

Western Province Bowls

Minutes of Executive Committee Meetings held on Tuesdays 12 & 19 March 2024 at 18h30 on Microsoft Teams.

1	Welcome		Action
	1.1	Gerrit welcomed all present and apologised for the misunderstanding on 2 March.	
2	Attendance and Apologies		
	2.1	Present: Gerrit van Milligen (GvM), Mark Douglas (MD), Joy Calvert (JC), Tony Harland (TH), Janet Schmidt (JS), Mark Gibbs (MG), Marianna Kirsten (MK) & Chris Nurrish (CN).	
	2.2	Apologies: None	
3	Visitors to meeting		
	3.1	None	
4	Upfront discussions		
	4.1	Acceptance of Minutes of 20 January: MD requested some changes that CN will make and on the assumption that these are made the minutes were proposed by Joy Calvert and seconded by Mark Douglas.	CN
	4.2	Meeting of Saturday 2 March 2024. CN to produce minutes of meeting where there was no quorum.	CN
	4.3	Matters arising	
	4.3.1	Council meeting will be held on 4 th May 2024.	CN
	4.3.2	BSA database query re Novice dates. Heather has said that she will not make this change, and we can wait until she has left office and then ask someone else to do so.	
	4.3.3	BSA query re members and ID numbers – CN to forward MD copies of the email sent to BSA, and their response about this violating the POPI act.	CN
	4.3.4	BSA query re club cell phone numbers – CN to forward MD copies of the email sent to BSA, and their response about this violating the POPI act.	CN
	4.3.5	List of annual events and other dates of note to be compiled by CN for the Executive.	CN
	4.3.6	District affiliation fee model for WP Bowls. The Executive agreed to stick to the current model of billing clubs based on actual membership.	
	4.3.7	All Cape – copy of constitution GvM to forward to MD.	GvM
	4.3.8	Standardising Kit across the board – and adding to bylaws. The new kit was very well received but some flaws in the material were noticed – JS to follow up.	JS
	4.3.9	Cape Town Sports Council - General Council Meeting on Wed 20 March 2024 via Zoom. Delegate nomination forms must be in by 17:00 on Monday 18 March 2024. GvM will attend and we should add JC to the contact list. GvM to request both CTSC & DCAS to add Joy.	CN GvM
	4.3.10	Eugene Ferreira has resigned from the Exec.	
	4.3.11	Susanna Fourie no longer on Exco (clause 7.2.4.1 of the Constitution) and has accepted this.	
	4.3.12	Replacement members in terms of clause 7.3.4 of the Constitution. We are now in the period where in terms of the Constitution we can co-opt members until the	

		AGM. Names that came up previously are Nico Taljaard, Adré Barnard, Grant Rightford and Danie de Klerk. Tony spoke to Adré and he is not available, Danie and Grant are very keen. Mark Douglas informed the Exco that he plans to move to Hermanus in the next three to four months and suggested that he resign from the Exec and we appoint all three to ease their way into the Exec duties. He will be available to assist wherever necessary in the interim. After some discussion the Exec agreed to invite all three to join the Exec and for MD to resign but remain available as a consultant. We may not have 10 people on the Exec in terms of the Constitution. GvM will talk to Danie about carrying both the portfolio of Convener of Selectors and a member of Exco. TH suggested that we need to look at the leadership in the province and build a succession plan. Tony Harland was appointed as Vice-President. GvM thanked MD for all his work as a member of the Exec and stated that he will leave a huge gap to be filled. GvM will approach Grant, Danie and Nico and, assuming they all accept, MD will draft a circular to announce the changes. Mark Gibbs noted that he spoken informally to Grant and Nico, and they are both happy to serve on the Executive.	GvM MD
5	Confirmation of decisions and actions between meetings		
	5.1.	Competition calendar amendments and club surveys completed.	
	5.2	Missing Wynberg payouts from 2022/2023 paid out to affected clubs.	
6	Portfolios (Matters arising & feedback)		
	6.1	Finance	JC/TH
	6.1.1	Revised budget is an ongoing process and JC said she would have it completed by the end of the week. The new budget should be published in March so JC will start on that immediately.	
	6.1.2	Accounts distributed to clubs – these used to be distributed monthly after approval by both the Finance Committee and the Exec and we should aim to do this again. JC will share her comments/explanations on the accounts with the Exec but these will be removed before general circulation.	
	6.1.3	Management accounts – February accounts will be available later this week.	
	6.1.4	Lotto and DCAS – we need photos of the new kit and JC must report on what we have spent with exact details. We need to request diversions on some of the grants received. New Lotto applications should open early May and TH will keep contact. Whoever completes the Lotto application should discuss it with Graham Ward as does very well with his applications and understands the process completely.	JC
	6.1.5	Tri-Lateral presentation to DCAS. GvM thanked JC for joining him. She asked if we have contact details of the chairperson as she was very interested in our interest in the Wingfield hangars for indoor bowls. Joy to keep close contact with her. We need to research any suitable buildings before our next application to DCAS.	JC CN
	6.1.6	Trust accounts – Lotto account closed as we are not allowed to earn interest on Lotto money.	
	6.1.7	Wynberg fund – all funds are now with Personal Trust.	
	6.1.8	Sponsorship – Perfect Delivery. Unlike his written proposal GC Swanepoel told GvM that he categorically does not want a list of names, telephone numbers and email addresses from us. He wants us to use our distribution database to promote his business. MD suggested we do nothing with Perfect Delivery until we have completed our sponsorship proposal (6.1.10) and then ask him how he wants to fit into that. This was agreed to.	
	6.1.9	Sponsorship – MD's Sponsorship proposal. MD will ask Grant Rightford to look over the proposal and provide his input before recirculating to exco.	MD
	6.1.10	Expense claims are being submitted randomly. We need to have those people	MD

	who claim expenses to do so monthly and if not received timeously we will note reimburse expenses. Standing Committees should give JC an estimate of their expenses. MD to draft an Expenses Claims Policy.	
6.2	Competitions	
6.2.1	BSA Women's Nationals update. CN reported that the draws had been submitted to BSA for approval and all else is up to date. Immediately the draws are approved we will write to all the host clubs and will arrange a meeting for host clubs at Durbanville on 3 rd April. GvM was concerned that Jenny Phillips was doing everything alone and had too much work to do, but was reassured that TH, JC and CN are in constant touch with her.	CN
6.2.2	WP vs Boland practices - all went well at Durbanville and thanks to all involved – CN to email Durbanville to thank them. It was a pity that we could not host the juniors at the same venue, but we can look at this for next season.	CN JS
6.2.3	Capping ceremony. All the players were there, and it went very well. The motivational address by Dr Ray Martin was well received.	
6.2.4	Inter Districts – we had a very successful ID and 5 teams brought home medals. We are waiting for the managers' reports. GvM will contact the current selectors to thank them. He will also contact Warren Hewitt to thank him for starting off the team building process with the selectors and players.	GvM
6.2.5	Juniors 2024 Bloemfontein logistics. All is good but JS is concerned about the u25s. She will speak to Eddie Phillips to try and squeeze in a practice.	JS
6.2.6	Juniors Day – June 2024. The idea was to have a Juniors day on 16 June but JS & Taz B want to change it to a fund raiser for Eros School. Tracey M will charge R400 for a poster and if we send that poster to all clubs and put on Facebook we will fill the day quickly. JS will prepare a full budget for the day and send it to JC.	JS
6.2.7	Should we seed players in WPB competitions as per recommendation received? Most other districts are doing this, and the idea is that the selectors say who they would prefer not to meet until the quarter finals of given competitions and the draws are adjusted accordingly. This helps top players to boost their CV and get invited by BSA to camps and coaching sessions. We should consider holding a WP Open Tournament as done in other districts even if it means dropping a current competition. We need to discuss this with the Selectors and the players' association and add to the competitions' committee agenda.	MD GR TH
6.2.8	Invoicing – withdrawals and late entries. In WP competitions late entries are not being billed. JC will speak to Barrie and Denise to ensure this is corrected.	JC
6.2.9	Competition sub-committee exercise. The circular must go out next week to start the process and people then given three weeks for input, then two weeks to make a report followed by the meeting held a month later – say May or June. All to set up and run by MD, GR & TH.	GR MD TH
6.2.10	Competition logistics person – Marianna is willing to take on this responsibility.	MK
	Meeting continued on 19 March Present: Gerrit van Milligen, Tony Harland, Joy Calvert, Mark Gibbs, Janet Schmidt, Danie de Klerk, Nico Taljaard, Grant Rightford, Mark Douglas & Chris Nurrish DdK, NT and GR were welcomed to the committee and thanked for the time and expertise. Portfolio changes were discussed and agreed to. Technical – Nico with Marianne	

	Competitions – Nico with Barrie New Market Development – Janet with Grant Junior Development – Danie with Janet Player Development – Marianna with Danie Marketing – Grant with Janet Club Support – Tony with Chris District Administration – Mark with Joy Finance – Joy with Tony	
6.3	Selectors	MK
6.3.1	Trial dates for this year – Men and Ladies have been put in calendar.	DdK JS
6.3.2	Men’s selection gap - Danie is looking for new available men.	
6.3.3	The U25 team need someone to accompany them at end March.	
6.3.4	Wayne Schmidt cannot get leave so Keegan Oliphant has been appointed manager for the 15s.	JS
6.3.5	U30 team. They have not been selected yet, so this can be carried over.	
6.3.6	JS feedback re Eddie Phillips – U25 Manager and Trials. Eddie is trying to arrange a suitable practice for the U25s.	DdK
6.3.8	High performance squad. DdK is looking for funding to setup a high-performance squad & has asked Adré and Brässler to help. They are looking at starting small, maybe with a scholarship. MK asked about coaching and this needs to be setup slightly later.	
6.3.9	General:	MK
6.3.9.1	The Exec asked what the lady selectors are planning for next year – are they staying as is or looking for new members?	
6.4	Marketing, Membership & Transformation	JS
6.4.1	Facebook page. Taz is busy with the Disabled Nationals. We will start a new Facebook page to replace the hacked one and include Jonathan Cochrane in the loop. JS will sort this out with Taz after she returns from the Junior Nationals.	JS
6.4.2	Transformation	JS All
6.4.2.1	Taz is busy with the Eros school. Although schools are not our focus, we cannot neglect all the work that has been done to date. We need to show SASCOC that we are attracting members of different age and racial groups and the schools’ program with Eros is perfect for that.	
6.4.3	Communication	JS MD
6.4.3.1	TH feels communication with Taz is lacking in both directions.	
6.4.3.2	MD has the content for a March newsletter from Taz and is putting it all together. He asked that anyone with photos of the Disabled Bowls opening please forward them.	
6.4.4	Pro Am tournament 2024 to be looked at in the future. It will not work as a competition for Business League winners, as the people playing in the Business Leagues are not really interested in following on to another tournament.	JS
6.4.5	Taz M&M report – JS to follow up with Taz and work on this. TH remarked that we have had no reports from Taz since June. MK stated that Taz is only visible in the Helderberg Basin. It was agreed that we need other people to help her in other areas.	JS All
6.5	Greens	MK
6.5.1	The finals competition greens memo has not been distributed yet. Barrie is finalising the list after speaking to the clubs concerned.	TH
6.5.2	Vernon has resigned from Greens Committee, and they have made Trevor the	MK

6.5.3	acting chairperson. MK to chat to him to Terry Hepworth and report back. MK to confirm who the new convenor of the Greens SC is.	GvM
6.5.3	Greens SC want closer communication with Exec & Council to give their own reports. GvM feels that all they should join an Exco meeting at least 3 times per year, and this invitation should be extended to the other SC's as well. The Greens SC is concerned about members wearing footwear which is damaging the greens. The Greens SC will draft a circular and MK will chase this.	MK
6.6	Coaches	MK
6.6.1	DSCC meeting and course dates – to be setup in advance and published.	MK
6.6.2	Safeguarding We can offer safeguarding course to members from all clubs. MD to draft a circular. We have Lotto funding for the courses.	MD
6.6.3	Structure of coaching qualification and process between them – still waiting on advice from BSA.	CN
6.6.4	CN to send list of coaching courses and names to JC.	CN
6.7	Technical Officials	MK
6.7.1	Course dates – to be setup in advance and published.	MK
6.7.2	Structure of Technical qualifications and process between them.	CN
6.7.3	NT Nico will sign up for the L3 course.	NT
6.7.4	TOSC to check if all clubs have complete umpire's boxes.	MK
6.8	Junior Bowls (Under 18's and Under 30's)	JS
6.8.1	Under 18's	
6.8.1.1	The under 18s are leaving for the Junior Nationals in Bloemfontein at 04h30 on Thursday. The exco wished them best of luck and thanked JS for all her hard work with the Juniors.	
6.8.2	Under 30's	
6.8.2.1	Danie will take over the u30s and hold a meeting with them all.	DdK
6.8.2.2	Under 30 ID Tournament - this will be attended to after the above meeting.	
6.9	Under 45's	GvM
6.9.1	General The u45s tournament is in Overberg on 10-11 August. We will not have a qualification tournament but will invite members to enter their own sides. Having a practice tournament beforehand was discussed.	GvM
6.10	Players Association	
6.10.1	WP Bylaws – MD to forward proposed amendments again new members of Exco.	
6.11	Disability Bowls	JS
6.11.1	Assistance allowed in terms of laws – we need to add to the CoP and will do so at the Competition Committee meeting.	MD
6.11.2	Online Disability Commission workshop is on 29 Feb and will be attended by ???	
6.11.3	Disabled Bowls Nationals 2024 - Opening ceremony – JS & GvM to attend - Closing ceremony – 23 March – JC & MK to attend at Helderberg	JS GvM JC MK
6.12	Club Support	TH

6.12.1	We need to put pressure on the clubs to comply with the Constitution. They all need to supply annual AGM minutes, Financials and Office bearers. TH to draft a circular.	TH
6.12.2	Gardens BC: Mails have been sent without response being received. TH & MD to work on a plan of action.	TH MD
6.12.3	CT Military BC. They are busy with preparing the green at Ysterplaat. JC to discuss whether they need Greens Care SC assistance.	JC
6.12.4	Club visits with Sunningdale, Fresnaye and Glen done. Next are Fish Hoek, Pollsmoor, Meadowridge & Plumstead.	ALL
6.12.5	Competition results entered into BowlsDraw. TH to speak to Barrie about which clubs need additional training on BowlsDraw.	TH
6.12.6	Club visits by exec with braai in 3 regions: This will be scheduled later in the year after the two All Cape tournaments and Nationals.	
6.12.7	Exec to hold exec braai at Bellville: – postpone for now, as per point above.	
6.12.8	The website need to be checked for the completeness of meeting minutes, including AGM, Council & Exco.	TH
6.12.9	Other information is also missing from the website (competition winners, etc.) and there needs to be more input from different people. JS to chat with GR.	JS GR
7	HR	MG
7.1	Staff contracts – TB’s contract to be updated.	MG
7.2	Hiring of district secretary – for Finance Committee.	
8	Other Important Business	ALL
8.1	Responses to incoming communications from clubs	
8.1.1	Milnerton re competition calendar	
8.1.2	Glen re competition calendar	
8.1.3	Durbanville re competition calendar	
8.1.4	Old Oak re competition calendar	
8.1.5	Constantia re Malmesbury green	
8.1.6	Eddie van der Heiden re IBD International tournament in Ekurhuleni. MD to draft a response to Eddie.	MD
8.1.7	Flag query between Glen and Goodwood.	
8.1.8	Namibia invitation – CN to check if response sent.	CN
8.2	Vision and goals – carried forward	
8.3	The To Do List – MD will distribute updated list after minutes have been distributed.	MD
8.3	Shared document directory. This is not being used by everyone, which means	ALL
8.4	documents will be lost. Everyone must use the WPB One Drive to store documents. CN to start copying all documents from local Drive to One Drive	CN
8.5	General	
8.5.1	GvM mooted the idea of holding a celebration of the ID successes and asked for ideas on the format of the “party” to be sent to GvM – Joy to arrange - maybe Thursday 16 May at Pinelands	JC
8.5.2	JS to follow-up on the indoor mat from Oakdale.	JS
	The next Exco meeting date to be agreed on WhatsApp group.	

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PRESIDENT

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DISTRICT SECRETARY

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DATE