

Western Province Bowls

MINUTES - Executive Committee Meeting
Tuesday, 1 October 2024 at 18h30 vis Teams (Virtual)

1	Welcome		Action
	1.1	The President, Gerrit van Milligen, welcomed everyone and opened the meeting.	
2	Attendance and Apologies		
	2.1	Present: Gerrit van Milligen (GvM), Tony Harland (TH), Joy Calvert (JC), Eddie Douglas (ED), Nico Taljaard (NT), Mark Gibbs (MG), Marianna Kirsten (MK), Debbie Phillips (DP), Danie de Klerk (DdK) - partly attended	
	2.2	Apologies: Grant Rightford (GR), Danie de Klerk (DdK) - technical difficulties during the meeting	
3	Correspondence		
	3.1	BSA Circular 78/2024: BSA Masters – <i>DdK said the Selectors are meeting on Thursday and will nominate players. DdK was asked to drive the selection process</i>	DdK/MK 14 Oct
4	Upfront Discussions		
	4.1	Acceptance of Minutes of 31 August 2024. Proposer: Eddie Douglas Seconder: Tony Harland	
	4.2	Matters arising – to be covered under each portfolio	
5	Portfolios (Matters arising & feedback)		
	5.1	Governance	All
	5.1.1	MATTERS ARISING: Management structure updates and allocation of portfolios - all in agreement - Exco meeting structure - new meeting structure and report submission process implemented, improving efficiency - Meeting calendar and venues for the year – Council meeting dates: 8 Feb and ? May – venues?; AGM 16 Aug – venue? - <i>It was discussed and decided that all Exco meetings, Council meetings and the AGM will be held at WPCC. DP to update meeting schedule taking competitions into account and book meeting venues with WPCC. Saturday mornings are difficult due to competitions so there would be a lot of virtual Exco meetings. Council meetings will remain in-person. DP has located the data projector and will be available for in-person meetings</i> Final list of DSC members - any changes? Current committees are fully staffed. Agreed on a formal process for new members: express interest, then committee approval	DP Exec/DSC
	5.1.2	WPCBA update – TH attended the last meeting and provided a summary	TH ED/NT
	5.1.3	Goals for the new season – Strategy Session – ED and NT to present. A date was discussed - 8 November at 12 noon	
	5.1.4	General	

5.2	Club Liaison and Support	TH
5.2.1	MATTERS ARISING: • Club returns update – <i>DP to consolidate and follow up with outstanding clubs</i> • Gardens BC – update - <i>GvM said there has been no response from Gardens BC and he would follow up again</i> • Kelvin Grove – update – <i>ED said that they are looking to affiliate at the end of October and are looking to enter 2 teams for League</i> • CT Military – contact details to DP for distribution list – <i>JC has already given details through – DP to check they are on the distribution list</i>	DP GvM DP
5.2.2	Club visits 2024/2025 - handover to DSC – <i>TH stated that all club visits have happened, and he and DP are now collecting club documentation and populating a combined spreadsheet that can be used to monitor clubs and their areas of concern.</i>	
5.2.3	ID Veterans Cape Town 2025 – update - <i>TH said that as convenor he thought everything was in hand and we were waiting on BSA for inspection dates. He said he received an email this afternoon 1/10 from Terry Hepworth with a letter attached from Stoffel Lamprecht advising that due to traffic concerns Durbanville Bowling Club should be removed from the short list. He said that he doesn't believe that they've followed proper protocol. and to send us a letter to tell us to remove a club when we had discussions with BSA and with Bobby Donnelly and were advised that the first criteria would be the quality of greens and then obviously to consider the logistics. TH said he would have thought a discussion with the convenor should have happened first and believes that there is a bit of underhand stuff going on here and that the messages from BSA are mixed because Bobby says one thing and the Greens Committee another thing. He is not comfortable with the tone of the communication and the way it's been handled, and he might be wrong, but he gets a gut feeling that there's some people in the background having some input which is ultimately our decision at the end of the day. GvM said that he had been in contact with Bobby regarding the calendar and then also asked him when the decision on the greens would be made for IDs and next steps. TH was not happy with conversations going on that he was not included in as convenor. GvM apologised for not including TH as convenor. He did not want both BSA and WP to be waiting for each other. ED mentioned that the BSA green inspections would likely be 17 October.</i>	
5.2.4	General	

Joy Calvert (Treasurer)

5.3	Finance	JC
5.3.1	MATTERS ARISING: • Gender Commission Federation Data (16 Sep) - <i>JC said she would check on this as she thought it had already been done</i> • DCAS Funding Application (30 Sep) - <i>went in weeks before the cutoff</i> • Wynberg fund – feedback on applications – <i>JC has received 91 applications</i> • Bank signatories – <i>JC has done what she needed to do to change signatories and now waiting on the bank</i> • <i>TH said that the standard agenda items are kept on the agenda only for continuation purposes and reminders for the Exec to look at the important financials as needed</i>	JC JC
5.3.2	Finance Committee feedback - JC to set up a Finance Committee meeting	JC

5.3.3	Budget – detailed breakdown budget required per event before selection - <i>JC asked that Selectors and Portfolio owners to send through the budget they require, and they will need to do additional fundraising to supplement what has been budgeted</i>	All
5.3.4	Management accounts & explanatory notes – <i>It was suggested that each portfolio should be given what they have in the budget so that they can manage it accordingly. MK mentioned that some portfolios had changed so some portfolio owners are not aware of how much is in their budget and what it is for. JC to share what is in the budget with each portfolio holder. There is R50 000 in the budget for TO and Coaches. NT said he would revert to JC on what equipment is needed for TO and Coaching</i>	JC NT
5.3.5	Lotto – update – <i>JC will find out if clubs need to apply for Lotto funding through the District as clubs have heard they cannot apply on their own. JC is waiting for DdK and NT to send her quotes for whatever it is they wanted to order as she needs to change the figures with Lotto so that we can spend the money that we still have left before we can even think of applying again. JS said there is about R50 000 that can still be spent between TO and Coaching.</i>	JC Ddk/NT
5.3.6	CTSC – up to date	
5.3.7	DCAS – update – <i>JC said it went in 2 weeks ago</i>	
5.3.8	DCAS - Tri-Lateral presentation – <i>JC hasn't received that from them yet</i>	
5.3.9	WP Membership & Affiliation Fees update – <i>JC said WP affiliation fees are R315 per member based on the club membership as at 31 Oct 2024. Clubs will be invoiced around 15 November 2024.</i>	JC
5.3.10	BSA Affiliation Fees – update – <i>JC was waiting for invoice from BSA. Expecting it to be the same as last year with a 6% increase. JC was under the impression that WPBA is invoiced directly by BSA and GvM thought it came through WCPBA. JC to check on that. WCPBA charges WPBA R1 per member affiliation fees</i>	JC
5.3.11	General Equipment for District Administrator – printer and laptop – <i>JC has purchased a printer for the District Administrator and will hand it over on 15 Oct. JC is getting quotes for a laptop. MG said that there may be a used laptop that PT could donate to the District or supply at cost – he will investigate</i>	JC MG
5.4	HR	JC
5.4.1	MATTERS ARISING: Staff contracts – outstanding Taz and Debbie - <i>JC to send TH Taz' contract as requested</i>	JC
5.4.2	General - Competition Secretary start date, honorarium - Finance Admin start date – planned training and handover period - <i>MG suggested speaking to Denise to see if she would be willing to stay on a bit longer to help with the workload while handover is taking place. JC said she would ask but did not think it would happen. JC planned to start training and handover mid-October</i>	JC
Nico Taljaard (Exec 1)		
5.5	Competitions	NT
5.5.1	MATTERS ARISING: - Changes to WP Competition Calendar and Entry Book – WP Singles - COP finalisation and circulation, withdrawals, green fee increase, disability & VI bowls	

5.5.2	DSC-Competitions feedback – NT said that the WP calendar has been finalised, the condensed calendar sent out, the entry book sent out and the COP have been split into General and Competition Specific. It was discussed and decided that all Divisions in Flag, Muter and Trips should have trophies. It was discussed and the Mixed Pairs will be added to the Club Trophy Points. NT to update COP with removal of runner up trophies in Trips League and points from Mixed Pairs under Club Trophy section. It was decided that where there are 2 sections in a Division, colours would be used to name the Sections eg: Blue and Red as opposed to Div 1A and Div 1B	NT
5.5.3	Competition green allocation communication to clubs – carry over	
5.5.4	Competition SC Convenor and members – NT said that no added members needed for now as most of the work is done by NT, Paulina Dockendorff and DP	
5.5.5	Trophy and Awards standard operating procedure – needs to be drafted	
5.5.6	General	

Mark Gibbs (Exec 2)

5.6	District Administration	MG
5.6.1	MATTERS ARISING: - Lockable cupboard for kit storage – JC is sourcing a cupboard - Badges for Exec and HLM – DP to check what badges we have in stock and to order badges for WP Competitions - Website admin details update – up to date - WPB Opening – 2 Nov 2024 at WPCC, agenda, catering, HLM appointments – JC to confirm budget available for the catering - Club Openings – who attending where? Schedule - no other invites have been received	JC DP MK/JC JC
5.6.2	WP Events Calendar – update competitions, meetings and events - done	
5.6.3	Kit update - Exec, DSC (C/GC/TO), WP Players, Disas, Selectors, Supporters – it was discussed and decided that going forward players would need to loan kit for WCPBA Singles or use kit from the WP Clothes Bank. DP to order Disa shirts this year but players would not be issued with shirts but will get an unnumbered WP cap. Disa shirts can be loaned from past Disas or loaned, washed and returned to WP Clothes Bank after 8 Dec. Uncapped ID players need to loan kit for 8 Dec.	DP DP
5.6.4	Website admin updates – DP said that all admin updates had been done on the website	
5.6.5	WP Office – Office cleanout planned by MG and DP for mid-December when things are quieter. GvM wanted to be part of the cleanup	DP/MG GvM
5.6.6	General WP Decals – MK would check on last decal order to see if any are left or else order a new batch for the new season	MK

Grant Rightford (Exec 3) / Joy Calvert

5.7	New Membership and Marketing	GR/JC
5.7.1	MATTERS ARISING: - Jonathan Cochrane Proposal - Probrand communication to clubs - GR to send email to DP to go to clubs about Probrand agreement - Draft new look future M&M Manager proposed role and remuneration structure – carry over - GvM said he would be following up on M&M with GR as there has not been progress	GR GvM

5.7.2	DSC-M&M feedback – carry over as Grant was not at the meeting	GR
5.7.3	Marketing strategy – feedback from GR	GR
5.7.4	Facebook page – regular posts	GR
5.7.5	Website – regular content, update of missing past information, competition winners, photos etc.	GR
5.7.6	Sponsorship – MD’s Sponsorship proposal	GR
5.7.7	Taz Bright – update, weekly/monthly reports - <i>JC said that Taz is busy helping Bergvliet with Business League, 7 Dec Inter-Club Business League, helping Wheatfield, Parow and Malmesbury. TH asked JC to share the reports from Taz with the Exec as they come in</i>	JC
5.7.8	General	

Marianna Kirsten (Exec 4)

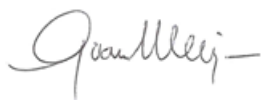
5.8	Disability & Visually Impaired Bowls	MK
5.8.1	MATTERS ARISING: •	
5.8.2	DSC-Disability Bowls feedback – MK gave a report on the DSC meeting which went well. Issue was raised about Spider fundraising as it always seems to go to Blind Bowlers, but there are 2 VI clubs – Blind Bowlers and Peninsula Blind Bowlers. MK was tasked to investigate the 2 club structures on paper, obtain clarity and look at joining the two clubs – meet with both club management committees	MK
5.8.3	Membership updates to included disabled and VI players – circular? MK to draft circular to go out to all clubs	MK
5.8.4	General	
5.9	Youth Bowls	MK
5.9.1	MATTERS ARISING: •	
5.9.2	DSC-Youth Bowls feedback	
5.9.3	Under 15’s/Under 18’s	
5.9.3.1	Envar Buys update – MK gave a feedback report on the event. The U15 A side won gold	
5.9.4	Under 25’s	
5.9.5	General	

Danie de Klerk (Exec 5) / Marianna Kirsten

5.10	Coaches	DdK/MK
5.10.1	MATTERS ARISING: • Safeguarding – update on courses for club safeguarding officers – DdK & MK to follow up with DSC regarding club candidates	DdK/MK
5.10.2	DSC-Coaches feedback – DSCC report was circulated to Exec before the meeting	
5.10.3	Planned course dates – Level 2 Coaches Course 19 & 20 Oct at Durbanville	
5.10.4	Structure of coaching qualifications and upgrading process	
5.10.5	General	
5.11	Selectors	DdK/MK
5.11.1	MATTERS ARISING:	

	- BSA ID Steering Committee – District proposals by 30 Sep – <i>DdK was submitted to BSA</i> - CTSC Sports Awards Nominations – feedback – <i>WPB submitted 7 nominations. Going forward it was discussed that team managers, selectors and DSC Convenors head up the awards nomination process</i> - WCPBA Singles – update, budget, kit, accommodation, transport – <i>all in hand. Going forward team managers to be appointed with selection and will be responsible for all arrangements for the players with Admin's support</i> - Boland vs WP ID Tournament – Worcester 8 Dec 2024 – budget, transport, kit – <i>JC said there was a budget of R9000 for 8 Dec. Last year each player was given R125 towards transport. The bus was discussed, and it was decided that we could get the bus but that the payers would need to pay the shortfall of the bus costs themselves. All players would still get R125 per person from WP Bowls for transport. JC asked how the payment would work, and it was decided to take the discussion offline to the Finance Committee to work out the details.</i> - ID Veterans – WP accommodation? - <i>MK asked if the Vets would still need to pay WP R2500 contribution if there is no travel or accommodation for them. This was discussed and put on hold. It was decided that the Finance would discuss this and revert to Executive</i> - WP Masters – <i>MK confirmed all was in order. GvM asked who would be attending which WP Masters – MK would be at Somerset West, ED at Constantia and TH at Durbanville</i>	Ddk/MK Ddk/MK JC JC MK/ED/TH
5.11.2	DSC-Selectors-Ladies feedback	
5.11.3	DSC-Selectors-Men feedback	
5.11.4	Under 30's/Under 35's	
5.11.5	Under 45's	
5.11.6	High performance squad – update – <i>progress is being made regarding a WP players Academy. Selectors, coaches, GvM, DdK and MK had a meeting to discuss and will provide feedback</i>	DdK/MK
5.11.7	Standardise number of teams per age group, costs etc. - <i>decision to send 2 teams per age group to IDs. Any additional teams would need to be sent using sponsorship funds raised</i>	
5.11.8	Previously Disadvantaged players and transformation - <i>ongoing</i>	
5.11.9	Team manager role, responsibilities and reporting format - <i>DP to send draft of Managers Roles and Responsibilities through to Exec for input and review</i>	DP
5.11.10	Boland vs WP ID Tournament – Durbanville 26 Jan 2025 – budget, teams – <i>DBC has confirmed hosting</i>	
5.11.11	General	
5.12	WP Players	DdK/MK
5.12.1	MATTERS ARISING:	
5.12.2	DSC-WP Players feedback – no update, ongoing	
5.12.3	General	
Eddie Douglas (Exec 6)		
5.13	Greens	ED
5.13.1	MATTERS ARISING:	
5.13.2	DSC-Greens Care feedback – ED reported on GreensCare	

5.13.3	Renovation dates – <i>ED asked DP to send out the reminder to clubs to submit their renovation plan and dates to GreensCare</i>	DP
5.13.4	Venues for 2025 competitions – <i>in hand</i>	
5.13.5	General	
5.14	Technical Officials	ED
5.14.1	MATTERS ARISING:	
	•	
5.14.2	DSC-Technical Officials feedback - <i>ED reported on TO's</i>	
5.14.3	Planned course dates – <i>Nico Taljaard and Jenny Phillips will be attending BSA Level 3 TO</i>	
5.14.4	Structure of Technical qualifications and upgrading process	
5.14.5	TO records on BSA database - clarity	
5.14.6	General	
6	Other Important Business	All
6.1		
	Exco Meetings scheduled for last Saturday of every month (except where there is a clash) or Tuesday evenings (virtually). Next meeting 29 October (virtual)	



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PRESIDENT

1 October 2024

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DATE



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DISTRICT ADMINISTRATOR