

Western Province Bowls

Minutes of the Executive Committee Meeting held at Pinelands BC on Thursday, 2nd July 2020

President: Graeme Kemp
 Treasurer: Jenny Griffiths
 Executive: Janet Olivier, Christo Olivier, Tommie Snyman, Chris Nurrish, Gerrit van Milligen, Mark Douglas & Keith Hey
 Apologies: None
 Administration: Lynette Botha

1.	<u>Welcome and Constitution of the Meeting</u> The President welcomed all to the meeting and thanked them for their input and hard work over the past 13 weeks. He also thanked them for availing themselves to attend this first face to face meeting since lockdown.	
2.	<u>Apologies</u> None	
3.	<u>COVID-19</u> The President referred to Circulars 13,14 & 19 from BSA and confirmed that all members had noted these and all the requirements. 3.1 Clubs are kindly reminded to have their Certificates of Compliance uploaded onto the BSA database or to email to the office as a matter of urgency.	
4.	<u>Membership & Marketing update</u> Please also see attached report from Taz Bright. 4.1 Discussions around the Juniors playing in their own WP competitions took place and Christo and Graeme to look at this viability for the new season. 4.2 Taz asked for ideas from the Executive as to how to retain membership and also the coaching of non members, if this is allowed. Graeme Kemp to speak with BSA and revert back. 4.3 Graeme Kemp asked Taz to furnish the office with a template of the Welcome Packs which she has been working on. 4.4 Graeme Kemp also requested that Taz advise the Executive on an on-going basis as to what she is working on and to ensure that WP Bowls is copied in on all communications going forward.	GK/CO TB
5.	<u>Acceptance of Minutes of 13th February 2020</u> Proposed by Key Hey & seconded by Christo Olivier	
6.	<u>Matters arising from previous minutes</u> 3.2 Christo confirmed that at this stage he doubts there will be continued sponsorship from Zandvliet for next season's for the Business League. 3.3 Christo confirmed that Zandvliet had paid the R10 entries to WP Bowls and the amount was R3 625. 6.1 The President thanked Mark Douglas for the design and setup of the new WPB website. Mark asked for various outstanding documents from Lynette & Chris which he would like to upload. The administrators for the new website will be Mark, Taz & Chris.	CN/LB
7.	<u>Finance</u> 7.1 Jenny Griffiths confirmed that the NLC & DCAS funding applications were submitted and to date no response. The UIF applications were also submitted and in theory these have been approved but unfortunately none of the staff have ever been registered with UIF. Some additional information now needs to be sent to them. 7.2 The budget was perused and discussed and these will be presented at the AGM. The Salaries and ID costs being the highest expenses.	JG

	7.3 Jenny proposed that WP look at an app (Cape Multi Sport Eden) and thereby do away with the yearbook which is currently costing the district a lot of money. 7.4 Mark proposed that we too can save costs of telephony and emails by changing to VOIP system. He was asked to put in a quote and Keith Hey will also get one for comparisons. With all that's been happening in the world and the inability to play the game, our finances have been severely affected. There is no doubt in my mind that we will end the current financial year with a loss. Several large events have contributed to this. The cancellation of both the All Cape and the Men's Nationals probably lost us in the region of R100 000-00. This figure was only the profit that we expected to make from hosting the two tournaments. We also incurred some losses from expenses that had already been incurred before the cancellation announcement. Some of those will be able to be carried over to next year, if we are able to go ahead with the tournaments. The District Fours, Trips and Pairs would probably have brought in about R 70 000-00 at a conservative estimate. If these had taken place we would have at least broken even for the year. We attempted to get funding from few sources during the early days of the lockdown. An application was put in to Lotto but to date we have heard nothing from them and my attempts at contacting them have been fruitless. An application was put in to the TERS fund to try and get at least half of our staff's salaries through this scheme. This process was incredibly frustrating as the website was down for a considerable amount of time which delayed the process. We eventually managed to register and then waited for a couple of weeks before we got any reply. It was encouraging to know that our application had been accepted, only to find further on in the letter that our staff would not receive anything as they were not registered with UIF individually. So, for years we have diligently paid the UIF portion of their salaries over to SARS but we have never registered our staff members. We have sent in our EMP201 but not our UI-19 forms. I am in the process of trying to get the three registered on U-filing. Income and Expenses: Our income to the end of May is R 892 245-98 and the total of expenses is R 1 018 668-66 which means we are showing a loss of R 126 422-68. In the past three months we have been watching the expenses very carefully and only spending on what was absolutely necessary. This is the way we are going to need to move forward into the coming financial year with too many unknowns. A draft budget has been prepared but we will need to implement as many cost saving ideas as we can. Budget for 2020 - 2021: The budget has been drawn up with great difficulty as we don't have any idea of when we are going to be able to play bowls fully. The budget as it stands right now is showing a loss and the biggest expense we have are the costs in sending teams to the Inter Districts. We are going to think very carefully as to how we are going to fund this next year as the reality is we do not have the money to do this. Mark has given us some ideas on cost cutting on the telephone and this will be helpful but we are looking for some big amounts to help us to balance the budget.	MD KH
8.	<u>Correspondence: Incoming & Outgoing</u> BSA Emails received ranging from no's 3-21 were all noted with special mention of the two listed below. All Circulars can be found on both the BSA & WP website. 8.1 Circular 15/2020 – where the various events and hosting districts were outlined for 2021. 8.2 Circular 20/2020 – No increase of BSA affiliations fees for 2020-21 season. 8.3 Letter from WC Bowls advising the cancellation of the Envar Buys Tournament which was scheduled for late Sept this year. 8.4 Letter dated 6/5/2020 to Pinelands BC requesting reductions of office rental. They agreed to 50% reduction for April & May. A letter of thanks sent. 8.5 Letter dated 5/5/2020 of thanks to Mark Gibbs, PT for allowing WPB to utilise the balance of their annual sponsorship which was not used for prize monies.	

9.	<u>Other Business</u> 9.1 BSA Motions: The motions were agreed to by the Executive and these will be relayed at Council Meeting. 9.2 Branded Masks: It was agreed to purchase 20 x branded masks for the Executive and office staff. Clubs are also encouraged to utilise the services of GB Sublimation once bowls resumes. Masks will become part of our lives for the months, possibly next year, so worth the investments for branding. 9.3 Council Meeting/AGM: 9.3.1 It was decided to hold the Council Meeting in the morning on the 22nd August 2020 at 9h30 and the AGM to follow. 9.3.2 Proposals from various clubs for Graeme Kemp to continue on as President for the next term of office, was discussed. As the two members who qualify to apply for this position, confirmed that they would not be doing so, Graeme was congratulated on his re-election. 9.3.3 It was agreed that WPB will not be increasing the affiliation fees for 2020-21. 9.3.4 Closing dates for all WP Executive and SC nominations is the 31st July 2020. 9.3.5 Clubs who are not having an AGM must submit their office bearers soonest. Those only able to hold their AGM's after that of WP Bowls (only in extreme situations) will be discussed at Council and a vote taken whether these clubs will be allowed to vote in the new Executive at our AGM , barring the position of President. 9.3.6 The President who will be attending the All Cape AGM on the 29th August 2020, has been given the confirmation by the Executive to hold the Tournament from the 21st March – 27th March 2021 and the entrance fee will be R600 which includes the R100 for the Raffle. 9.4 Novice Status and Social Bowlers: 9.4.1 The issue of Novice Status was discussed and as for the bowlers reaching their 3rd year, they already played in the Singles Competition in February 2020 and therefore their novice status has ended. For clubs holding any Novice competitions in the new season, it will be entirely up to them as to what they put in their COP and if they allow these bowlers to participate. 9.4.2 The Social bowler status was again raised and some suggestions being put forward. The President to take these proposals to BSA Workshop and these proposals are to be shared at the Council meeting on the 22nd August 2020. 9.5 Future of: Capping Ceremonies, Presidents Evenings, Think Tank It was decided that the future Capping Ceremonies will be played down and reviewed. The Presidents Evenings will continue and the Think Tank's date will be set once all the new Standing Committees are in place for 2020-21 season. 9.6 Staff: As there are now losses incurred due to COVID-19, the majority of the Executive decided that no staff would get increases this year and also that their leave statuses have been altered. These new leave grants are to be updated in their contracts. The next meeting will take place on Thursday, 13th August 2020 at 17h00.	
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The Meeting closed at 20h05

President: _____ District Administrator: _____

Date: _____