer: <i>NT</i> Seconder: <i>ED</i>	
4.2	Matters arising – to be covered under each portfolio	
5	Portfolios (Matters arising & feedback)	
5.1	Governance	All
5.1.1	MATTERS ARISING:	
5.1.2	• Goals for the new season – Strategy Session – TH to discuss with GvM – <i>decided to carry it over into the new year on 4 Jan 2025. ED to send out the packs end of November for Exec members to complete and return.</i>	ED/NT ALL
5.1.3	Council Agenda – 2 Nov 2024 - presentation / short summary of the last quarter to be ready. <i>NT will not be there but will provide a written report to be tabled. GR asked to combine sponsorship, membership and marketing in on slot. DP listed order of programme for HLM awards: would be awarding of HLM badges, rolling of first bowls, raising of the flags and playing of the anthem followed by snacks. Dress code for the meeting confirmed as Exec shirts and white pants.</i>	
5.1.4	General	

5.2	Club Liaison and Support	TH
5.2.1	MATTERS ARISING: • Club returns update – updated summary of returns – <i>all clubs with outstanding documents need to submit them for records purposes</i> • Gardens BC – update • Kelvin Grove – update, admin & finance steps to affiliate – <i>Helderberg Village and Kelvin Grove – ED suggested we have a special group of clubs – needs a clause in the WPBA Constitution – can be affiliated to WPBA – competitive bowlers must affiliate as BSA. MK, JC and MK do not think we need special cases. TH proposed as a concession that the 15 league players affiliate with WP and BSA but all players do not need to affiliate yet. All agree to go ahead, except DdK. Can only use KG greens for their home games where they have entries.</i>	DP GvM ED
5.2.2	ID Veterans Cape Town 2025 – update	
5.2.2.1	• Accommodation List (25 Oct) - <i>all clubs still need to centralise accommodation options, no options have been received from WPCC, Plumstead, Glen – clubs asked to send options in to the LOC</i>	TH
5.2.2.2	• Budget (due 31 Oct) - <i>JC to finalise budget in the next week</i>	ALL
5.2.3	General <i>TH asked GR about how he felt about not being selected – GR said that Glen felt like an afterthought. TH also said that Durbanville was asked to withdraw. JC felt that we need to abide by BSA's decision.</i>	JC

Joy Calvert (Treasurer)

5.3	Finance	JC
5.3.1	MATTERS ARISING: • Bank signatories – ongoing – <i>JC confirmed done</i>	
5.3.2	Finance Committee feedback	
5.3.3	Budget – feedback - portfolio owners budget allocation – <i>JC emailed all DSC Convenors what their budget is for the year</i>	
5.3.4	Management accounts & explanatory notes – <i>ongoing</i>	
5.3.5	Lotto – update - feedback on equipment budget for TO and Coaches – <i>NT is busy finding out what equipment clubs need and will give JC a detailed list by 8 Nov – R50 000</i>	
5.3.6	CTSC – update - <i>ongoing</i>	
5.3.7	DCAS – update/approvals - received R70 000 in total – <i>application for this financial year has gone in and we await their feedback</i>	
5.3.8	WP Membership & Affiliation Fees – feedback on membership declarations from clubs - <i>invoices to clubs will start going out from 5 Nov</i>	
5.3.9	BSA Affiliation Fees – invoicing update – <i>JC waiting for BSA invoice – add 6% to last year's amounts</i>	JC
5.3.10	General	
5.4	HR	JC
5.4.1	MATTERS ARISING: • Staff – job description for Taz to TH – <i>JC could not find a job description for M&M. GR would like to re-align what M&M does based on the new growth strategy</i>	JC
5.4.2	General	GR

Nico Taljaard (Exec 1)

5.5	Competitions	NT
5.5.1	MATTERS ARISING: - Changes to WP Competition Calendar and Entry Book – Junior Nationals dates clash? <i>Remain the same</i> - COP – add in disability & VI bowls – all added? Remove Runners Up Trophies for Trips, discuss point allocation for Mixed Pairs, naming of Divisions eg: blue and red, seeding of players for draw. <i>NT will be updating the changes and send out with the Pro-10 draws. Movement of players between Flag/Muter & Trips League will be allowed except the last week of Trips League – Trips can play in Flag & Muter on Sundays when players are not available.</i>	
5.5.2	DSC-Competitions feedback	
5.5.3	Competition green allocation communication to clubs before draw is finalised? <i>NT meeting tomorrow and will finalise communication processes with clubs</i>	
5.5.4	WP Competitions Draw publishing process – <i>NT and PD will be meeting tomorrow. Convenor of Selectors review – publish and upload on website</i>	
5.5.5	General <i>TH asked that clubs could use their extra greens for tabs in on days they are hosting WPB events, if players can wear club colours or white. Agreed by all. NT asked that clubs must take the size of their clubhouse into account when deciding to have tabs in at the same time as a WP competition.</i>	
Mark Gibbs (Exec 2)		
5.6	District Administration	MG
5.6.1	MATTERS ARISING: - Badges for Exec to be ordered with WP Competition badges for new season - WPB Opening – 2 Nov 2024 at WPCC catering budget? <i>JC arranging caterings and MK arranging banners and flags</i>	DP JC/MK
5.6.2	SOP – Agendas, Minutes and distribution on Management Accounts - approve by Wednesday next week	MG DP
5.6.3	Kit update – DSC (C/GC/TO), WP Players – DSC – waiting on DSC to decide on shirts to come to Exec for approval. WP KIT managers to arrange loans for 8 Dec for uncapped players, Disas shirts will be added to clothing bank, they will be given a blue cap, Schalk and Paulina to communicate this with Managers	DP DP
5.6.4	Trophies and Awards - awarded at event – return by 1 Nov – WPB will engrave to ensure it is done and looks uniform. Emailed clubs for all trophies to be returned by 2 Nov	
5.6.5	Scorecards and decals – DP to order. MK ordered decals.	DP
5.6.6	General	
Grant Rightford (Exec 3) / Joy Calvert		
5.7	New Membership and Marketing	GR/JC
5.7.1	MATTERS ARISING: Draft new-look future M&M Manager proposed role and remuneration structure based on new marketing strategy	GR
5.7.2	DSC-M&M feedback	
5.7.3	Marketing strategy – feedback from GR – GR will share his handwritten ideas – will be managed by internal marketing manager. Meeting on Friday morning for pro-bono marketing campaign	
5.7.4	Facebook page – regular posts	

5.7.5	Website – regular content, update of missing past information, competition winners, photos etc. - GR to discuss with Taz	
5.7.6	Sponsorship – Mark Douglas’ Sponsorship proposal	
5.7.7	Taz Bright – update, weekly/monthly reports – <i>JC reported that Taz is working with Eros School at Wheatfield, coaching at Bergvliet on Monday evenings and has an event planned for 60 people in December in the Basin for Champ of Champs for the Business League from all the Basin Clubs</i>	
5.7.8	General <i>TH asked why Taz is involved in coaching at Bergvliet when there are coaches at clubs to do that – she should be using her time for marketing</i>	

Marianna Kirsten (Exec 4)

5.8	Disability & Visually Impaired Bowls	MK
5.8.1	MATTERS ARISING: •	
5.8.2	DSC-Disability Bowls feedback – very successful BSA Directors Course at Plumstead this last weekend. Having a meeting next week with DSC	
5.8.3	Membership updates to included disabled and VI players – circular? MK to send wording for a circular to go out to clubs	MK
5.8.4	Blind Bowlers clubs – meeting feedback – spider money goes to a national organisation not to one of the blind bowlers clubs – MK will get more info	MK
5.8.5	General	
5.9	Youth Bowls	MK
5.9.1	MATTERS ARISING: •	
5.9.2	DSC-Youth Bowls feedback – JG and MK had a meeting to select Junior teams at the next practice, looking for a cheaper bus and better accommodation	MK
5.9.3	Under 15’s/Under 18’s	
5.9.4	General	

Danie de Klerk (Exec 5) / Marianna Kirsten

5.10	Coaches	DdK/MK
5.10.1	MATTERS ARISING: • Safeguarding – update on courses for club safeguarding officers – DdK and MK to follow up with DSCC regarding club candidates	DdK/MK
5.10.2	DSC-Coaches feedback	
5.10.3	WP Bowls Safeguarding Policy – DdK and MK to update	
5.10.4	Planned course dates – feedback on Level 2 Course, VI Directors course	
5.10.5	Structure of coaching qualifications and upgrading process	
5.10.6	General	
5.11	Selectors	DdK/MK
5.11.1	MATTERS ARISING: • Boland vs WP ID Tournament – Worcester 8 Dec 2024 – finalise transport • ID Veterans – accommodation for WP Veterans? JC will check if everyone needs to pay or only those that travel and let MK know to talk to the players on Saturday	DdK/MK JC MK DdK
5.11.2	DSC-Selectors-Ladies feedback	
5.11.3	DSC-Selectors-Men feedback	
5.11.4	Under 25’s	

5.11.5	Under 30's/Under 35's	
5.11.6	Under 45's	
5.11.7	WP Players Academy – <i>ongoing</i>	
5.11.8	WP Bowls Ranking List - <i>ongoing</i>	
5.11.9	Previously Disadvantaged players and transformation - <i>ongoing</i>	
5.11.10	Team manager role, responsibilities and reporting format - to review	
5.11.11	General	
5.12	WP Players	DdK/MK
5.12.1	MATTERS ARISING:	
	•	
5.12.2	DSC-WP Players feedback	
5.12.3	ID Fundraising awareness – <i>all ID players pay a levy of R2500</i>	
5.12.4	General	

Eddie Douglas (Exec 6)

5.13	Greens	ED
5.13.1	MATTERS ARISING:	
	•	
5.13.2	DSC-Greens Care feedback	
5.13.3	Renovation dates	
5.13.4	General	
5.14	Technical Officials	ED
5.14.1	MATTERS ARISING:	
	•	
5.14.2	DSC-Technical Officials feedback	
5.14.3	Planned course dates – refresher course	
5.14.4	Structure of Technical qualifications and upgrading process	
5.14.5	TO records on BSA database - clarity	
5.14.6	General	
6	Other Important Business	All
6.1	NT – <i>not available for 14 Dec – can we move to another date</i>	
	Exco Meetings scheduled every month, either in person or virtually. Next meeting 14 December 2024.	



.....
PRESIDENT



.....
DISTRICT ADMINISTRATOR

29 October 2024

.....
DATE