

Western Province Bowls

MINUTES - Executive Committee Meeting
Thursday, 10 April 2025 at 17h30
via Teams (Virtual)

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 (JonC), Marianna Kirsten (MK), Nico Taljaard (NT), Debbie Phillips (DP)	
	2.2 Apologies: Mark Gibbs (MG)	
3	Upfront Discussions and Matters Arising	All
	3.1 Summary of discussion points that came up at the informal face to face on 4 April 2025 at DBC: - Exco Meeting to be held on Thu, 10 Apr at 17h30 to take a decision regarding the M&M Marketing Manager role. NT and JC to obtain guidance and JonC to ask input from HR professionals to share with Exec - Date to be decided for next face to face Exco meeting at WP Office - Eddie Douglas to draft a proposed Executive Portfolio Monthly Report template to be approved and implemented going forward, instead of verbal reporting at Exco meetings - Confirmation of Fines - for withdrawals and no shows for all WP Bowls Competitions - Fairtree App - no resource can be tasked to populate the Fairtree App with WP events at this stage - Succession planning - who is available and who will not be standing again so that we can see where the gaps are - Allocate a portfolio to Jonathan for the remainder of the season Discussions regarding the above points for decisions:	Exec NT / JC / JonC ED NT GvM Exec
	3.2 Date for next face to face Exco meeting at WP Office – <i>it was decided to have Exec meetings in person where possible with the next meeting being 23 April at 18h30 at the WP Office</i>	
	3.2.1 The Executive Portfolio Report template – <i>decision taken for an Exec Portfolio Monthly Report Template to be used going forward with reports to be submitted 2 weeks before each Exco meeting for review. ED to send draft template for Exec to approve. The Exco agenda is to be modified to include matters arising and questions for clarification per portfolio with the report as an attachment – due Wed 16 April.</i>	ED GvM / TH / DP
	3.2.2 Confirmation of Fines - for withdrawals and no shows for all WP Bowls Competitions – <i>NT presented the facts that there had been 56 withdrawals from the WP Singles Competitions (12 from Juniors with valid reasons and 44 with weak excuses), 1 withdrawal from Midweek, 1 withdrawal from Muter.</i>	

	<i>After detailed discussions detailing the various types of excuses the following decision was taken:</i> SINGLES • 12 Juniors and valid excuses – no action to be taken • 44 remaining: ○ 25 no shows – their club would be fined twice the entry fee for those that did not arrive ○ 19 with medical excuses – no fine but going forward a proof of medical reasons for withdrawals would be required MIDWEEK • Parow withdrew during the competition – will be fined MUTER • Milnerton withdrew from the Premier League – GvM waived their fine as they did not have any players who could step in, but they will be demoted to the bottom league for next season <i>NT to draft a communication regarding all the above decisions and a general communication to all clubs confirming that the fines clause in the CoP will be enforced more strictly next season and substantiating documentation to be provided for withdrawals on medical grounds – due Wed 16 April. DP to invoice clubs with fines – due Thu 17 April.</i>	NT DP
3.2.3	Fairtree App – WPB does not have the capacity to assist with WP content for the app. ED to discuss further with Brasler van Schoor – due Wed 23 April.	ED
3.2.4	Succession planning – Gerrit, Joy and Jonathan's terms of office come to an end at the AGM. <i>After a detailed discussion the following was minuted:</i> • TH confirmed he would be standing for President. • JC confirmed she would submit a nomination for Treasurer. • JonC confirmed he will be submitting a nomination for Executive. • NT explained that for several personal reasons he will finish the year but will stepping down at the AGM. • ED stated that he is undecided whether he would continue after the AGM or not and would take a decision closer to the time, although he would still like to make a valuable contribution. • MK confirmed she will continue. • GvM will confirm with MG what his decision is <i>The draft circular calling for nominations will then be finalised and sent out – due Mon 14 April.</i>	TH JC JonC
3.2.5	Portfolio allocation to Jonathan for the remainder of the season – <i>After a discussion it was decided that Jonathan would be allocated the Marketing and Membership Portfolio with Joy managing Membership</i>	ED GvM DP JonC
4	Membership & Marketing Manager Position	All
4.1	Restructuring/redundancy of M&M Manager position – input from HR professional by JC, NT and JonC <i>After a detailed discussion it was decided that the Executive will evaluate the need for the full-time employment position of M&M Manager or make the position</i>	All

	redundant based on the economic and structural needs of Western Province Bowls. JC will head the process with technical input from NT and JonC. GvM and TH will be included in the process and professional advice will be obtained and used to make sure the process is fair. The timeline is to have the process finalised before the AGM on 16 August 2025.	JC / JonC / NT
5	Other Important Business	All
5.1	Ongoing issues with members, complaints and actions on social media – TH proposed talking with NT and arranging for meetings with club committees of clubs where the most members are sending complaints from. Also include WP Players DSC – due Wed 23 April.	TH/NT
	Exco Meetings scheduled every 6 weeks, either in person or virtually. Next meeting scheduled for 23 April 2025 (in person).	



PRESIDENT



DISTRICT ADMINISTRATOR

10 April 2024

DATE