

Western Province Bowls

MINUTES - Executive Committee Meeting
Wednesday, 23 April 2025 at 18h30
at WP Bowls Office, Pinelands Bowling Club

1	Welcome	Action
1.1		
2	Attendance and Apologies	
2.1	Present: Gerrit van Milligen, Tony Harland, Joy Calvert, Eddie Douglas, Jonathan Cochrane, Marianna Kirsten, Mark Gibbs, Debbie Phillips	
2.2	Apologies: Nico Taljaard	
3	Correspondence	
3.1	Suit Up September – <i>idea was approved and JLC offered to head this up as part of Marketing</i>	GvM
3.2	WCPBA Minutes – 17 Feb 2025 - MK - <i>discussion around event in Sept for Disas to join the annual Loeries vs Kuipers in Bonnievale, JC to look at budget. Need more details and will discuss at next meeting so that selectors can be informed and calendar adjusted – IDs practices no C sides? GvM to invite TH and MK to next WCPBA meeting. JLC – Bowls is not on the WCP website – has queried with Elsa Gray to make sure bowls is added. GvM to ask WCPBA to follow up on this.</i>	GvM JC JLC GvM GvM/TH
3.3	Fairtree WC Triangular – <i>TH met with Fairtree and Boland, in agreement for the event to replace one ID practice and be held in Hermanus, dates to be confirmed 21 and 22 Feb 2026. 16 men and 16 ladies – 4 teams of 4 (men and ladies)</i>	
3.4	BSA Circular 28/2025 - 2025 BSA AGM – Officer Bearers & Motions – <i>circular has been sent to clubs. Possible candidates were discussed. TH suggested asking Graeme Kemp. TH – discussed a motion where BSA need to look at different weather conditions where events are held at different times of the year which will free the calendar up. DP to send out reminder for clubs to submit motions if they wish. Motions must be in by 3 June</i>	GvM TH TH DP
3.5	CTSC Facilities Meeting – 16 April – <i>was sent to all clubs to action</i>	
3.6	EPG Audit Updates – <i>all WP information to be submitted online by Fri 25 April</i>	JC
3.7	BSA Circular 33/2025 Municipal Clubs: Leases Maintenance & Repairs - <i>was sent to all clubs to action</i>	
3.8	BSA Circular 35/2025 BSA Gold & Green Squads – <i>discussion as to why there are no WP Men included and how it can be rectified – decided that WP Men's selectors to discuss this with BSA Selectors</i>	MG
4	Upfront Discussions	
4.1	Acceptance of Minutes of 15 Feb 2025 and 10 April 2025 Proposer: 15 Feb – ED; 10 Apr - JLC Seconder: 15 Feb- TH; 10 Apr - ED	GvM
4.2	Matters arising – to be covered under each portfolio	
5	Portfolios (Matters arising & feedback)	
5.1	Governance	GvM
5.1.1	Report as per consolidated Portfolio Report - 23 Apr 2025	GvM
5.1.2	MATTERS ARISING:	

5.1.2.1	- WCPBA updates – GvM/TH/MK to give feedback after meeting on 28 Apr - Updating of Constitution after SGM decisions – ED has updated the Constitution after the SGM. Once approved it can be uploaded on the website. ED will obtain a quote for a professional to review, modernise and update the Constitution. Guidance needs to be added in regarding terms of office for Selectors and other DSC members. - Approve Circular for 2025 DSC Nominations - approved. DP to request terms history from all DSC Convenors to update the spreadsheet as to who needs to be re-nominated.	GM/TH/MK ED DP ED DP
5.1.2.2		
5.1.2.3		
5.1.3		
5.2	Club Liaison and Support	TH
5.2.1	Report as per consolidated Portfolio Report - 23 Apr 2025 MATTERS ARISING: BSA Open Inter Districts 2026 – TH – asked wat the urgency was from Greens Care to identify clubs now as it's almost a year away. ED has queries from GreensCare regarding host clubs to prepare greens in advance. Exec asked that they submit an official request for this info.	TH ED
5.2.2		
5.2.2.1		
5.2.3		

Joy Calvert (Treasurer)

5.3	Finance	JC
5.3.1	Report as per consolidated Portfolio Report - 23 Apr 2025 MATTERS ARISING: - TH queried where the affiliation fees are reflected on the management accounts. JC responded that it is and in and out transaction. JC will show the affiliation fees as requested. - There was a discussion about the shortfall and it was decided that there should be awareness created about fundraising. Various ideas were discussed and JC offered to start work around hosting an All Day Fundraiser for WPB. - There was a discussion about renting a desk out in the office that was declined. The insurance of WPB equipment was discussed and JC was asked to update the insurance and obtain updated quotations for review	JC
5.3.2		JC
5.3.2.1		
5.3.2.2		
5.3.2.3		JC
5.3.3	General	
5.4	HR	JC
5.4.1	Report as per consolidated Portfolio Report - 23 Apr 2025 MATTERS ARISING: - Labour quotation – JST Projects - Progress on M&M Manager Position HR Process - discussion around the process took place. JLC and JC met with M&M Manager on 22 April. The manager's tasks and work focus were discussed as well as feedback on all the projects she has been involved in the past and the work she is doing now. A detailed summary was shared at the meeting and JLC will share this with Exco for comment and discussion on the way forward. JLC proposed changing the role to Development and Membership as that is where all the effort and work is being focused. Exec to decide if process is still necessary after reading the report – decide by Weds, 30 April. - The email distribution lists were discussed, and it was decided that consultant M Douglas to be removed from distribution list – he can be emailed directly should assistance be needed (DP)	JC
5.4.2		JLC/JC JLC/JC
5.4.2.1		
5.4.2.2		JLC
5.4.2.3		
5.4.3	General	DP

Nico Taljaard (Exec 1)		
5.5	Competitions	NT
5.5.1	Report as per consolidated Portfolio Report - 23 Apr 2025	NT
5.5.2	MATTERS ARISING:	NT NT/TH NT
5.5.2.1	WP Competition fines and letters to clubs	
5.5.2.2	Milnerton Muter relegation	
5.5.2.3	Rework the Calendar – <i>discussed and decide that the proposed survey needs to be done and a workshop held sooner rather than waiting for when the new committee is in place</i>	
5.5.3	General <i>It was noted that the WP Comp Sec was spending many hours on admin and results, especially with the changes made to the formats, which was not considered when the changes were proposed. There was especially the need for quick turnaround times for league with Saturday and Sunday fixtures.</i>	
Mark Gibbs (Exec 2)		
5.6	District Administration	MG/DP
5.6.1	Report as per consolidated Portfolio Report - 23 Apr 2025	MG
5.6.2	MATTERS ARISING:	DP ALL EXCO MK DP
5.6.2.1	Minutes of SGM and Council Meeting to be finalised and circulated - in progress	
5.6.2.2	Exco members requested to submit their portfolio reports at least one week before the Exco meeting so they can be circulated with enough time to review them before the meeting	
5.6.2.3	Clothing – <i>decided that XS and S shorts and longs can maybe be used for Juniors</i>	
5.6.2.4	Trophies – <i>agreed to get quote from service provider for repairs and engraving of all trophies and compare to engraver JC has</i>	
5.6.3	General	
Jonathan Cochrane (Exec 3) / Joy Calvert		
5.7	Marketing	JLC
5.7.1	Report as per consolidated Portfolio Report - 23 Apr 2025	JLC
5.7.2	MATTERS ARISING:	JLC
5.7.2.1	Social Media Circular – draft from JLC – <i>TH said he will not be meeting with clubs in person as this may lead to personality clashes</i>	
5.7.2.2	Electronic Honours Board on WPB website – <i>in progress</i>	
5.7.3	General	
5.8	New Membership	JC
5.8.1	Report as per consolidated Portfolio Report - 23 Apr 2025	JC
5.8.2	MATTERS ARISING:	JC
5.8.2.1		
5.8.3	General	
Marianna Kirsten (Exec 4)		
5.9	Disability & Visually Impaired Bowls	MK
5.9.1	Report as per consolidated Portfolio Report - 23 Apr 2025	MK
5.9.2	MATTERS ARISING:	MK
5.9.3		
5.9.4	General	

5.10	Youth Bowls	MK
5.10.1	Report as per consolidated Portfolio Report - 23 Apr 2025	MK
5.10.2	MATTERS ARISING:	
5.10.3	•	MK
5.10.4	General	

Mark Gibbs (Exec 2) / Marianna Kirsten (Exec 4)

5.11	Coaches	MG/MK
5.11.1	Report as per consolidated Portfolio Report - 23 Apr 2025	MG/MK
5.11.2	MATTERS ARISING:	
5.11.3	• WPB email address for DSC Coaching - <i>Agreed that quotation can be requested for all DSC Convenors (DP)</i>	DP
	General	
5.12	Selectors	MG/MK
5.12.1	Report as per consolidated Portfolio Report - 23 Apr 2025	MG/MK
5.12.2	MATTERS ARISING:	
5.12.2.1	• <i>Discussed that Under 35 is a new age group, what are selection criteria and if ID players can be selected, what other districts do. The CoP says all players are eligible, so WPB will need to do the same. Need to decide on number of teams at next meeting. JC to confirm what budget is</i>	JC
5.12.2.2	• <i>Decision - LSC – need to be re-nominated if at the end of their term</i>	MK
5.12.2.3	• <i>Confirmation – LSC - N Ascaray – no official disciplinary was conducted as far as the Exec is aware</i>	MK
5.12.2.4	• <i>Decision – LSC - Changes to Selection Policy – Selectors can suggest changes to be approved by the Exec</i>	MK
5.12.2.5	• <i>Confirmation – LSC - Age restrictions for ID sides – Exec confirmed there is no age restriction for a member of any team as part of the Selection Policy, besides 60 years or older for Veterans</i>	MK
5.12.2.6	• <i>Confirm – MSC – dates for trials for 2026 same as LSC</i>	MG
5.12.3	General	
5.13	WP Players	MG/MK
5.13.1	Report as per consolidated Portfolio Report - 23 Apr 2025	MG/MK
5.13.2	MATTERS ARISING:	
5.13.3	•	MG/MK
5.13.4	General	

Eddie Douglas (Exec 6)

5.14	Greens	ED
5.14.1	Report as per consolidated Portfolio Report - 23 Apr 2025	ED
5.14.2	MATTERS ARISING:	
5.14.2.1	• <i>Venues for Open IDs 2026 – to be decided</i>	ED
5.14.2.2	• <i>Request to amend local rules regarding width of rink markers</i>	ED
5.14.3	General	
5.15	Technical Officials	ED
5.15.1	Report as per consolidated Portfolio Report - 23 Apr 2025	ED
	MATTERS ARISING:	
	•	ED
	General	
6	Other Important Business	All
6.1	<i>Safeguarding – TH asked for an update on WPB policy and qualified officers. MK to ask Jenny Griffiths if we have a Safeguarding Policy or not</i>	MK

	Exco Meetings scheduled every four/six weeks, either in person or virtually. Next meeting 21 May 2025 at WP Bowls office.	



PRESIDENT



DISTRICT ADMINISTRATOR

23 April 2025

DATE