Western Province Bowls

Minutes of the Executive Committee Meeting held at WPCC
on Thursday, 17th September 2020 at 17h00

Acting President:	Gerrit van Milligen
Treasurer:	Jenny Griffiths
Members:	Chris Nurrish, Mark Douglas, Jenny Phillips, Mark Gibbs & Marianna Kirsten
Administration:	Lynette Botha
Other:	Convenors & Members of Selectors SC, Taz Bright (M&M)

1	**Welcome**		
	1.1	Gerrit welcomed all to the meeting and extended a special welcome to our Selection SC.	
2	**Apologies**		
	2.1	Keith Hey (with apology) – He did furnish a list of queries/replies and a copy handed to Gerrit. Jenny P queried as per the Constitution as to how many meetings an Executive is allowed to miss in order to be voted off. Mark D confirmed a total of three *without* an apology.	
3	**Visitors to meeting**		
	3.1	**Selectors**: The selectors addressed the meeting, which was covered in an outstanding presentation by Warren Hewitt of which a copy will be distributed to all present.	
	3.2	**M&M Officer**: Mark D/Taz B, affirmed that their committee have had numerous meeting with smaller groups and currently have at least 15 interested members wishing to form part of the M&M SC.	
4	**Upfront discussions**		
	4.1	Acceptance of Minutes - 1st Sept - Jenny G apologised for not picking up on Item 8.10 when checking and asked that the paragraph be removed. - Proposed by Marianna & seconded by Jenny G.	**LB**
	4.2	Acceptance of Minutes - 3rd Sept - Proposed by Mark G & seconded by Jenny G.	
	4.3	Executive Portfolio (Changes to SC's representatives) **Jenny Griffiths** - Treasurer - Coaches - HR - Leases/Contracts - Assist with Junior Bowls **Mark Douglas** - Website - M&M - Media **Gerrit van Milligen** - U30's - Junior Bowls - WCB & WCPBA - Gerrit to set up a meeting with Taz B and Marianna K to discuss the road going forward. Christ O will also be asked to do a handover and give some input. - Gerrit to contact Rob Forbes with discussions on Presidency for WCPBA and advised that Graeme Kemp is no longer prepared to stand as President.	

		Chris Nurrish - Competitions - District Calendar **Marianna Kirsten** - Fundraising & Events - Junior Bowls representative **Mark Gibbs** - Selectors, ID Related, DISA - Transformation - Assist with Junior Bowls - Assist with Membership - Assist with Fundraising **Jenny Phillips** - Technical officials - WCSC (Women in Bowls), - Clothing (ID, SC & Exec) **Keith Hey** - Greens - Assist with M&M, Media **Daily Operations/HR** - Gerrit, Jenny G & Mark D **Denise Vermeulen** - Assist with Clothing (ID, SC & Exec)	
5	**Controlling Bodies Business**		
	5.1	**DCAS** - Cheque Handover Ceremony o Jenny G to attend. - Transformation Scorecard o Documents given to Jenny G and Chris for completion -Due by the 25th of Sept.	
	5.2	**BSA** - Executive in favour of nominating Taz Bright onto the NSC M&M. Email to be sent to David Hamer. - Nomination for Jenny G onto the NSCC emailed to BSA on 7th Sept.	**LB**
	5.3	**WCPBA/WCB:** - Gerrit to contact Rob Forbes for clarity and also to advise that WPB wishes to have members of their Executive as integral part of forming the WCPBA.	**GvM**
	5.4	**CTSC** - Zoom Meeting on COVID readiness attended by Marianna & Jenny G. Dr vd Schyff presented session and Bowls are happy to report back that our federation is way ahead and in line with the safety protocols which were relayed from BSA. BSA will issue new gazetted instructions for Level 1 early next week	
	5.5	**WPSC** - Nothing to report on	
	5.6	**Women in Sport** - Nothing to report on	
	5.7	**Clubs** - Oakdale – Opening of club invite. Jenny G to attend. Apologies from Gerrit.	
6	**Portfolios (Matters arising & feedback)**		
	6.1	**Finance**	***JG***
	6.1.1	**General** - The report presented shows figures for July and August and it reflects that we have a R10 301-00 profit.	
	6.1.2	**Income** - Two significant figures have helped our income over the last two months. o The first is R 145 000-00 form Personal Trust – thanks again to them for their sponsorship, o and the second is that we are starting to get the payments coming through for the equipment that was sold.	

	6.1.3	**Expenditure** - On the expenses side there are no unusual expenses other than the audit fee which has been paid but was budgeted for at this stage and the salaries in August are considerably higher and this is due to the fact that a staff loan was given and will be repaid at the end of September, so it will get back in to sync at that stage. - There was also a repair bill for R3500 which was not budgeted for. - At this stage of the year we are always short on income as we await the membership subscriptions to come in. Our cash flow has been affected from the lack of income over the last six months and during August we had to draw against one of our investments to give us some buffer to pay salaries etc. - In terms of the fundraising plan, the wording for the raffle should be complete in the next week and checked by a lawyer to ensure we have covered all our bases. - Another idea to be thrown into the melting pot for fundraising is a zoom quiz. We can charge an amount of say R50 to enter – once the money is in the bank we send them the zoom id and password. We could limit this to say 50 connections each time but JG has several quizzes already set up. It takes about an hour and a bit to do each one – depending on how long we give them as a break, midway. 50 contestants/connections x R50 = R2500-00 – we could give away R200 as the prize and if more than one team winning, that will be split.	
	6.1.4	**Other Finance matters** - **Yearbook App quote** o No quote available as yet - **ABSA Change of Signatories**: o Gerrit to be added as 3rd signatory. Awaiting documents from the bank.	
	6.2	**Competitions**	***CN***
	6.2.1	**General** - With much criticism on social media platforms, it was agreed to send out a Circular clarifying the outcome of the votes to 'scrap' the Flag & Midweek.	
	6.2.2	**Men's Nationals** - Chris to confirm with Terry H if he is prepared to stand on Committee. - Lynette to do handover to Jenny P.	
	6.2.3	**All Cape** - Lynette to do handover to Jenny P and Chris to set up first meeting.	
	6.2.4	**WP Masters** - A proposal from Joel Roebert and Nic Rusling regarding the future format and selection criteria for WP Masters was briefly discussed. - Will be looked at in more detail at a later stage.	
	6.2.5	**Inter Districts** - Selectors to confirm with Stoffel about the Boland/WP practice.	
	6.2.6	**Upcoming District Comps** - Nothing to report on.	
	6.3	**Marketing & Membership**	***MD***
	6.3.1	**General SC feedback** - Graham Ward & Princess Schroeder will also form part of the M&M SC	
	6.4	**Greens**	***KH***
	6.4.1	**General SC feedback** - Stand over	
	6.5	**Coaches**	***JG***
	6.5.1	**General SC feedback** - Stand over	
	6.6	**Technical Officials**	***JP***
	6.6.1	**General SC feedback** - Stand over	
	6.7	**Junior Bowls**	***MK***
	6.7.1	**General SC feedback** - Stand over	
	6.7.2	**U15/U20's** - Stand over	

	6.7.3	**U30's** - Stand over	
	6.8	**Disa's**	***MG***
	6.8.1	**General** - Stand over	
	6.9	**Transformation**	
	6.9.1	**General** - Gerrit asked that Transformation be kept on Agenda for future reference.	
	6.10	**Disability Bowls**	
	6.10.1	**General** - Jenny Griffiths enquired as to why Disability Bowls does not form part of WP and get much support from us and asked how they fit into the mould. It was previously suggested that Graeme Kemp meet with these parties and report back. It was also worthwhile to find out from BSA how it works. - Graham Ward & Princess Schroeder will also form part of the M&M SC	
	6.10	**HR**	***JG***
		General - Staff to sign newly amended contracts and KPA's have been introduced.	
7	**Domestic Business**		
	7.1	**1. Calendar** - WP Opening o Saturday, 7th November at Bellville BC. New ideas around this get together and details will be communicated to clubs. - Think Tank o Diarised for Saturday, 17th October - Fives to be played earlier in the season. - WP Masters to be moved out to later in the season. - Calendar, COP and Competition Entry book will be finalised and distributed early next week.	
8	**Other Business**		
	8.1	Jenny G & Taz B doing interview with JP Naude on Friday, 18th Sept. They will advise when it is available for downloading.	
	8.2	Paul Ferns wishes to do a weekly show with free streaming of events. Mark D to liaise with him for further details. It was emphasized however to have some guidelines in place and possibly also a contract.	**MD**
	8.3	Mark D to get players input on the future of DISA and this to be discussed at next meeting.	**MD**
	8.4	Mark D advised committee about moving forward with technology focus on bringing the admin into the 2020's with centralised Office 365 which would incorporate the upgrading of phones and fibre.	**MD**
	8.5	Novice status was once again discussed and if players played their third year of WP Singles early this year, then they no longer qualify for another year due to the onset of COVID-19. Clubs however are asked to bear this in mind and possibly extend their club competitions novice status and allow them to play for another year.	
	8.6	**The next meeting is scheduled for Tuesday, 13th October 2020.**	

The Meeting closed at 20h40

President: ______________________________ District Administrator: ____________________________

Date: ________________________________