

Western Province Bowls

MINUTES - Executive Committee Meeting held on Tuesday, 5th September 2023 at 18h00 in the WPCC Bowls Clubhouse

1	Welcome		Action
	1.1	Gerrit welcomed all present and especially Janet and Eugene attending their first Executive meeting and wished everybody the best for the new season.	
2	Attendance and Apologies		
	2.1	Present: Gerrit van Milligen (GvM), Mark Douglas (MD), Joy Calvert (JC), Marianna Kirsten (MK), Eugene Ferreira (EF), Janet Schmidt (JS) & C Nurrish (CN) Apologies: Mark Gibbs (MG) & Tony Harland (TH)	
3	Visitors to meeting		
	3.1	None	
4	Upfront discussions		
	4.1	Acceptance of Minutes of 14 August: Proposed Mark Douglas, Seconded Marianna Kirsten	
	4.2	Matters arising to be dealt with under respective headings.	
5	Confirmation of decisions between meetings		
	5.1.	- The circular requesting input on the Conditions of Play for the upcoming season was distributed. - Old Oak President's queries – Exec agreed to MD's reply. - The WCPBA selection policy was agreed to. It should now also be added to the current WP selection policy. - All Cape Meeting – GvM to attend. - Durbanville Trips prize money has been paid. - Ladies Nationals 2024 will be held at WP clubs in the Northern zone only. - ID practice vs Boland – dress code is ID uniform for those who have and club colours for new caps. - DCAS documentation has been updated. - The Exec list on the WP Bowls website needs to be updated. - CT Sports Awards were attended by MK with Eddie Phillips and Armand Ascaray. - We received official notice of closure of SAPS BC. Circular to be distributed with the news. - The ID 'C' team has been renamed as Disas. - The Boland practices in December and February have been confirmed with Boland. - The Under-30 Inter District Team Declaration forms have been submitted to BSA. - SF will be attending the Stellenbosch opening on behalf of WP Bowls. - New email address designations and other details have been circulated to all members of exco.	MD GvM MD CN SF
6	Portfolios (Matters arising & feedback)		
	6.1	Finance	JC
	6.1.1	General	
		Bank Signatories	CN

	The signatories and online profiles for the bank account must be changed. Denise loads payments, and then they must be authorised by 2 people. Currently authorisations can be done by Gerrit, Chris and Jenny G. This will be changed to Gerrit, Joy and Chris. Finance Standing Committee This committee will operate as it should, with regular meetings and time to review any relevant documentation before it is submitted. Recommendations by the Standing Committee will be presented to Exco for approval. As per the current Bylaws, the duties of the Finance Standing Committee are: • The preparation of an annual budget of expenses and income, which shall be submitted to the Executive no later than 31 March of any year in respect of the following financial year. • To recommend to the Executive no later than 31 March of any year the amounts to be charged in the following financial year for subscriptions (affiliation fees) and competition entry fees. • To advise the Executive regarding the investment of the funds of the Association. • To actively assist the Association in the acquisition of sponsorships for the Associations competitions and championships. In the event of a commission having to be paid to any person or organization arising from the solicitation of said sponsorships, such commission shall be paid at the discretion of the executive. The Finance Standing Committee should consist of: • The Treasurer and two members. The Finance Standing Committee will be Joy, Gerrit and Mark G, with Tony and Mark D assisting. Audited Financial Statements – 2023 Gerrit will sign the final AFS and then they can be sent back to the Auditors for their signature. A breakdown will be put together of what accounts from our TB have been mapped to which accounts in the set produced by the auditors. This mapping will then be used to match the budget to the audited financial statements for ease of use. Annual Audit We are called to task every year at the AGM for not complying with the constitution and sending out the audited financial statements a week before the meeting. It does appear that the documentation is normally only sent to the auditors late July, giving them 3 weeks to attend to the audit.	GvM/ JC
--	--	---------------------------

	Next year all the groundwork will be completed in advance so we can complete month end within a few days and get the information to the auditors within the first week of July. We should then be able to meet the requirements of the constitution. Budget There is no mention in the Constitution of the budget being presented to Council at the AGM, or the budget being approved by Council. We are not sure when or why this started happening. It has been agreed that the budget must be redone, with the plan being to present an updated budget at the next Council meeting. The next Council meeting will be on 11 November 2023. Monthly Accounts Exco has only been receiving monthly accounts irregularly, and they have often not been ideal as management accounts. Examples are when they show a massive profit early in the year because the BSA Affiliation fees are raised as Income to the district. There will be a focus on having management accounts with accurate and meaningful data. Ideally these accounts should be able to be used to gain further insight into what is happening in the district. Lotto and DCAS It has become the norm for all documentation for funding to be prepared and finished only a day (or a few hours) before the deadline for submission. There has consistently been a wild scramble to get the documents signed and submitted. The result of this has been the lack of any review of what funds have been applied for. This process will be streamlined and improved, including consulting about what funds will be applied for, and requesting assistance from other members of the Exco. Tony will be asked to assist with this process. BSA Affiliation Fees The breakdown of how the BSA fee is allocated to clubs will be discussed and agreed to before invoicing is done. Money from Warwick to Personal Trust It was minuted at an Exco meeting that the Wynberg Trust Fund currently invested with Warwick will be moved to Personal Trust. This was not completed and will be finalised. Nic Rusling has been contacted to find out exactly what is needed from our side to get those accounts with Warwick closed, the money transferred to our Absa Current Account and then moved to Personal Trust WES25. Power Trips and Other Payments Outstanding queries from clubs about their prize payments have all been resolved and all monies have been paid out.	JC JC TH JC JC JC Barrie
--	--	---

		The Competition Secretary must please provide Denise with a comprehensive list of names of winners who must be paid after each competition. All payments can then be made timeously. Trust and Related Liability Accounts I feel that there are way too many accounts in the ledger which relate to the same thing. This should be addressed (and money moved around) to give everyone a better understanding of what exactly we have in terms of investments. Wynberg Fund Interest A detailed query about the allocation of interest on this fund was submitted without resolution last year. A complete review will be completed of how interest on the various accounts is allocated in our books, with the aim of making this more transparent going forward. The query raised will also be attended to. WPBA Affiliation Fee Structure The exercise to determine what recommendation will be made to Council about any change to the affiliation fee structure needs to be completed. If any changes are to be proposed, a document needs to be prepared and distributed with full details, including any required changes to the constitution. A sub-committee will look at this, consisting of GvM, JC, MD & SF. -	JC JC JC MD GVM SF
	6.2	Competitions	EF
	6.2.1	General - The circular inviting comment on the CoP for 2023/4 has been distributed. - Draft calendar – we need to fit the entire competition calendar into 41 playing days allowing for the All Capes and BSA Nationals. MD, EF & GvM to meet to finalise. - Club events can only be added to the WP Calendar after the WP Competition calendar is finalised and published.	MD/EF /GvM
	6.3	Selectors	MK
	6.3.1	- The Exec suggested we ask the Selectors to set the trial dates for next year now to avoid the date clash problems we are experiencing now.	Exec
	6.4	Marketing, Membership & Transformation	JS
	6.4.1	General SC feedback - The Exec discussed Taz and her area of work and agreed that JS & SF will help and inspire Taz to achieve her goals. Marketing Report EROS PRIMARY SCHOOL (it has taken since Covid to get them going again with all their restrictions/protocols) 1. 48 Eros learners would like to learn to play bowls. 2. I will be taking charge of the coaching along with a team of coaches for these specific sessions. Club members who are willing to assist will be appreciated.	JS/SF

	3. There are sets of resized bowls already at the club and I will bring any other necessary equipment and bowls for the sessions. Coaching sessions will be on Thursdays: 10:30-12:00. Dates: 12, 19, 26 of October and 2 November. The coaches and I would like to arrive at about 09:30 to set up the necessary. These arrangements will be confirmed with the club in advance. 4. Three educators from the school will also be present to assist with discipline. Noel has informed the Wheatfield Committee. 5. Following these coaching sessions, we will look at inter-school games with other schools and groups. I have a scheduled meeting with the Dominican School next week as well. HOTTENTOTS HOLLAND BUSINESS LEAGUE PLAYOFF All five basin clubs are hosting club business leagues within the first half of summer this year. We have a proposed playoff date for all the top teams from the individual club leagues and will be confirming all the details with clubs within the next couple of weeks before their own leagues begin. This will be run under the banner of the Hottentots Holland Association. Once the meeting has taken place to share the information with all club presidents and competition secretaries, we will have more clarity and hopefully the buy-in from all involved. The purpose of the tournament is to generate social networking between clubs and the conversion of business league players into playing members. It is vital to keep the momentum going with these festive social events for future potential bowlers and create a pathway for players to join clubs as affiliated members. The goal is to create two playoff events in the basin, one in December and one in April, with a floating trophy for the Business League Champions. With this as a pilot business league project, we can hopefully move the concept into other WP zones for similar events. Another dream spinoff is to encourage some sponsorship for the sport of bowls, clubs, and WP from the many companies that support the leagues in the basin. My role (with the input and assistance from all clubs and volunteers): • Managing the registration of all players • Sending invites to the playoff • Running the playoff itself - format, catering with the club, etc. • Social media activity during all individual events as well as the playoff • Attending all events to talk bowls, coach, introduce new potential members to the relevant people at clubs, and assist with anything that clubs might need. • Prizes • Sponsorship • Etc. Following the event - using the contact details from the registration of all the players - I would like to create a monthly newsletter that includes all club events in the area from	
--	---	--

	social bowls to social events (e.g., bingo evenings, quizzes, fundraisers) to more competitive competitions. This will open our clubs to the communities to join socially if they wish. The newsletter will be based on a similar concept as the WP Newsletter where people can unsubscribe if they would not like to receive it anymore. ***We need to set up a structure/ruling for business league players moving forward should they join a club as a full member/novice. My suggestion is that you can play business league during your novice years - with one novice per team moving forward. There will only be non-affiliated players for the first playoff in December - but we need to communicate this prior to the event. DIRECTORS DAY TRIPS TOURNAMENT - 17th September at Jagers This tournament is not only a fundraiser for the Bowls for the Disabled National Championships next year (March) but also to add another bowling event to the visually impaired blind bowlers' calendar and to find new disabled players for this category. I and a team of volunteers on the day will be running the event. The tournament is full, with 14 pairs of sighted teams being paired up with a visually impaired bowler and their director. Catering is organised. A raffle will be run to raise some additional funds as well. Some great prizes have been sourced already. I will keep adding to this document: I have obviously been doing work on other projects and continue to assist people/tournaments/clubs behind the scenes - • Indoor mats tournaments - Helderberg BC, Strand BC, and soon at Stellenbosch University. • The CCITC Sport and Wellness event confirmed our attendance for a lawn bowls expo but has sadly been postponed until next year. • Articles for News24 and the District mail - I have been assisting Andre Cruywagen who is really working hard on media releases for bowls. • New memberships, competitions, assisting new committee members in portfolios, coaching, and general club assistance at Gordons Bay BC - similar to how we grew Mowbray - it is good to have a base again that requires assistance and growth. This leads to other projects happening and ideas for other clubs. • Helderberg BC Open Fridays are starting again - great increase in novices the last time - looking forward to that. • Great news about new membership as Bergvliet as well since Monday coaching began. Pat Gordon and Eddie van der Heinen have been motivated since its introduction and have continued running them weekly for the club. Please share any thoughts on what is happening on your side and what else I can assist with.	
--	---	--

	6.4.2	Transformation -	
	6.4.3	Communication - MK to attempt to contact the winner of the CT Sports Awards Journalist of the Year to get some exposure.	MK
	6.4.4	Marketing and Membership - Elaine Fick (Glen) and Piter Lotz (Stellenbosch) are joining the SC.	
	6.5	Greens	SF/MK
	6.5.1	General SC feedback - Greens SC to send Barrie Eksteen a list of the best 10 greens in WP and send this to Barrie Eksteen for competition use.	MK
	6.6	Coaches	MK
	6.6.1	General SC feedback - DSCC meeting is being held on 6 September to set course dates. - Suggest asking Aneke Snyman to join DSCC.	
	6.7	Technical Officials	TH
	6.7.1	General SC feedback - TO Train the Trainer being held soon.	
	6.8	Junior Bowls (Under 18's and Under 30's)	EF
	6.8.1	General SC feedback Envar Buys being held at the Glen CC between 6 & 8 October and we need to supply 3 meals per day for 48 kids and 12 managers. This is estimated to cost around R 40 000. JS & MK to check with the Apostle Battery for catering facilities. MK estimated that the catering would cost around R 21 000. We have use of the club catering facilities at the Glen.	JS/MK MK
	6.8.2	U18's -	JS
	6.8.3	U30's - All arrangements made and confirmed.	JS
	6.9	Under 45's	GvM
	6.9.1	- They raised R37K which covered their travel and accommodation but there was a misunderstanding and J Cochrane paid R940 out of his own pocket. The Exec agreed to reimburse him the money.	JC
	6.10	Disas – Players Association	MK
	6.10.1	General - Disas renamed the Players' Association and MD, MK & EF to redraft the appropriate section of the WP Byelaws to reflect this.	MD/M K/EF
	6.11	Disability Bowls	JS
	6.11.1	General SC feedback - There are Directors meetings being held at Jagers and Gordons Bay. - MD to send CN the minutes of the 2024 Disabled Bowls Nationals.	MD
7		Other Important Business	All
	7.1	- It was proposed and accepted that Exec meetings be held on Saturday mornings. - GvM to reply to Nico Taljaard over misunderstanding regarding AGM. - WP kit – JC & JS to liaise on kit for new caps, Exec, Coaches, TOs, Greenscare etc. - Registration for the Cape Town Sport Federation portal for transformation scorecard needs to be completed. - Novice registration date query from Durbanville in progress with BSA. Need to follow up with BSA.	GvM JC/JS SF MD/ CN

		- BSA events for 2025 – CN to apply for all events on behalf of WP. - Next Council meeting to be held at Pinelands on Saturday 11 November starting @ 09h30 – CN to book hall.	CN CN
		The next Exco meeting is scheduled for Saturday 21 October at WPCC @ 09h30	

.....
PRESIDENT

.....
DISTRICT SECRETARY

.....
DATE