

Western Province Bowls

Minutes of Executive Committee Meeting via Zoom
on Monday, 18th January 2021 at 18h30

1	Welcome	
	1.1	Gerrit welcomed all to the meeting at 18h30 and thanked all for being able to attend our first zoom meeting. A special welcome was also extended to Adam (Ammie) Carstens who was elected onto the team. Gerrit said he was happy that everyone is safe but expressed condolences to the family and friends with the recent passing of Christo (Ollie) Olivier.
2	Apologies	
	2.1	None
3	Visitors to meeting	
	3.1	None
4	Upfront discussions	
	4.1	Acceptance of Minutes of 10 th November 2020 – Mark D & Jenny P.
	4.2	Email dated 12 th Jan from Milnerton re closure of municipal clubs. Replied to on 13 th Jan 2021.
5	Controlling Bodies Business	
	5.1	DCAS - Management & Recreation Programme of 13th Nov: Not attended - Leisure & Aging Population of 27th Nov: Not attended - Women's Health of 1st Dec: Not attended - Self Defence of 3rd Dec: Marianna attended and queried courses for our more senior members. Further workshops will be conducted and information relayed. - Trilateral Presentation to take place on 2nd Feb at 14h00 via zoom. Jenny G & Gerrit to attend.
	5.2	BSA - Email 16th Dec: District & club competitions. Mark D stated that at this point in time, our administrators are not equipped to handle this and also that members would not manage to enter district competitions via the portal. Chris will continue to handle this. - Mark D further stated that only the ID teams must be captured onto the BSA database. - Circular 02-2021: Postponement of SA Masters, ID for all sections and the Junior Nationals.
	5.3	WCPBA: - Mark D & Gerrit to follow up with Eden and Boland on the revised Constitution. - Once all in acceptance, then a President and Secretary will be appointed.
	5.4	CTSC - Coaching Commission Zoom Meeting of 12th Nov: Attended by Jenny G & Jenny P. - AGM of 2nd Dec attended by Gerrit & Marianna. Topics raised in this meeting were shared and noted.
	5.5	WPSC - Nothing to report
	5.6	Women in Sport - Nothing to report
	5.7	Clubs - Circulars 2020-39, 41, 42, 43, 45: Covid regulations updates - Circular 2021-02: Postponement of WP Competitions (Jan & Feb entries closing dates)
	5.8	SASCOC - Safeguarding Policy Document together with the Child Protection Policy of BSA, presented on 30th Nov. - Email of 17th Dec calling for nominees for Committees & Commission: No one available from WPB.

6	Portfolios (Matters arising & feedback)		
	6.1	Finance	JG
	6.1.1	General - It is always at the end of December and January that we are able to get a better picture of where we are financially as it is in these months that the subscriptions are paid by the clubs. This will hopefully help us in our decision making for the next few months. Unfortunately it is not a great picture and we will need to carefully look at how we are going to get through this financial year. - The raffle tickets have all been distributed to the clubs, although the timing was not great in terms of the Level 3 lockdown. The closing date for this is supposed to be mid-February and the executive will need to decide if we look at an extension or push forward trying to ensure all the tickets are sold. This money is going to be critical to our operations this year. Jenny G to draft a circular about the raffle once she has met with Mark D & Taz and also to look at other fund raising initiatives to assist clubs.	JG
	6.1.2	Income - There have obviously been significant amounts of income as the clubs have paid their subscriptions for not only WP but also BSA. To get a more accurate picture of our profit, we need to take the BSA figure out of the figures. Their payment was made in January and so will not reflect at the end of this month. We have also had money in for a few different district and national competitions. At present, several of these competitions have been postponed and we are not sure when they will be run, or whether all those who entered will play when the new dates are decided. For now we should be taking those figures out of our income statement in case they have to be refunded.	
	6.1.3	Expenditure - There are no unusual expenses for November and December. The salaries appear slightly higher but this is because a couple of loans were given which will be paid back in January. We are still managing to keep our expenses in check and not spending anything unnecessarily. The Marketing and Development figure is also out of kilter as there are amounts in there that need to be re-allocated. The shirts that have just been purchased have all been put in this account but the amount needs to be split into the relevant committees. Also there is a travel figure in there that needs to be moved to the Travel account.	
	6.1.4	Other Finance matters - Once the figures for competitions have been removed and the amount due to BSA has been paid, we are looking at a forecast profit of R 86 000-00. This is concerning as we don't know how many of the competitions will be played in this financial year. We are trying to get back monies that have already been expended for the inter district competitions and it looks like we may be able to get vouchers for future travel with a small cost to each for at least the Kalula tickets. We are waiting to hear what the other airlines are willing to do.	
	6.2	Competitions	CN
	6.2.1	General - Letter from Helderberg BC d/d 20th Nov asking that the Sully should include 2 novice bowlers to enable new bowlers to get more experience by playing with experienced bowlers. - Proposed to relook this competition in totality, i.e *Remove it from the points allocated towards the Executive Trophy *Revise playing time – playing it during the week which does not allow for all our new bowlers to participate. - Revise Conditions of Play to accommodate these changes - A reply to Helderberg BC to be sent.	LB
	6.2.2	Men's Nationals - Until such time when BSA advises, entries still to be submitted but with no payments. Those from other districts who have called, have been told not to book accommodation and flights until after the next address to the nation which will be followed by a decision by BSA. - Chris was asked to contact BSA to try and get some more clarity/decision on this.	CN

6.2.3	All Cape - It was agreed by the All Cape Committee as well as the other 5 districts involved to postpone it. All concerned have subsequent to this meeting, been advised. - Entrants to be emailed to ask if they wish to be refunded now.	DV
6.2.4	WP Masters - A suggestion from Les Ryan to bring forward the Masters. The committee opposed this as players not really in bowling form at the moment with many not practicing at all. It was also felt that it will put our players at risk with the current Covid cases and we don't want to make them feel pressurised to play.	
6.2.5	Inter Districts - Nothing to report due to the postponement	
6.2.6	Upcoming District Comps - No dates can be allocated for competitions which were postponed until the next address to the nation which is to take place mid-February.	
6.3	Marketing & Membership	MD
6.3.1	General SC feedback - Adam has agreed to come on board the SC - Mark D advised that his committee had set up many plans for the New Year but everything cancelled due to Level 3 lockdown. - He advised that Taz is keeping in contact with all our clubs - Following the BSA Circular 03/2021 calling for quarterly reports, Taz has drawn up questionnaires and plans to visit each club with an overview of plans for the next three months. - Gerrit to set up a meeting with Mark D, Taz and Adam for Wednesday 20th January to come up with some initiatives.	TB GvM
6.3.2	Clothing - Jenny P confirmed that all the shirts have been delivered and a pity that no-one has yet been able to wear them with no bowls/meetings taking place. - The ID jackets have been placed on hold.	
6.4	Greens	CN
6.4.1	General SC feedback - Clubs with outstanding evaluations were emailed and those still to submit are: Bellville, Glen, Pollsmoor, Stellenbosch, Wheatfield.	
6.5	Coaches	JG
6.5.1	General SC feedback - Level A for 9th Jan 2021 at Bellville: Postponed refer Circular 2020-44. - Level 1 for 15th-18th Feb also postponed. - Jenny confirmed that her committee is in contact with all club coaches trying to find ways to assist them. - The emails to coaches requesting them to submit their hours, is currently in process.	
6.6	Technical Officials	JP
6.6.1	General SC feedback - Markers & Umpires Course for 23 Nov: Postponed refer Circular 2020-35. - Jenny P confirmed that she has been added to their circulation group.	
6.7	Junior Bowls	MK
6.7.1	General SC feedback - Junior Trials for the upcoming Masters postponed until further notice. Plans to run next phase will be looked at mid-February. - Taz to meet with our potential donor with regards to her donation to the Junior's and thereafter a circular to go to all clubs. Once all finalised this Annexure will be included into our Constitution.	TB
6.7.2	U15/U20's Nothing to report	
6.7.3	U30's Nothing to report	
6.8	Disa's	MG
6.8.1	General	

		Nothing to report	
	6.9	Transformation	
	6.9.1	General - Rob Forbes met with all club presidents recently with the focus on getting our transformation figures in line with what is required by our governing bodies. - Gerrit to set up meeting for next week with Taz, Mark G & Ammie to discuss way going forward and how to assist clubs with this process.	GvM
	6.10	Disability Bowls	
	6.10.1	General Nothing to report	
	6.10	HR	JG/MD
		General - Contracts: Lynette's contract still be finalised this week.	
7	Domestic Business		
	7.1	1. Calendar - The current calendar to be updated on the website by Taz.	TB
8	Other Business		
	8.1	Software, fibre & phones - 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. - Denise Vermeulen will work remotely from home as soon as the infrastructure that is required, has been set up. Clubs will be informed once operational. - Jenny G to arrange debit order with Afrihost for Denise's internet connectivity.	JG
	8.2	Council Meeting: Proposal to postpone to 20 th Feb following address to nation. Lynette to email all clubs to get their approval for a zoom meeting.	LB
	8.3	Honorary Life Membership: This is to be announced at Council Meeting.	
		Meeting closed at 20h40 and the next meeting is scheduled for Tuesday, 16th February 2021.	

.....
VICE PRESIDENT

.....
DISTRICT SECRETARY

.....
DATE