Western Province Bowls

MINUTES - Executive Committee Meeting
Saturday, 31 August 2024 at 09h30 at Durbanville Bowling Club

			Action
1	**Welcome**		
	1.1	*The President welcomed everyone and started the meeting.*	
2	**Attendance and Apologies**		
	2.1 2.2	Present: *Gerrit van Milligen (GvM), Tony Harland (TH), Joy Calvert (JC), Danie de Klerk (DdK). Eddie Douglas (ED), Marianna Kirsten (MK), Debbie Phillips (DP)* Apologies: *Grant Rightford (GR), Mark Gibbs (MG)*	
3	**Correspondence**		
	3.1	BSA CIRCULAR 63 / 2024 BOWLS SA INTER-DISTRICTS STEERING COMMITTEE • Appointment to Bowls SA Inter-Districts Steering Committee – *DdK was nominated to the ID SC. DP to inform BSA. DP to send circular congratulating WP members that are on BSA SC.* • Districts requested to submit their proposals – *Exec to decide on proposals, if any and DdK to submit to BSA by 30 Sep*	**DP – 16 Sep** **DP** **DdK - 30 Sep**
	3.2	Unlicensed Use of PA Images Imagery - Reference Number: 1765-4522-4897 – *decided to ignore the email – the content has been removed from the website*	
	3.3	CTSC Sports Awards Nominations – *decided to resubmit the proposal DdK did for Anneke Scheepers. DP to submit to CTSC*	**DP - 13 Sep**
4	**Upfront discussions**		
	4.1	Acceptance of Minutes of 10/16 July and 13 August 2024: *Proposed Ddk, seconded NT*	
	4.2	Matters arising • *Agreed to deal with any during the meeting*	
	4.3	Exco Organogram, Portfolios, meeting structure, meeting calendar and venues for the year – *Discussed draft structure that was circulated, and TH explained the thinking behind the proposed structure.* *No major changes, putting Coaching and Selectors in the same portfolio, Disability Bowls have a place in a portfolio along with Juniors, Club Liaison/Support will be cross-cutting across all portfolios this year to support those clubs in danger of closing.* *DSC can also visit clubs and see where the clubs need help for each DSC, open the gap between the Executive and the DSC and list action plans for the year, clearer portfolio owners with less overlap with the focus on DSC more involved in doing the work of the portfolio with support of the Executive involved (joining their monthly or bi-monthly meetings) and report back at the Exco meetings.* *Propose that M&M focus be changed to New Membership & Marketing with a change in focus priorities as follows: 30-45 year olds, business league, barefoot bowls, schools, previously disadvantaged, club support.*	**TH**

		DdK confirmed that the U30 needs to move away from Juniors as they will become U35 from next year and fall in under Exec 5 where the older age group players are. Exec Committee Structure v3.1 Exec Committee Structure v3.2 Exec Committee Structure 3.3 *NT asked for confirmation of who is on the DSC Competitions, it will be NT, Paulina Dockendorff and DP. NT will be asking a few others to join the DSC for experienced input.*	**NT**
5	**Confirmation of decisions and actions between meetings**		
	5.1.	Feedback on To-Do list items – move over to outlook tasks assignment with reminders and due dates. *DP proposed moving away from a to do list and rather assign tasks through Microsoft Office – everyone agreed to test this out.*	**DP**
6	**Portfolios (Matters arising & feedback)**		
	6.1	**Governance**	**GvM/TH**
	6.1.1	AGM feedback – *discussed that it went well. Exco to decide on how to run Exco meetings and frequency and then DP can schedule accordingly.*	**All**
	6.1.2	DSC Convenors Meetings – *DP to send communication to DSC Convenors with update in structure and that specific Execs will meet directly with their DSC and report back to Exec, rather than one large meetings with all DSC. All Execs to meet up with DSC and share feedback from Exco meetings.* *ED asked for a job description regarding what the DSC do and are responsible for so that he would know what needs to be done regarding Technical Officials and Greens Care. MK & NT gave some direction and agreed to share information with ED.*	**DP** **MK/NT**
	6.1.3	Final list of DSC members and publish – *DP to send circular out announcing DSC members*	**DP**
	6.1.4	WCPBA update – *TH will be invited to attend the next meeting, and Boland has agreed to host the Singles as we do not have greens available at that time due to maintenance. DdK asked for selection criteria to be set for WCPBA Singles, GvM responded to say Selectors need to propose criteria for Exec to approve and names for those that will be selected to go.* *ALL CAPE – GvM asked if dates and host had been finalised. Border will be hosting but dates not confirmed yet. NT has pencilled it in as the same dates as last year for now.*	
	6.1.5	Exco decision making process & communication protocol – discussion, vote using poll, WA within 24 hours emails 48 hours, all correspondence centralised through DP - *TH discussed that this was left on the agenda for ED's benefit to bring him up to speed*	
	6.1.6	Management structure updates and allocation of portfolios - *Exec to give their comments and input by Friday, 6 Sep for finalisation.*	**All - 6 Sep**
	6.1.7	Meeting format, structure, and scheduling calendar - *TH proposed alternating Exco meeting between physical and virtual. Discussed centralising the physical meetings at WPCC or Pinelands. Pinelands charges to use their meeting room, WPCC does not charge for the use of their committee room. DP asked to check with MG on availability and charges. NT requested that a data projector be set up for all meetings for ease of presentations.* *Exco meetings – virtual meetings on Saturday mornings when it doesn't clash with competitions, virtual meetings on Tuesday evenings at 18h30*	**TH** **DP/MG**

6.1.8 6.1.9	Goals for the new Season – *ED and NT were asked to put together a strat planning session in the next month or two, where each portfolio can present goals and plans for the year* General	**ED / NT**
6.2	**Club Liaison and Support**	**TH**
6.2.1 6.2.2 6.2.3 6.2.4 6.2.5 6.2.6	Club returns – Office Bearers, Constitution, AFS, Annual Report – *DP to remind clubs to submit the info by the end of Sept 2024* Gardens BC – update – *GvM emailed and followed up, will add DP to email* CT Military BC – update – *IJC provided feedback that she met with Gavin Tero. They now have 10 members and are busy registering them. President is Gavin Tero and Secretary is Shaun. JC to send contact details to DP so that they can be added to WP mailing lists* Club visits 2024/2025 - discuss role moving forward – *covered in portfolio discussion* Probrand presentation - *TH to send communication received from Jason Evans to Exec and ask GR for input* General	**DP** **GvM** **JC** **TH**
6.3	**HR**	
6.3.1 6.3.2	Staff contracts – outstanding Taz and Debbie – *JC said she had printed Taz' contract but forgot to bring it. Contracts are in process. GvM suggested that a new contract for M&M be drafted with different priorities and remuneration structure linked directly to outputs and membership gains for WPB, a basic salary and % commission on any sponsorships signed* General *NT asked about the stipend for the Competitions Secretary – do we need a contract for that. It was decided we do not need a contract as it is an honorarium*	**JC**
6.4	**District Administration**	**MG**
6.4.1 6.4.2 6.4.3 6.4.4 6.4.5 6.4.6	Calendar - *combined WPBA calendar using comps as base and adding all others* Kit update and badges? Exec, DSC (GC/TO/C), Players, Selectors, Supporters – standardised and orders – *Exec jackets and shirts ordered. All DSC can order shirts but they will need to be paid for. TO new shirt design still needs to be finalised as DSC TO wants them to be uniform for when hosting national events. GvM asked if there was not a budget for shirts in the event budgets for national events. This would need to be looked at. JC stated that all shirts put on hold until after subs have come in as there is no cashflow for more orders now. We can look at ordering in November with cash up front. JC to look at the badges in the office to see if there are Exco badges etc. that we can use. Concluded that WPB will pay for Exec and Selectors kit.* Website updates – Exec, DSC, club office bearers – *DP was asked to update admin details on the website. All website content and social media must be done by TB* WPB Opening – date, venue, HLM appointments – *After discussion it was decided not to have a separate WPB Opening but to combine it with the next Council Meeting on 2 Nov at WPCC. MK, JC and DP to coordinate snacks and arrange certificates and badges for HLM* Club Openings – who attending where? Schedule *GvM asked all Exec to assist in attending various club openings – DP to keep schedule* General	 **JC** **DP** **TB/GR** **MK & JC / DP** **All** **DP**

6.5	**Finance**	**JC**
6.5.1 6.5.2 6.5.3 6.5.4 6.5.5 6.5.6 6.5.7 6.5.8 6.5.9 6.5.10	Budget – *can be deleted as it is done. NT asked that if we have funding constraints why did the U30 get to take 3 teams to the IDs. They did request for an extra team as development. TH proposed that the Exec puts a standard in place with the Selectors that is the set number of teams that will go each year and budget accordingly. NT said that we only want the best players to be selected and not send teams that just make up the numbers.* Management accounts – explanatory notes - *JC will share notes from time to time* Lotto – update – *nothing to report* DCAS – update / Gender Commission Federation Data (due 16 Sep) - *DP was asked to assist* DCAS – 13 Sep Tri-Lateral presentation – *JC will attend. We still have some budget left to spend on specific equipment items, but JC did not want to order any more kit. A cupboard was requested to keep the stock on hand in. JC will be arranging the cupboard.* BSA Affiliation Fees – confirmation after AGM and invoicing – *DP was asked to send an email to clubs advising them that there will be a 6% in BSA affiliation fees. Clubs will be invoiced based on their membership numbers as at 31 October. Invoices should be sent by 15 November.* Wynberg fund – any applicants? *DP was asked to send out a reminder for applications to be in by 30 September* Bank signatories – removal of Chris Nurrish? *JC will be actioning adding TH to the bank signatories and removing Chris Nurrish* CTSC – update – JC *will report back should there be any items for Exec* General	 **JC** **DP - 16 Sep** **JC** **JC** **DP** **DP** **JC**
	The Exec decided together that the remainder of the agenda items will be dealt with by each Exec member and their applicable DSC at their own meetings and then fed back to the Exco within 2 weeks. Matters arising from these reports can be dealt with at the next Exco meeting.	**All** **14 Sep**
6.6	**Competitions**	**NT**
6.6.1 6.6.2 6.6.3 6.6.4 6.6.5 6.6.6 6.6.7 6.6.8 6.6.9 6.6.10 6.6.11 6.6.12	All Cape 2025 Venue – *will be held in East London, waiting for dates to be confirmed* Boland vs WP Competition 26 January – *DBC asked to host* Trophy and Awards standard operating procedure Implementation of COP for WP Comp withdrawals Increase in green fees – update COP – *NT to update for the new season* Competition format and COP update – *NT would like to include others to give input on the COP, he will approach individuals* Calendar decision – when published and website calendar updated – *NT stated this should be finalised by Monday and then sent out* ID Veterans 2025 – update WP Masters - update WP Competition Secretary – appointment and onboarding Competition SC Convenor and members General	**To provide feedback after DSC meeting**
6.7	**New Membership and Marketing**	**GR**
6.7.1 6.7.2 6.7.3	Marketing strategy – feedback from GR Facebook page	**To provide feedback**

 6.7.4 6.7.5 6.7.6	Website content – update of missing information, comp winners, photos, content etc. Sponsorship – MD's Sponsorship proposal Taz Bright – update and monthly report General *JC asked to be added to this portfolio and the DSC M&M*	**after DSC meeting**
6.8	**Technical Officials**	**ED**
6.8.1 6.8.2 6.8.3 6.8.4	Planned course dates Structure of Technical qualifications and upgrading process TO records on BSA database - clarity General	**To provide feedback after DSC meeting**
6.9	**Greens**	**ED**
6.9.1 6.9.2 6.9.3 6.9.4	Renovation dates Venues for 2025 competitions Kelvin Grove – update – *They are looking to affiliate – ED will follow up with this and deal with them* General	**To provide feedback after DSC meeting**
6.10	**Coaches**	**DdK/MK**
6.10.1 6.10.2 6.10.3 6.10.4	Planned course dates Safeguarding – update on courses for club safeguarding officers? Structure of coaching qualifications and upgrading process General	**To provide feedback after DSC meeting**
6.11	**Selectors**	**DdK/MK**
6.11.1 6.11.2 6.11.3 6.11.4 6.11.5 6.11.6 6.11.7	WCPBA Singles – update – *8 players will be selected for men and ladies and will be played in 3 different venues. We will need to confirm accommodation, travel and kit* U30 – update, credit card High performance squad – update & roundtable meeting with coaches & selectors? Standardise number of teams per age group, costs etc. Previously Disadvantaged players and transformation Team manager role, responsibilities and reporting format General	**To provide feedback after DSC meeting**
6.12	**WP Provincial Players Association**	**DdK/MK**
6.12.1 6.12.2	Discussion feedback – GvM and C Cowan General *MK asked who should be included in this group. It was confirmed that it is for all past and present capped WP Players* *DP was asked to update the bye-laws with the Exec changes discussed a while ago and send to Exec for approval. Once done the new version to be uploaded on the website. TH to send the correspondence to DP*	**To provide feedback after DSC meeting** **DP** **TH**
6.13	**Youth Bowls**	**MK**
6.13.1 6.13.1.1 6.13.1.2	**Under 15's/18's** Envar Buys update General	**To provide feedback after DSC meeting**

	Under 30's	**DdK/MK**
6.13.2.1 6.13.2.2	ID 2024 update General	**To provide feedback after DSC meeting**
	Under 45's	**Ddk/MK**
6.13.3.1 6.13.3.2	Hosting of U45's – feedback General	**To provide feedback after DSC meeting**
6.14	**Disability & Visually Impaired Bowls**	**MK**
6.14.1 6.14.2 6.14.3	COP additions – disabled bowlers and VI bowlers Membership updates to included disabled and VI players – circular? General	**To provide feedback after DSC meeting**
7	**Other Important Business**	**All**
7.1	None	
	Exco Meetings scheduled for last Saturday/Tuesday of every month (except where there is a clash). Next meeting 1 October 2024 via Teams.	

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PRESIDENT

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DISTRICT ADMINISTRATOR

31 August 2024
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DATE