Western Province Bowls

MINUTES - Executive Committee Meeting
Saturday, 15 February 2025 at 09h30
at WP Bowls Office, Pinelands Bowling Club

1	**Welcome**		**Action**
	1.1	Tony Harland welcomed everyone to the meeting.	
2	**Attendance and Apologies**		
	2.1	Present: Tony Harland, Joy Calvert, Eddie Douglas, Mark Gibbs, Grant Rightford, Nico Taljaard, Marianna Kirsten (online)	
	2.2	Apologies: Gerrit van Milligen	
3	**Correspondence**		
	3.1	Letter from Jenny Griffiths - Move dates for WP Singles – clash with BSA Junior Nationals? *Not practical to move the dates – no other dates available. Leave as is – check that this doesn't clash next year*	**NT**
	3.2	Inter Districts Poll - *unanimous to keep the same – feedback sent to BSA*	**NT/MK/MG**
	3.3	SGM – Edgemead input on Motion – *share the proposal with clubs and present them both at SGM. Look at conflicts in point 11*	**TH/ED**
4	**Upfront Discussions**		
	4.1	Acceptance of Minutes of 7 January 2025 2025-01-07 WPB Exco Meeting - Minutes.docx Proposer: Seconder:	
	4.2	Matters arising – to be covered under each portfolio	
5	**Portfolios (Matters arising & feedback)**		
	5.1	**Governance**	**GvM**
	5.1.1	MATTERS ARISING: • WPBA Disciplinary Process and SGM 8 March • Strategy Session – *team building session instead, informal facilitator*	**ED/NT/MG** **ALL**
	5.1.2	Council Meeting 8 Mar 2025 - *draft agenda – format as portfolio feedback*	**ALL**
	5.1.3	Full revision of Constitution – *needs to be done – ED to head that up*	
	5.1.4	General	
	5.2	**Club Liaison and Support**	**TH**
	5.2.1	MATTERS ARISING: • Club returns update – updated summary of returns • Gardens BC – update - *TH suggests removing their affiliation. TH formal letter to comply or affiliation is ended* • Non-registration of social playing members – Helderberg Village and Kelvin Grove *ED to include this point in Constitutional review – remove from agenda*	**TH** **GvM** **TH** **TH**
	5.2.2	ID Veterans Cape Town 2025 – update & BSA greens inspection – *report from Tony & greens report. ED will take it up with greens care*	

5.2.3	General	
Joy Calvert (Treasurer)		
5.3	**Finance**	**JC**
5.3.1	MATTERS ARISING: •	
5.3.2	**Finance Committee - feedback** - *JC shared management accounts as at Dec 2024*	**JC**
5.3.3	Budget – feedback – *TH queried why no income budgeted for League, JC to check allocation. TH queried capacity building for coaches. JC has corrected to allocate travel and expenses to the correct account. TH queried Maters, no budgeting. JC explained that it was accrued as the Masters was held late – expenses will be reflected in last years financials. TH queried Ladies Vets amount is low – JC explained that is all that was spent. ED queried keeping the current account balance so high – can we not keep it in an interest-bearing account. JC explained that if it gets to R500k it will be moved to call account. NT queried if we can close all the PT accounts and have one. JC agreed. MK queried the triangular with Eden and Boland for Disas – need to put this in the budget. MK – check what was agreed. JC has instituted a monthly budget.*	**JC** **DP**
5.3.4	Management accounts & explanatory notes –	
5.3.5	Lotto – update - *no feedback*	
5.3.6	CTSC – update - *presentation went weel. JC thanks ED for his support and work on the presentation. Invite the chairperson of DCAS and CTSC. TH asked if we can apply for funding – JC said we have received funds*	
5.3.7	DCAS – update	
5.3.8	WP Membership & Affiliation Fees – summary of outstanding invoices. *JC will follow up on outstanding affiliation fees.*	
5.3.10	Bookkeeping – payment run weekly on Thursdays, taking over Finance email	
5.3.11	General *TH brought up the gift paid to Taz Bright. JC agreed with the gift due to her. GR suggests that her contract should cover the monthly rate which she can save for maintenance. GR suggests a new contract which includes travel.*	
5.4	**HR**	**JC**
5.4.1	MATTERS ARISING: • Staff – updated job description for Taz - *GR sent through update on how her JD has changed. GR reported that the response is delayed and very little action. No feedback received from Taz to date. MG – no reports received from Taz – voiced his concerns. GR suggests Presidents of clubs can also give Taz feedback. GR feels that the strategy for the role is still not clear. GR to meet with Taz and go through social media JD. GR to set meeting with Taz and JC to join.*	**GR**
5.4.2	General	
Nico Taljaard (Exec 1)		
5.5	**Competitions**	**NT**
5.5.1	MATTERS ARISING: • COP – add in disability & VI bowls? • COP – any changes for League? Query from TH - h. Interchange of players within Flag and Muter • WP Competition fines for withdrawals – Parow?	

5.5.2	• Milnerton – Muter withdrawal	
5.5.3	**DSC-Competitions - feedback**	
5.5.4	SOP – WP Competition Draws and Publication.docx - updates?	
5.5.5	SOP - Venues for Finals of WP Competitions.docx - updates?	
	General	

Mark Gibbs (Exec 2)

5.6	**District Administration**	**MG/DP**
5.6.1	MATTERS ARISING: • Clothing – DSC – waiting for DSC feedback, Exec jacket orders confirm • Clothing – WP Players – managers Disa loan shirts for 26 Jan – to be returned to clothing bank by capping on 24 Feb or paid for • WPB Banners and tablecloths – approve qty and quote	**DP** **MG/MK** **DP**
5.6.2	Drafting of Agendas and Minutes – MG to assist - done	**MG/DP**
5.6.3	Clothing – WP Players – Kit orders done, invoices for additional kit next week and delivery at Capping Ceremony 24/2	**DP**
5.6.4	Badges – ordered Executive and competition badges 13/2	**DP**
5.6.5	Trophies – audit done. Following up on missing trophies. Engraving and repairs at end of season. Approval for additional trophies for Trips League	**DP/MK** **DP/MK**
5.6.6	Scorecards and decals – ongoing – MK ordered for IDs	**JC**
5.6.7	Email addresses and phone update	
5.6.8	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 – update	
5.7.4	Facebook page – regular posts – link to Facebook page?	
5.7.5	Website – regular content, update of missing past information, competition winners, photos etc. Sponsorship – Mark Douglas' Sponsorship proposal	
5.7.6	Membership update	
5.7.7	Taz Bright – update, weekly/monthly reports	**JC**
5.7.8	General	**GR/JC**

Marianna Kirsten (Exec 4)

5.8	**Disability & Visually Impaired Bowls**	**MK**
5.8.1	MATTERS ARISING: • Circular - Membership updates to included disabled and VI players • Blind Bowlers clubs – joining two clubs	**MK** **MK**
5.8.2	**DSC-Disability Bowls – feedback –** *following up on non-compliant wheelchairs*	
5.8.3	General	**MK**
5.9	**Youth Bowls**	**MK**
5.9.1	MATTERS ARISING: • WP vs Boland feedback • Junior Nationals update	**MK** **MK**

5.9.2	**DSC-Youth Bowls - feedback**	**MK**
5.9.3	**Under 15's/Under 18's**	**MK**
5.9.4	General	

Danie de Klerk (Exec 5) / Marianna Kirsten

5.10	**Coaches**	**MK**
5.10.1	MATTERS ARISING: • Safeguarding – update on courses for club safeguarding officers	**MK**
5.10.2	**DSC-Coaches - feedback**	**MK**
5.10.3	WP Bowls Safeguarding Policy - update	
5.10.4	WP Bowls Player Academy – update	
5.10.5	Planned Coaching course dates - Coach to Coach 15 March	
5.10.6	General	
5.11	**Selectors**	**MG/MK**
5.11.1	MATTERS ARISING: • Boland vs WP ID Tournament – Durbanville 26 Jan 2025 feedback	**MG/MK**
5.11.2	**DSC-Selectors-Ladies feedback**	**MK**
5.11.3	**DSC-Selectors-Men feedback**	**MG**
5.11.4	**Inter Districts 2025 – Players Info Sheet** • Levy R2500 • Players Code of Conduct Form – review and approve – due date? • Drug Free Sport Forms Drug-Free-Sport - Acknowledgement and Compliance Form.docx and TUE Form in before 27 Feb • Copies of ID's - not for Vets • Capping Ceremony – 24 Feb. Speaker, banners, catering, kit	**MG/MK**
5.11.5	Team Managers Roles & Responsibilities – review and approve SOP - WP Bowls Team Managers' Responsibilities.docx	**MG/MK**
5.11.6	Team Managers Code of Conduct Form	**MG/MK**
5.11.7	**Under 25's**	**MG/MK**
5.11.8	**Under 30's/Under 35's**	**MG/MK**
5.11.9	**Under 45's**	**MG/MK**
5.11.10	WP Bowls Ranking List	**MG/MK**
5.11.11	Previously Disadvantaged players and transformation - ongoing	**MG/MK**
5.11.12	General *ED – submitted names for the BSA Masters but no open men invited – needs to be addressed*	
5.12	**WP Players**	**MG/MK**
5.12.1	MATTERS ARISING: •	
5.12.2	**DSC-WP Players - feedback**	**MG/MK**
5.12.3	ID Fundraising events	
5.12.4	General	

Eddie Douglas (Exec 6)

5.13	**Greens**	**ED**
5.13.1	MATTERS ARISING: •	
5.13.2	**DSC-Greens Care - feedback**	**ED**
5.13.3	Planned Greenscare course dates	
5.13.4	Renovation dates - ongoing	
5.13.5	General	

	TH – requested a greens inspection for Fish Hoek BC	
5.14	**Technical Officials**	**ED**
5.14.1 5.14.2 5.14.3 5.14.4 5.14.5	MATTERS ARISING: • **DSC-Technical Officials - feedback** Planned Technical Official course dates TO records on BSA database - clarity General *ED – dress code and shoes concern from DSCTO*	**ED**
6	**Other Important Business**	**All**
6.1 6.2	SGM – change to constitution – 8 Mar 2025 Council Meeting - 8 Mar 2025 MK – *moved to Moreesburg – will attend online or every 2 weeks*	
	Exco Meetings scheduled every month, either in person or virtually. Next meeting is Council Meeting on 8 Mar 2025.	

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PRESIDENT **DISTRICT ADMINISTRATOR**

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DATE

AI Summary of the Meeting:

Meeting Purpose

Executive committee meeting to discuss operational updates, financial matters, and strategic initiatives for Western Province Bowls.

Key Takeaways

- Constitution changes and proposal process for upcoming Special General Meeting needs refinement
- Marketing/social media role performance concerns; follow-up meeting planned to clarify expectations
- Upcoming events: Capping Ceremony (Feb 24), SGM (Mar 8), Council Meeting (Mar 8), Coaches Day (Mar 15)
- Financial position stable; some budget overruns in specific areas to be addressed

Topics

Constitution Changes

- New proposal received; needs to be circulated with existing proposed changes
- Clauses 11.1-11.3 require careful review for potential conflicts
- Executive to present proposals at SGM; members can vote for the 2 motions

Team Building Session

- Agreed to organize informal session, potentially on a Friday afternoon
- Eddie Douglas to suggest team-building activities; no external facilitator needed
- Focus on strengthening relationships within new executive committee

Marketing and Social Media Role

- Concerns raised about lack of proactive communication and content creation
- Follow-up meeting planned to review job description and set clear expectations
- Need for better reporting on club visits, membership growth initiatives, and social media metrics

Financial Update

- Overall financial position stable
- Some budget overruns noted in specific areas
- Discussion on consolidating multiple bank accounts to simplify financial management

Upcoming Events

- Capping Ceremony (Feb 24): Catering arranged, Neil Burkett and Kevin Campbell confirmed as speakers
- Council Meeting (Mar 8): Agenda to include brief portfolio updates from executive members
- Coaches Day (Mar 15): Planning underway

Competition Matters

- Positive feedback on league schedule changes (earlier start times, compressed season)
- Clarification needed on player eligibility rules for multiple clubs
- Dress code enforcement issues raised; circular to be sent reminding clubs of requirements

Greens and Facilities

- Concerns about condition of some club greens; inspections planned for February-March
- Safety issues at Fish Hoek club to be addressed (lane access, parking)

Next Steps

1. Refine constitution change proposals and prepare presentation for SGM
2. Schedule follow-up meeting with marketing/social media person to clarify expectations

3. Finalize plans for team building session (date, activities)
4. Draft circular on competition dress code requirements
5. Obtain quotes for new WP Bowls banners and tablecloth
6. Approach clubs about donating trophies for trips league; get quotes for recycled trophies as backup