

Western Province Bowls

MINUTES - Executive Committee Meeting
Tuesday, 7 January 2025 at 18h30 via Teams (Virtual)

1	Welcome	Action
1.1	GvM welcomed all	
2	Attendance and Apologies	
2.1 2.2	Present: Gerrit van Milligen, Tony Harland, Joy Calvert, Nico Taljaard, Mark Gibbs, Grant Rightford, Marianna Kirsten, Danie de Klerk, Eddie Douglas Apologies: None	
3	Correspondence	
3.1	11 Nov 2024 – BSA Circular – SA Open - close 14 Feb/28 Feb 2025 – <i>DP to send reminder to clubs</i>	DP
3.2	15 Nov 2024 Bellville – Enquiry from a Member – when a player earns a cap? <i>TH to draft addition to bye-laws for review and approval – before 4 Feb</i>	TH
3.3	4 Dec 2024 Stellenbosch – Adam Zartz – <i>no response needed</i>	
3.4	12 Dec 2024 Border - All Cape Entry Forms – close 7 March 2025 – <i>DP to send reminder to clubs</i>	DP
3.5	7 Jan 2025 – BSA Circular 2025-01 Application to host Greenkeepers Course close 3 Feb 2025 – <i>ED to action with DSC-Greens – before 3 Feb</i>	ED
3.6	7 Jan 2025 – SAIDS Forms – IDs and Nationals – <i>team managers to action for IDs – before 28 Feb</i>	DdK/MK
4	Upfront Discussions	
4.1	Acceptance of Minutes of 29 October 2024 DRAFT 2024-10-29 WPB Exco Meeting - Minutes.docx <i>Minutes were accepted by the meeting</i> <i>Proposer: ED</i> <i>Seconder: TH</i>	GvM
4.2	Matters arising – <i>to be covered under each portfolio</i>	
5	Portfolios (Matters arising & feedback)	
5.1	Governance	All
5.1.1	MATTERS ARISING: - Angela Woolf – letter of appeal – <i>ED suggested we meet with her. TH suggested formally withdrawing suspended sentence. ED to draft letter to this effect and to be sent to her. GvM to give Cheryl Bradley a call and explain the process.</i> - Megan Ferreira – warning letter – <i>TH no further action needed. JC proposed a letter sent to her as well. All agreed – ED to draft letter.</i>	ED GvM ED
5.1.2	Council Meeting 8 Feb 2025 – <i>discussion took place around the need for a SGM for constitutional changes regarding disciplinary process - clubs need to be notified 6 weeks before. NT proposed we use a draft from his professional past and edit for WPB purposes and then refer to a legal friend for review. Aim to have SGM and Council Meeting on a Saturday in March. TH suggested we combine</i>	ED/NT/MG

5.1.3	<i>both meetings. All agreed – ED, NT and MG to action. MG – need to also look at the BSA disciplinary process on their website. MG to contact a legal friend to see if he is willing to assist with review of our draft disciplinary procedure.</i> <i>Notice for SGM and motion to change the constitution must go out to clubs 6 weeks before – DP to send out when approved.</i> Goals for the new season – Strategy Session – new date needed. <i>DP to check availability and propose new dates for Exec to confirm.</i> GvM, MG, NT & ED to have a “pre-strategy session meeting”. <i>ED to organise.</i>	DP DP ED/NT/MG ED
5.1.4	Drafting of WPBA Disciplinary Process – As above in 5.1.2 - draft to be drawn up by ED, NT and MG – by 17 Jan 2025	ED/NT/MG
5.1.5	Full revision of Constitution - <i>Full revision of Constitution will be planned at the strat session</i>	
5.1.6	General	

5.2	Club Liaison and Support	TH
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5.2.1	MATTERS ARISING: Club returns update – updated summary of returns - <i>TH gave an update and DP has sent a follow up on outstanding documents</i> - Gardens BC – update - <i>GvM to phone Eugene if no response to email</i> - Helderberg Village and Kelvin Grove – <i>update. TH proposed that the social playing member issue be looked into at the strat planning but currently clubs are guided by the stipulations in the Constitution</i>	DP GvM Strat Session
5.2.2	ID Veterans Cape Town 2025 – <i>TH advised that an LOC meeting will be held next week Thursday with Club Tournament Officials</i>	TH
5.2.3	General	

Joy Calvert (Treasurer)		
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5.3	Finance	JC
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5.3.1	MATTERS ARISING:	
5.3.2	Finance Committee - feedback - <i>JC feedback was that there are no additional updates for Finance at this point. Feedback and updates to follow Fin Comm meetings and as the transactions start coming in for January</i>	
5.3.3	Budget – feedback – <i>next meeting</i>	
5.3.4	Management accounts & explanatory notes – <i>next meeting</i>	
5.3.5	Lotto – update - <i>next meeting</i>	
5.3.6	CTSC – update - <i>next meeting</i>	
5.3.7	DCAS – update - <i>JC said she will need to work on DCAS presentation for mid Feb – will check if there is due date for submitting beforehand and in what format</i>	JC
5.3.8	WP Membership & Affiliation Fees – feedback – <i>ongoing – most clubs have paid – following up on outstanding invoices</i>	
5.3.9	BSA Affiliation Fees – <i>done and paid – remove from agenda</i>	
5.3.10	Bookkeeping – <i>payment run will take place weekly on Thursdays</i>	
5.3.11	General	

5.4	HR	JC
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5.4.1	MATTERS ARISING: Staff – job description for Taz - <i>GR has not had contact yet – will call her tomorrow to set up a time to meet. JC able to assist with set up of meeting if need be.</i>	GR
5.4.2	General	JC

Nico Taljaard (Exec 1)

5.5	Competitions	NT
5.5.1	MATTERS ARISING: - COP – add in disability & VI bowls? <i>Not in yet – do we need to add them in to cover affiliated disabled bowlers. DP to send EvdH doc to NT to be included</i> - COP – any changes for League? <i>Query from TH - h. Interchange of players within Flag and Muter. NT – this is there to prevent manipulation of the outcome. TH – not fair as you cannot reward good players and demote weak players, clubs are punished by having 2 sides in a division. GvM thinks it should be left out as it cannot be policed. NT – laws state you cannot play in a team that is your opposition. DdK also thinks there may be manipulation. NT – can be controlled by using declarations if there is a complaint. GvM – proposes that movements be restricted. TH will send a proposal to NT for consideration by Exec. TH – this was not implemented/monitored last year. MK – restrict movement for last 2 weeks. NT – last 8 years at his club teams mainly stayed the same.</i>	DP/NT TH
5.5.2	DSC-Competitions – feedback – running smoothly. League increased total number of players overall, fewer flag teams, more trips teams. Strand – entered too many Muter teams, Mowbray wants to add flag and withdraw trips. Edgemead made a mistake and want to add a flag and withdraw a trips – will create a massive problem so it cannot be done. MK – Mowbray has resolved their issue so we can accommodate Edgemead.	
5.5.3	SOP – WP Competition Draws and Publication.docx - updates - none	
5.5.4	SOP - Venues for Finals of WP Competitions.docx - updates - none	
5.5.5	WP Competition Draws – feedback so far – <i>all in hand</i>	
5.5.6	WP Competition Prize Givings – process – <i>finalise 2 weeks before</i> - GvM – <i>we can use the checklist and Exec rep. DP – quote on extra WP banner so that we have one in each area</i>	ALL DP
5.5.7	General	

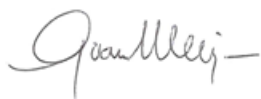
Mark Gibbs (Exec 2)

5.6	District Administration	MG
5.6.1	MATTERS ARISING: - Badges for Exec – Feedback on quote – <i>waiting for suppliers to reopen</i> - Trophies – <i>sorted and labelled, follow up on outstanding trophies</i> - Clothing – DSC – <i>waiting for DSC feedback</i> - Clothing – WP Players – <i>managers Disa loan shirts for 26 Jan – to be returned to clothing bank by 15 Feb</i>	JC DP ED Ddk/MK
5.6.2	Clothing – WP Players – <i>Managers to make sure all players and managers use link to order kit before 31 Jan https://forms.office.com/r/vWZ3jVjrJX - caps - extras</i>	Ddk/MK
5.6.3	Badges – ongoing – <i>DP to place order to replenish stock</i>	DP
5.6.4	Trophies – update – <i>engraving to be done by JC's engraver</i>	DP/JC
5.6.5	Scorecards and decals – ongoing. <i>MK to ask supplier to make sets of small and sets of large decals to minimise wastage – confirm for IDs. Scorecards have been printed – DP to advise clubs they can collect</i>	DP/MK
5.6.6	Email addresses and phone update - <i>JC managing finance email until 31 Jan then will hand over to DP. WP phones will be moved and set up 1 DP, 2 Office 3 Taz</i>	JC DP
5.6.7	General <i>ED – Requested new Exec jacket order for own account as sizing was too big, GvM – new jacket, JC/MK - new jacket – DP to order with ID order</i>	DP

Grant Rightford (Exec 3) / Joy Calvert		
5.7	New Membership and Marketing	GR/JC
5.7.1	MATTERS ARISING: Draft new-look future M&M Manager proposed role and remuneration structure based on new marketing strategy – <i>ongoing and to be covered at strat session</i>	GR Strategy Session
5.7.2	DSC-M&M - feedback	GR Strat Session GR
5.7.3	Marketing strategy – update GR – <i>GR no feedback received from his presentation so he assumes it was well received by stakeholders. Marketing company will provide marketing advice probono – will follow up on Monday when they open. GvM - will also pick it up at strat session</i>	
5.7.4	Facebook page – regular posts – GR – <i>audit of social media needed. GvM – more regular updates needed. GR to attend to.</i>	
5.7.5	Website – regular content, update of missing past information, competition winners, photos etc. - link to Facebook page? Members have asked for winners’ photos to be updated on website – can a FB link resolve that? <i>outstanding – GR to be investigated and updated by Taz</i>	GR
5.7.6	Sponsorship – Mark Douglas’ Sponsorship proposal – <i>GR must be discussed at strat session</i>	Strat Session JC
5.7.7	Taz Bright – update, weekly/monthly reports – JC – <i>ongoing, will follow up for report</i>	GR / Strat Session
5.7.8	General <i>TH – Adam Zartz was very critical of lack of effectiveness of our social media and website. GvM – look at co-opting members to assist</i>	
Marianna Kirsten (Exec 4)		
5.8	Disability & Visually Impaired Bowls	MK
5.8.1	MATTERS ARISING: - Circular - Membership updates to included disabled and VI players - <i>outstanding</i> - Blind Bowlers clubs – joining two clubs - <i>outstanding</i>	MK
5.8.2	DSC-Disability Bowls – feedback – <i>will set up a meeting with them next week</i>	MK
5.8.3	General	MK
5.9	Youth Bowls	MK
5.9.1	MATTERS ARISING: None	MK
5.9.2	DSC-Youth Bowls - feedback - <i>Juniors tournament will be moved to 8 Feb at Boland’s request</i>	
5.9.3	Under 15’s/Under 18’s - <i>meeting on Monday to select teams</i>	MK
5.9.4	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 - <i>outstanding</i>	DdK/MK
5.10.2	DSC-Coaches – feedback – <i>DdK coaches and selectors working well together.</i>	DdK/MK
5.10.3	ID Fundraising plans started	
5.10.4	WP Bowls Safeguarding Policy - <i>outstanding</i>	

5.10.5	WP Bowls Academy – update - <i>ongoing</i>	Ddk/MK
5.10.6	Planned course dates - <i>ongoing</i> General	Ddk/MK
5.11	Selectors	DdK/MK
5.11.1	MATTERS ARISING: - Boland vs WP ID Tournament – Durbanville 26 Jan 2025 Format and ID Dates with Boland - Catering / CTO & Umpires / Prize Giving - <i>TH speak to DBC for CTO, DBC to be asked for catering, ED arranging DSCTO for umpires, GvM and DP to do prizegiving, trophy is at DBC. No Juniors – they will have their own event on 9 Feb.</i> - ID Veterans – decision on accommodation. <i>All players to pay R2500 towards ID budget – MK – ladies will stay at home and have amended costings. MG – men have found accomm in Newlands – R12000 deficit will be raised through fundraising happening next week</i> - WPB Exec – approval of selection – GvM - <i>Exec has oversight and can ask for motivation for selections from Selection Committees.</i>	DdK/MK TH/MK ED GvM/DP MK MG
5.11.2	DSC-Selectors-Ladies feedback – <i>managers organised practices on Sun 12 Jan Paulina setting up a psychology session with Eddie Phillips</i>	
5.11.3	DSC-Selectors-Men feedback – <i>practices and sessions being set up by Schalk</i>	
5.11.4	Inter Districts 2025 – Players Info Sheet – <i>to be drafted by DdK and MK before 26 Jan and submitted to Exco for review and approval</i>	Ddk/MK
5.11.4.1	<i>Levy R2500</i>	
5.11.4.2	<i>Players Code of Conduct Form – review and approve</i>	Ddk/MK
5.11.4.3	<i>Drug Free Sport Forms Drug-Free-Sport - Acknowledgement and Compliance Form.docx and TUE Form</i>	
5.11.4.4	<i>Copies of ID's</i>	
5.11.4.5	<i>Capping Ceremony – ideas – perhaps at DBC – Exec to submit ideas</i>	ALL
5.11.5	<i>Team Managers Roles & Responsibilities – review and approve SOP - WP Bowls Team Managers' Responsibilities.docx</i>	Ddk/MK
5.11.6	<i>Team Managers Code of Conduct Form – to be drafted, reviewed and approved</i>	Ddk/MK
5.11.7	Under 25's	
5.11.8	Under 30's/Under 35's	
5.11.9	Under 45's	
5.11.10	WP Players Academy – update - <i>ongoing</i>	
5.11.11	WP Bowls Ranking List - <i>ongoing</i>	
5.11.12	Previously Disadvantaged players and transformation – <i>ongoing – add to strat session</i>	Strat Session
5.11.13	General <i>TH – Why is Men's ID side not announced? DdK – circular can go out tomorrow. TH – query : why are reserves not taken from Disas. MK – there have been queries as to why Disas are not used to fill in spaces when ID players are not available. GvM – DP can also ask BSA to extend entry date to after 26 Jan if another trial is needed. TH – men and ladies need to be aligned. GvM – will ask Schalk to give us background on the selection and will report back to Exec – hold off on announcing the team.</i>	DP GvM
5.12	WP Players	Ddk/MK
5.12.1	MATTERS ARISING:	
5.12.2	DSC-WP Players – feedback – <i>no meetings have been held over holidays</i>	
5.12.3	ID Fundraising awareness	
5.12.4	General	

Eddie Douglas (Exec 6)		
5.13	Greens	ED
5.13.1	MATTERS ARISING: • None	
5.13.2	DSC-Greens Care – feedback – ED - meeting on Monday next week	
5.13.3	Planned course dates – ED - clarity on practical course for greenkeepers to be provided and feedback on the application to host BSA courses	
5.13.4	Renovation dates - ongoing	
5.13.5	General ED – feedback from Greenscare is that Sundays greens will not be cut at some clubs due to staff not on duty – last cut Saturday morning. Members will have to set up greens on Sundays. GR – Premier sides should be playing on cut greens. Can we ask clubs to cut greens for Premier games? Dependent of club finances	
5.14	Technical Officials	ED
5.14.1	MATTERS ARISING: • None	ED
5.14.2	DSC-Technical Officials – feedback – ED - Bob Standen will arrange umpires for 26 Jan	
5.14.3	Planned course dates – 2 markers courses planned at Plumstead and Durbanville	
5.14.4	TO records on BSA database – clarity - ongoing	
5.14.5	General	
6	Other Important Business	All
6.1	Next Council Meeting - 8 Mar 2025 – preceded by SGM TH – Atlantic Rim tournament entries – for own account MG – strat session proposes a pre-session with MG, ED, NT & GvM to plan way forward after strat session, ED agreed and will organise MG – this meeting agenda indicates a lot of positivity and that a lot of hard work has been done in it – need to do a team building to all align and get on the same page and work towards our common goals. GvM – more face-to-face Exco meetings	GvM ED/NT/MG /GvM
	Exco Meetings scheduled every month, either in person or virtually. Next meeting 4 Feb 2025.	



PRESIDENT



DISTRICT ADMINISTRATOR

7 January 2025

DATE