Western Province Bowls

MINUTES - Executive Committee Meeting
Monday, 30 March 2026 at 18h30 – online via Teams

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1. Welcome

The meeting was opened by the Marianna Kirsten, Vice-President (MK), who welcomed all members present.

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2. ATTENDANCE AND APOLOGIES

Present:

- Marianna Kirsten (Vice-President) – Chair
- Joy Calvert - Treasurer
- Nico Taljaard
- Mark Gibbs
- Jonathan Cochrane
- Anina Black
- Eddie Douglas
- Debbie Phillips - District Administrator

Apologies:

- Tony Harland (President) - travelling

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3. CORRESPONDENCE

The following correspondence was noted:

3.1 **Grabouw Bowling Club (19/2)** – Affiliation

- Matter noted. Jurisdiction confirmation to follow (linked to prior action item).

3.2 **Trish Young (24/2)** – Protea / WPB attire

- Circular 16–2026 confirmed: only district cap/peak to be worn.

3.3 **CTSC – W&G Leadership Initiative (26/2)**

- To be posted on WP Bowls Facebook page.

3.4 **Mowbray – Just Lawn Bowls Event (25/3)**

- Decision: Correspondence to be referred back to the Western Cape Bowls Association for further discussion.
- Additional information to be sourced and taken forward via Tony at WC level.

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4. UPFRONT DISCUSSIONS

4.1 Acceptance of Minutes – 23 February 2026

- Minutes were confirmed as accurate, with no spelling or content corrections.

Proposed: Eddie Douglas
Seconded: Jonathan Cochrane
✅ Minutes accepted

4.2 Matters Arising – Action Item Table (Annexure A)

- Action items remain under review.
- Chair undertook to clean up and update the Action Item Table.
- Members requested clearer closing/removal of completed items.

4.3 WPBA Council Meeting – Date

- Multiple date constraints were discussed due to competitions, Masters, All Cape, Nationals and Champion of Champions.
- Provisional outcome:
  - Early June (from 6 June onwards) identified as the first feasible window.
  - District Administrator to circulate a proposed date, even if clashing with Men's Nationals, as this would have least impact on council attendance.

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5. PORTFOLIOS – MATTERS ARISING & FEEDBACK

5.1 Sponsorship, Club Liaison & Membership *(Marianna Kirsten)*

Sponsorship

- Clarification required on R5,000 sponsorship packages (Masters, WP Finals, IDs).
- Discussion highlighted the need for:
  - Centralised sponsorship management
  - Clear guidelines on sponsor visibility (flags, gazebos, branding size).
- It was agreed that:
  - Sponsorship would be centralised, with MK coordinating once Tony returns.
  - Existing sponsorship commitments (including verbal agreements) to be honoured based on written confirmation already circulated previously.

Masters – Bronze Play-offs

- Decision:
  - No bronze playoffs for Masters (including U 35's).
  - Alignment across all sections.

Club Survey

- Survey responses received from some clubs.
- Decision:

    - Follow-up to be sent to all outstanding clubs to improve participation.

5.4 Ladies Selectors & Transformation *(Marianna Kirsten)*

- Managers' reports for Inter-Districts received.
- Awaiting final consolidated report from Paulina.
- WP Masters ladies' lists reviewed.
- Approved, subject to:
    - Final clarification on reserve lists.

5.5 Youth Bowls *(Marianna Kirsten)*

- Junior Nationals performance commended.
- Strong results noted across U15, U18 and U25 teams.
- Ongoing monitoring and reporting to continue.

5.6 Donor & Sport Department Liaison *(Joy Calvert & Eddie Douglas)*

- No new feedback at this stage.
- Awaiting further communication from the Sport Department.

5.7 Finance & Membership Administration *(Joy Calvert)*

- Office relocation to Bellville confirmed.
- Office keys and access arrangements in progress.
- Cost-saving measures achieved:
    - Internet and telephone rationalisation
    - Office move savings
- No major financial concerns reported.

5.9 Competitions *(Nico Taljaard)*

- Confirmed key dates and venues:
    - Mixed Pairs semi-final & final – Meadowridge (19 April)
    - League Play-offs – Edgemead (18 April)
- Withdrawals:
    - Approx. 42 withdrawals reviewed.
    - Up to 11 individuals potentially liable for fines due to insufficient reasons.
    - NT to finalise list with Paulina.
- Proposal:
    - Consider expanding Premier League divisions to 12 teams.
    - Proposal to be formally drafted and presented to Exco, then Council if supported.

5.10 Technical Officials *(Nico Taljaard)*

- BSA Level 2 Umpires Course:
  - Planned for 11–14 July in Bloemfontein.
  - Expressions of interest requested.

5.11 District Administration *(Mark Gibbs / Debbie Phillips)*

- District administration proceeding smoothly.
- Membership data and reporting ongoing.
- Clarification requested on membership report column headings (A/F).

5.12 Men's Selection & Transformation *(Mark Gibbs)*

- Selection criteria reviewed and refined, including age flexibility.
- Alignment with ladies' criteria confirmed.
- Strong emphasis placed on:
  - Playing competitive fixtures together ahead of Inter-Districts.
- Use of PBA ranking system discussed.
  - Concern noted regarding manual input and data integrity.
  - Recommendation:
    - Districts to submit results centrally to BSA/PBA.

5.13 Coaches & Safeguarding *(Jonathan Cochrane)*

Coaching

- Coaching courses and audits underway.
- Club resource audits to follow.

Safeguarding

- Safeguarding hearing scheduled:
  - Darryl Thorburn – Wednesday at Edgemead
- Chair: Eddie Douglas
- Appropriate safeguarding procedures confirmed.
- Protection of witnesses emphasised.

5.14 Disability & Visually Impaired Bowls *(Jonathan Cochrane)*

- Terminology agreed:
  - "Disabled Bowlers"
- National Disability Bowls selections received.
- Congratulations notice to be prepared.
- Reclassification process noted.

5.15 Executive Projects

- Honours Board update under review (costing being explored).
- Asset rationalisation and savings confirmed.

5.16 PBA Liaison

- Reiterated concern regarding manual ranking entry.
- District-led submission proposed as best practice.

5.17 Marketing & Media *(Anina Black)*

- Michelle Reynolds unable to continue in Media and Marketing role.
- Decision:
    - Advertise/request a replacement via clubs.
- Inter-Districts media coverage commended.
- Request made for earlier submission of content to assist turnaround.

5.18–5.21 Governance, Greens, Inter Districts *(Eddie Douglas)*

Governance

- Constitution update:
    - Pending rollout; targeted for approval at AGM.

Greens

- Assessments ongoing.
- National Opens 2027 will require approx. 20 greens.
- Planning to commence within next three months.

Events – Open Inter-Districts 2026

- Event run complimented by Exco.
- Eddie encouraged to remain involved despite negative feedback received externally.

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6. OTHER IMPORTANT BUSINESS

6.1 Masters Catering Costs

- Approved:
    - Increase of R10–R15 per player/official to supplement catering budget.

6.2 Action Item Table

- Chair to rationalise and update table.

6.3 General

- Best wishes extended to Jonathan Cochrane for upcoming surgery.

NEXT MEETING

Wednesday, 13 May 2026
Venue: To be confirmed

AI Usage Disclosure: *Portions of these meeting minutes were generated using an AI Tool. Human editorial oversight and verification have been applied, but this text may contain errors or omissions.*

PRESIDENT

DISTRICT ADMINISTRATOR

6 April 2026

DATE

ACTION ITEM TABLE

Agenda Ref	Action Item	Responsible	Target Date	Notes / Status
4.2	Clean up and rationalise Action Item Table (close completed & outdated items)	MK	Early April 2026	Chair to confirm removals
3.4	Refer 'Just Lawn Bowls' proposal to WC Bowls Association	MK	April 2026	Via WC structures
3.4	Obtain additional information on Just Lawn Bowls proposal	AB	April 2026	Support WC discussion
5.1	Confirm central sponsorship contact person	MK / Tony	April 2026	All sponsorship to be centralised
5.1	Align existing sponsorship commitments with written confirmations	MK / DP	April 2026	Ref R5,000 sponsorship letters
5.1	Follow up outstanding Club Survey responses	DP	Early April 2026	Reminder to clubs
5.1	Circulate confirmed decision: No bronze play-offs for Masters	DP	Immediate	Applies to all sections
5.4	Receive final consolidated Ladies ID Managers' Report	Paulina / MK	ASAP	Complete Exco records
5.4	Circulate Ladies reserve lists to Exco	Paulina	ASAP	Avoid last-minute changes
5.6 / 5.7	Finalise office relocation logistics	JC / DP	Early April 2026	Bellville office
5.9	Finalise withdrawals list & identify fines	NT / Paulina	Early April 2026	±11 potential fines
5.9	Prepare proposal: Premier League expansion to 12 teams	NT	Before next Exco	For Council consideration
5.10	Circulate call for interest – Level 2 Umpires Course	NT	When confirmed	Bloemfontein, July
5.12	Draft submission to BSA re PBA rankings automation	JLC	May 2026	District-fed results proposed
5.13	Conduct disciplinary hearing (Darryl Forburn)	ED	Scheduled	Safeguarding process
5.14	Draft Disabled Bowlers Nationals congratulations	JLC / DP	Immediate	Terminology confirmed
5.17	Advertise replacement Media & Facebook support resource	AB	April 2026	Michelle Reynolds stepped down
4.3	Circulate proposed WPBA Council Meeting dates	DP	April 2026	Target early June
6	Coordinate Exco availability for Masters prize-givings	DP	Before Masters	Ensure representation