



Western Province Bowls

MINUTES - Executive Committee Meeting

Wednesday, 23 September 2025 at 18h30 at WP Bowls Office, Pinelands Bowling Club

1. Welcome

The President, Tony Harland (TH), opened the meeting at 18h35. He welcomed all members, noted the busy calendar ahead, and stressed the need for Exco to continue presenting a professional, united front. He reminded members that WPBA's reputation depends on consistent governance and communication, not only performance on the greens.

2. Attendance and Apologies

- **Present:** Tony Harland (TH), Marianna Kirsten (MK), Anina Black (AB) - joined virtually, Eddie Douglas (ED), Jonathan Cochrane (JLC), Mark Gibbs (MG), Nico Taljaard (NT), Debbie Phillips (DP)
- **Apologies:** Joy Calvert (JC)

3. Correspondence

3.1 BSA Circular 71/2025 - 2027 Events – hosting districts – WPB will be hosting the Men's SA Open, the All Cape and the WCB Singles

3.2 BSA Circular 75/2025 - Fairtree Bowls Master App – players rankings – NT and Paulina to assist with the information

3.3 BSA Circular 78/2025 - BSA Masters 2026 – selectors are busy compiling nominations

3.4 BSA Circular 81/2025 - Publications – DSC Coaches and TOs to send in requirements to DP

4. Upfront Discussions

4.1 Acceptance of Minutes of 27 August 2025 – Minutes were approved (Proposed: MK; Seconded: ED). No corrections were required.

ACTIONS:

- DP to upload approved minutes to website.

4.2 Matters arising from Action Item Table in the Minutes

Action Item Table – TH went through the list and confirmed which items have been completed (indicated by ~~strike through~~)

Agenda Ref	Action Item	Responsible	Deadline	Notes
3.1–3.4	Draft membership levels (social, corporate, full) and circulate	JC, ED, MK → Finance Committee	Within 2 weeks	To standardise definitions
3.3	Contact Heather Boucher for accurate membership stats from BSA database	DP	Sept 2025	For reporting & club queries
3.4	Draft revised novice circular (GOP clauses + 2023 circular)	DP & NT	Sept 2025	Issue to clubs
4.3	Draft Exco meeting dates and venues calendar	DP	Sept 2025	Circulate to Exco
4.5	Confirm Opening event format & teams (3 reps per club)	TH	Mid-Sept 2025	Durbanville BG proposed
4.5	Arrange WPB Opening (venue, catering, logistics)	JC & MK	Sept 2025	Support TH
5.1	Provide monthly membership stats (inflow, outflow, age profiles)	JC	Monthly	Download after last day each month

5.1	Follow up with Rondebosch & invoice once affiliation confirmed	ED & JC	Sept 2025	Affiliation ongoing
5.1	Draft membership regulations & circulate	JC & Finance Committee	Sept 2025	For Exco review
5.2	Follow up with CT Military, Gardens, Pollsmoor, Wheatfield on docs	DP	Sept 2025	Outstanding compliance
5.2	Process Gardens BC disaffiliation	TH	Sept 2025	After warning issued
5.2	Update Bowls@CapeTown Facebook cover photo	JLG	Sept 2025	Branding update
5.2	Convene DSC convenors strat meeting & book WPGC (24 Sept)	DP	24 Sept 2025	Meeting with convenors & Exco
5.4	Obtain Player Ranking List	MK & MG	By 1 Nov 2025	From MSC
5.4	Confirm WC Bowls Singles team managers	MK & MG	Sept 2025	Before travel bookings
5.4/5.12	Send WC Singles accommodation & car hire quotes	DP → JC	Sept 2025	Compare hire vs travel allowance
5.5	Follow up with Boland on Envar Buys project	MK	Sept 2025	For Youth Bowls planning
5.5	Advise Jenny Griffiths to route Youth Annual Report via WPB	MK	Sept 2025	Reporting protocol
5.6	Check Lotto application opening dates	JC	Sept 2025	Liaise with ED
5.6/5.18	Complete AGM minutes to submit DCAS application	DP	Fri, 29 Aug 2025	Required for funding
5.6/5.18	Attend CTSC AGM (17 Sept)	JC & ED	17 Sept 2025	Delegate cut-off 12 Sept
5.7	Convene Finance Committee meeting	JG	Next week	Members: JC, TH, MG, NT
5.7	Request DSC convenors to submit budgets	DP	Sept 2025	For Finance Committee
5.7	Assign issuing of declarations & invoices to Taz	JG	Before 20 Sept 2025	Before contract ends
5.8	Draft resignation communication to clubs	DP	Sept 2025	Taz Bright
5.8	Manage Taz's exit (handover, equipment, project list)	JC	By 20 Sept 2025	Ensure continuity
5.9	Confirm All Cape dates with BSA	TH	Sept 2025	For WP calendar
5.9	Update Conditions of Play & publish	NT	Sept 2025	For 2025/26 season
5.9	Distribute updated Entry Book	NT (with PD)	Sept 2025	With new fees
5.9	Update calendar with closing dates & All Cape dates	NT	Sept 2025	Version 2
5.10	Include coaches' guidelines in CoP	NT	Sept 2025	Incorporated
5.10	Update TO records on BSA database	DSC-TO (via NT)	Sept 2025	Active officials only
5.11	Update DSC list, draft circular, issue Gmail addresses	DP	Sept 2025	Announce appointments
5.11	Complete trophy audit & order scorecards	DP	By Oct 2025	1,000 branded
5.11	Finalise U35 Inter-Districts travel, forms, kit & levy payments	DP	Sept 2025	Ensure all paid
5.11	Finalise WC Singles travel, kit, decals, accommodation	DP	Sept 2025	Compare vehicle hire
5.11	Book 2026 Inter-Districts travel & accommodation	DP	2025/26 season	Early planning
5.12	Obtain Ranking List (selectors)	MK & MG	Next meeting	Same as 5.4
5.12	Confirm WC Singles team managers	MK & MG	Sept 2025	Same as 5.4
5.13	Follow up with clubs for Suit Up September	JLG	Sept 2025	12 clubs signed up so far
5.13	Draft CTSC Award nominees' communication	JLG	Sept 2025	For club submissions
5.13	Send Colours info to JLG	JG	Sept 2025	WC Provincial Colours
5.13	Update website Honours Board	JLC & DP	Sept 2025	Historical records
5.14	Manage social media handovers (Facebook, Instagram, Website, WhatsApp)	JC	Sept 2025	From Taz

5.14	Finalise livestreaming packages with Noel Solomon	MK	After calendar finalised	For 2025/26 season
5.15	Propose options for WPB PBA player nomination	JLG	Oct 2025	Cutoff 1 Dec 2025
5.16	Add WP Academy dates to website calendar	DP	Sept 2025	All squads
5.17	Communicate to clubs: register all PD/VI players	DP (via DSC-DB)	Sept 2025	Database compliance
5.17	Set classification testing dates	DSC-DB Convenor	Sept 2025	For players
5.17	Submit financial reports to WPB Finance Committee	DSC-DB	Sept 2025	Accountability
5.19	Provide feedback on constitutional update	All Exco	By 12 Sept 2025	Before club engagement
5.20	Add laser level to insurance policy	JC	Sept 2025	Asset protection
5.20	Assess greens at Milnerton, Sunningdale, Bellville	ED & DSC-GG	Sept-Oct 2025	Report to Exco
6.1	Confirm next Exco meeting date	TH & DP	Sept 2025	Exco every 4-6 weeks

ACTIONS:

- Exco to complete all outstanding items as soon as possible and before the next Exco meeting.

5. Portfolios (Matters Arising & Feedback)

5.1 Club Liaison & Membership (All)

Executive Committee Clothing

- TH mentioned that at the BSA AGM all other districts have Exco clothing and members have commented this past season that WP Exco has looked untidy at presentations in jeans etc. The committee approved 1 shirt, 1 shorts/longs and 1 jacket per Exco member.

ACTIONS:

- TH - Exco to decide on design and colours for Exco clothing and order.

Membership & Club Engagement

- Exco agreed that membership development is a shared responsibility, not only a portfolio item.
- Need to focus more on building relationships with clubs, supporting novices, and converting casual participants into long-term members.
- TH highlighted that 42 novices participated in a recent Sunday event at Durbanville, showing strong potential if better integrated.

ACTIONS:

- TH - Exco to develop a club support, retention and engagement plan after the convenors' meeting (October).

Season Opening – 12 Oct (Durbanville BC)

- 36 clubs confirmed.
- Seen as an important opportunity to strengthen relationships.

ACTIONS:

- JC & MK to oversee logistics for WP Opening; all Exco to attend.

Membership & Affiliation

- Rondebosch affiliation reinstated pending invoice.
- Gardens BC not nearing compliance.
- Membership categories (full, youth, social/casual) under review.

ACTIONS:

- JC & DP to complete Rondebosch invoicing and affiliation
- TH to confirm Gardens BC status.

TONY HARLAND (President)

5.2 WC Bowls / Standing Committees (TH)

Standing Committees Strategic Meeting

- Confirmed for 9 October, Edgemoor BC (18h30).
- To realign convenors with Exco priorities.

ACTIONS:

- DP to invite all DSC Convenors; Exco to confirm attendance.
- TH to send agenda items to DP for DSC meeting.

5.3 WP Players (TH)

- TH to meet with Claire Cowan

ACTIONS:

- TH to set up meeting with Claire Cowan

MARIANNA KIRSTEN (Vice President)

5.4 Ladies Selectors & Transformation (MK)

Under 35 Inter Districts in Kimberley

- Noted mixed results:
 - **C-side** performed unexpectedly well, silencing critics.
 - **A-side** results disappointed; selectors to reflect.
 - **B-side** fell short by half a point.
- Streaming quality at NC raised concerns, but selectors praised for spotting hidden talent.
- Mark Gibbs was thanked for travel shirts Personal Trust sponsored for the Under 35 ID sides.

ID Squads

- Practices and Blue Squad Sessions scheduled.

ACTIONS:

- Selectors to monitor turnout and report; MK to confirm final player lists after WP vs Boland matches.

5.5 Youth Bowls (MK)

- Strong discussion around Envar Buys Tournament:
 - Developmental value vs cost questioned.
 - Budget shows ~R80k spent last year on U15, U18, U25 and U30's; partly covered by DCAS.
 - Exco debated capping at a maximum of 2 teams per age group, but recognised development needs.
- Ronel Pietersen confirmed as U18 manager (welcome addition).

ACTIONS:

- JC to align with Finance Committee on junior budget.
- JC to clarify DCAS funding allocations and clarify usage for juniors & inter-districts
- MK to engage Jenny Griffiths for insights on past funding and kit sponsorships.

JOY CALVERT (Treasurer)

5.6 Donor & Sport Dept Liaison (with Eddie Douglas) (JC)

- JC was not in attendance. Feedback from ED in 5.18

5.7 Finance (JC)

In JC's absence TH gave feedback from the Finance Committee meeting held before the Exco meeting.

- NT to be added as an authorised signatory and Gerrit van Milligen deleted. Documents were completed at our first Executive meeting. JC to advise progress.
- JC to confirm signing and release arrangements. Any 2 out of 3 to sign or release. Signatories JC, TH, NT.
- New club application fee to increase from R50 to R500. ED to update in the Constitution.
- Spending limits agreed:
 - Up to R50k – Treasurer approval.
 - R50k–100k – Finance Committee.
 - Above R100k – Exco approval.
- JC to send the Finance Committee a copy of the WPBA asset register.
- Executive to be furnished with financial statements bi-monthly (every 2 months).
- JC to confirm if we receive input from all the DSCs for budget purposes.
- As previously advised, at the recent BSA AGM the financials indicated a deteriorating overall financial position and to ensure that we do not fall into the same trap we need to do an in-depth overall analysis. TH has done a similar exercise to that of BSA as per below:

Year	Surplus/Deficit	Cash Reserves
2019	(299)	1544000
2020	(179355)	1260000
2021	-	-
2022	(143407)	1123000
2023	7378	1197000 (including Lotto 320000)
2024	(64810)	1201000
2025	(150454)	972000

Historic losses reviewed: 5 of last 6 years in deficit; reserves dropped from R1.5m to R972k. From the above the trend is concerning and the view is that we need to an in-depth budgeting review. This is also one of the 3 key core goals that TH set for WPB at the AGM.

- The following areas of the budget needs to be looked at or require clarification from JC:

INCOME

- Ladies' midweek Income R14850, this competition no longer exists.
- U35 ID Income Budget R30000 PY Actual R62380, please clarify
- Do we receive big tournament funding? The past 2 years we held Vets ID and Open Ladies Nationals; did we receive any funding?
- Affiliation/Membership fees- Nico will draw up a proposed membership category together with proposed levies which will have to become part of the constitutional amendments.

EXPENSES

- Just as an aside, BSA cut expenses by R657000 by just relooking at various contracts, rentals etc.
- Dues and Subscriptions R9000- was does this cover?
- Insurance R12000- what does this cover, please forward us a copy of the latest schedule.
- Telephone and Internet R21000- how are these costs made up?
- Software Licenses and Office rental R37200 and R31200- should we not try and renegotiate these fees?
- BSA books and manuals R5000 will fall away, as these will all be done electronically going forward as per BSA circular.

- o Coaching R25000 why the big drop from R42439 the PY Actual
- o Irrecoverable debts R3000 why are we budgeting for this?
- o Salaries and wages R537744 with Taz's resignation we should see a significant drop in this line item.
- o District Competition Expenses R48000 up from R5393, kindly clarify the large increase.
- o WP Masters Open why the drop from PY Actual R25800 to the budget of R20000?
- o WCPBA budget for R22000 but actual will be around R70000.
- o Are we still members of SEESA?

Considering the above points raised and once we have feedback the budget should change significantly.

- Other points of discussion:
 - o NT, NT and MG need to become more familiar with the various funding structures such as DCAS, LOTTO and CTSC. Example: Overberg sub district received R40000 for Envar Buys whilst we only received R20000. Are the DCAS funding applications processed from the same office or are they regionalised?
 - o JC to send FC the latest DCAS submission for them to understand what goes into the process.
 - o Are we up to speed with the new Lotto process? JC to update.
 - o At the last WCPBA, an increase in membership fees was proposed to increase it from R1 to R2 per member (about R3000 for our district). It was suggested that this increase rather be funded out of DCAS funding as WCPBA is a government requirement and that we should rather use these funds as opposed to that of the districts? JC and ED to advise.
- Noted need for greater transparency and shared knowledge, not reliance on one person.

ACTIONS:

- TH to communicate decisions to JC.
- JC to advise progress of signatory updates.
- JC to confirm signing and release arrangements.
- ED to update in Constitution - new club application fee to increase from R50 to R500.
- JC to send the Finance Committee a copy of the WPBA asset register.
- JC to send the Exco financial statements bi-monthly (every 2 months).
- JC to confirm if we receive input from all the DSCs for budget purposes.
- JC to provide clarification/feedback on the budget income and expenses queries from the FC.
- JC to send FC the latest DCAS submission.
- JC to update Exco on current Lotto process.
- JC & ED to advise if the WCPBA levy can be funded from DCAS funding or not.

5.8 HR (JC)

- Taz Bright formally resigned, and her last day is 20 September.
- Exco agreed she should now be removed from admin rights on WhatsApp groups and mailing lists but may remain in open groups as an ordinary member.
- Concern that projects she led may lack handover.
- A comprehensive list of all development bowls must be finalised and added to the asset register.

ACTIONS:

- JC to oversee exit process; handover of all ongoing projects and finalise a list of development bowls for the asset register.
- MK to manage the consolidation of all development bowls across the district.
- DP to ensure WA groups and email distribution lists updated. Add JLC to broadcast group & WhatsApp channel.
- AB to follow up on logins for the Facebook page, Instagram account, WhatsApp Channel and administrator transfers for all apps and groups.

5.9 Competitions (NT)

- Final updates to CoP made and sent to DP for circulation to Exco for review and approval so they can be published.

ACTIONS:

- DP to circulate updated General and Competition Specific COPs to Exco for review and approval.

5.10 Technical Officials (NT)

- Circular for Level 1 Umpires Course (Durbanville in November) to be distributed.
- Umpire database clean-up in progress.
- Training courses planned for Stellenbosch and Strand.

ACTIONS:

- DP to circulate Level 1 Umpires Course circular.

MARK GIBBS (Exec 2)

5.11 District Administration (DP)

- DP reported Trophy audit almost done
- Quote for 1,000 scorecards of each of the 3 types obtained.
- U35 accommodation & travel in place. Outstanding kit payments being chased – MK to follow up.
- WCB Singles accommodation and travel in place. Decision to take 2 minivans to George and return with one.
- 2026 IDs – accommodation in place for Opens, B sides and Vet Men.
- All Exco meetings for the year have been diarised and sent to Exco. Exco to review all dates and RSVP by Friday. 3 October so that admin can see which ones need to be rescheduled.

ACTIONS:

- DP to circulate WCB Singles costing sheet to Exco.
- MK to task Under 35 Managers to finalise outstanding payments for kit.
- DP to send TH a list of all ID 2026 payments made to date.
- Exco to RSVP to all meeting calendar invites before 3 October.

5.12 Men's Selection & Transformation (MG)

- Managers appointed for WCB Singles – Eddie Phillips for Open and Jaye Mendelsohn for Veterans.
- ID Squads - Practices and Blue Squad Sessions scheduled.

ACTIONS:

- Selectors to monitor turnout and report; MG to confirm final player lists after WP vs Boland matches.

JONATHAN COCHRANE (Exec 3)

5.13 Coaches (JLC)

- WP Academy structure has been circulated. Dates need to be added to the WP Calendar. JLC requested a copy of the WP Academy Framework.

ACTIONS:

- DP to send JLC the WP Academy Framework
- DP to add all WP Academy dates to the WP calendar.

5.14 Disability & Visually Impaired Bowls (JLC)

- Registration updates needed.
- Classification testing to be scheduled with national classifiers.

ACTIONS:

- JLC to issue circular for disabled player registration.
- JLC to schedule classification dates.

5.15 Executive Projects (JLC)

- **Honours Board:** digital options being considered (website add-on vs standalone).
- **Suit Up September** - Strong success with campaign:
 - 870 bowlers expected across multiple clubs.
 - Fish Hoek, Oakdale, and Durbanville praised for strong community engagement.
- **CTSC Colours & Awards:** Nominations being finalised; Exco reminded to provide write-ups. DP to send HLM nomination information to JLC.

ACTIONS:

- JLC to investigate IT options for Honours Board (Fairtree, external developer, Mark Douglas).
- Exco to submit names for awards nominations to JLC.
- DP to send JLC HLM nominations document.

5.16 PBA Liaison (JLC)**Player Rankings & Fairtree App**

- Concerns about manual compilation workload.
- Suggestion to push Fairtree/Bowls Draw for data integration.

PBA Qualifier

- Confirmed as WP competition (Dec 15–16, Edgemoor).
- Flyer finalised. Entertainment idea dropped due to cost risk. Invites to top singles players to go out first followed by an open entry process.

ACTIONS:

- MK to brief selectors requesting list of top ranked Singles players.
- JLC to engage Fairtree regarding data for ranking lists.
- JLC to manage invites for WP PBA Qualifier.

ANINA BLACK (Exec 5)**5.17 Marketing & Media (AB)****Marketing & Media District Standing Committee**

Work underway to rebuild committee capacity post-staff changes. AB outlined the next steps for strengthening the Marketing & Media Standing Committee:

- A poster will be issued inviting volunteers to join the committee.
- Separately, Exco will pursue the appointment of a dedicated social media coordinator, potentially on a stipend/honorarium basis.
- AB noted several willing volunteers have already been approached (Wade Pretorius, Pieter Lotz, Noel Solomon, Alan Bennett, Jonathan Cochrane, Taz Bright). She stressed the importance of starting fresh after Taz's resignation, while still being able to draw on her knowledge informally if needed.
- The committee agreed:
 - A clean slate approach is best to avoid perceptions of conflict.
 - Candidates for the social media coordinator role should be approached directly rather than through an open advert. Committee approved the summarised role description emailed to Exco by AB.
 - Suggested stipend range: R1,500–R2,000/month, starting on a trial basis to track workload (expected 2–3 hours per week, peaking around major events).

- o Names suggested: Adre Barnard, Megan Hendrickse, Michelle Reynolds. Strong support expressed for Michelle, who is an experienced freelance social media professional.

ACTIONS:

- DP to circulate Michelle Reynold's CV to Exco.
- TH to contact Michelle Reynolds to discuss potential role and report back.
- Exco members to submit any further names for consideration to AB by next Friday, 3 October.
- DP to finalise social media coordinator role profile.
- DP to circulate committee recruitment poster and letters to willing volunteers.
- AB to confirm access to the marketing@wpbowls.co.za mailbox.

Live Streaming & Sponsorship

The committee reviewed proposals for live streaming of major competitions.

- Package pricing discussed: R500 per logo, R1,000 per weekend event, or R5,000 full-season package.
- Goal: raise R25,000 from live-streaming sponsorships.
- Some past sponsors had concerns about delivery of promised ad slots; these issues will be corrected in future agreements.

ACTIONS:

- MK to follow up with Brittany Clarke to provide a livestreaming sponsor testimonial for use in future marketing.
- JC/Finance to confirm budget allocations for streaming within competition budgets.
- ED to integrate streaming costs into the Event Committee (EC) planning for inter-districts.

Fundraising Initiatives

- Proposal from MK for a Barnyard concert fundraiser, aiming for 300–400 tickets sold to raise ~R50,000.
- Idea that all WP players should commit to selling at least 3–5 tickets each.
- Exco discussed frustrations that fundraising has sometimes been siloed; agreed all should be more actively involved in planning to maximise success.

ACTIONS:

- MK to coordinate with Exco on potential concert dates and booking.
- TH to ask DSC-WPP reps to help drive ticket sales.

EDDIE DOUGLAS (Exec 6)

5.18 Donor & Sport Dept Liaison (with Joy Calvert) (ED)

- **CTSC AGM:** ED attended the AGM. ED requested that CTSC is invited to WPBA AGM and all other major events going forward.

ACTIONS:

- JLC to submit nominations for awards and request approval of WC Colours.

5.19 Governance (ED)

Constitution & SGM

- The draft constitution is with Jules for refinements.
- To meet the notice period, motions must be circulated by 12 October.
- Members debated whether the SGM might need to shift from 28 Nov to 6 Dec if timelines slip.
- Exco agreed no amendments may be introduced at SGM after circulation of draft Constitution.

ACTIONS:

- Jules to finalise draft constitution this week.
- Exco to provide comments within 7 days of circulation.
- DP to prepare and send SGM notice and motions by 12 October.

5.20 Greens (ED)

- Assessments of greens indicate many are in poor condition due to seasonal renovations.
- A full report will be circulated to Exco.

ACTIONS:

- ED to circulate greens assessment report to Exco by 3 October.
- JC to insure Laser Level; inspections ongoing.

5.21 Events Committee: Open Inter-Districts (ED)

- BSA queries highlighted communication gaps.
- Exco confirmed the decision is as follows: Durbanville, (HQ), Old Oak (Sub HQ), Edgemead, Bellville as hosting clubs, with Somerset West and Pinelands as backup hosting clubs.
- ED to host the first Events Committee Meeting on 25 October.

ACTIONS:

- DP to write official confirmation to BSA; ED to liaise with host clubs.
- DP to send meeting invite to EC for 25 October.
- ED to send agenda items to DP for EC meeting.

6. Other Important Business

6.1 None.

The meeting formally closed at 21h45 after wide-ranging discussions. TH thanked members for their continued commitment and energy, noting that while meetings were long, they were producing tangible progress.
Next Meeting: Wednesday, 29 October 2025, WP Bowls Office, Pinelands BC.



PRESIDENT



DISTRICT ADMINISTRATOR

1 October 2025

DATE

Action Item Table

Agenda Ref	Action Item	Responsible	Deadline	Notes
4.1	Upload approved minutes to website.	DP	N/A	Approved minutes of 27 August 2025.
5.1	Decide on design and colours for Exco clothing and order.	TH	N/A	Committee approved 1 shirt, 1 shorts/longs and 1 jacket per Exco member.
5.1	Develop a club support, retention and engagement plan.	TH / Exco	After the convenors' meeting (October)	Need to focus on building relationships with clubs and supporting novices.
5.1	Oversee logistics for WP Opening; all Exco to attend.	JC & MK / All Exco	N/A (Event is 12 Oct at Durbanville BC)	36 clubs confirmed for the event.
5.1	Complete Rondebosch invoicing and affiliation.	JC & DP	N/A	Affiliation reinstated pending invoice.
5.1	Confirm Gardens BC status.	TH	N/A	Gardens BC is not nearing compliance.
5.2	Invite all DSC Convenors; Exco to confirm attendance for strategic meeting.	DP / Exco	N/A (Meeting is 9 October at Edgemoed BC)	Meeting is to realign convenors with Exco priorities.
5.2	Send agenda items to DP for the DSC meeting.	TH	N/A	N/A
5.3	Set up meeting with Claire Cowan.	TH	N/A	N/A
5.4	Selectors to monitor turnout for ID Squads and report; MK to confirm final player lists after WP vs Boland matches.	Selectors / MK	After WP vs Boland matches	Practices and Blue Squad Sessions scheduled.
5.5	Align with Finance Committee on junior budget.	JC	N/A	Discussion around the cost and developmental value of the Envar Buys Tournament.
5.5	Clarify DCAS funding allocations and usage for juniors & inter-districts.	JC	N/A	Budget for Youth Bowls is partly covered by DCAS.
5.5	Engage Jenny Griffiths for insights on past funding and kit sponsorships.	MK	N/A	Advise Jenny Griffiths to route Youth Annual Report via WPB (previous action).
5.7	Communicate Finance Committee decisions to JC.	TH	N/A	N/A
5.7	Advise progress of signatory updates.	JC	N/A	NT to be added as an authorised signatory.
5.7	Confirm signing and release arrangements.	JC	N/A	Any 2 out of 3 signatories (JC, TH, NT) to sign or release.
5.7	Update in Constitution: new club application fee to increase from R50 to R500.	ED	N/A	N/A
5.7	Send the Finance Committee a copy of the WPBA asset register.	JC	N/A	N/A
5.7	Send the Exco financial statements bi-monthly (every 2 months).	JC	Bi-monthly (every 2 months)	N/A
5.7	Confirm if we receive input from all the DSCs for budget purposes.	JC	N/A	N/A
5.7	Provide clarification/feedback on the budget income and expenses queries from the FC.	JC	N/A	Queries raised regarding Ladies' midweek Income, U35 ID Income, Dues and Subscriptions, etc.
5.7	Send FC the latest DCAS submission.	JC	N/A	To understand the DCAS process.
5.7	Update Exco on current Lotto process.	JC	N/A	N/A
5.7	Advise if the WCPBA levy can be funded from DCAS funding or not.	JC & ED	N/A	WCPBA proposed an increase in membership fees from R1 to R2 per member.

5.8	Oversee exit process; handover of all ongoing projects and finalise a list of development bowls for the asset register.	JC	N/A	Taz Bright's last day is 20 September; concern about project handover.
5.8	Manage the consolidation of all development bowls across the district.	MK	N/A	N/A
5.8	Ensure WA groups and email distribution lists updated. Add JLC to broadcast group & WhatsApp channel.	DP	N/A	Taz Bright removed from admin rights on WhatsApp groups/ mailing lists.
5.8	Follow up on logins for the Facebook page, Instagram account, WhatsApp Channel and administrator transfers for all apps and groups.	AB	N/A	Handover of social media accounts from Taz.
5.9	Circulate updated General and Competition Specific COPs to Exco for review and approval.	DP	N/A	Final updates to CoP made and sent to DP.
5.1	Circulate Level 1 Umpires Course circular.	DP	N/A	Course is for Durbanville in November.
5.11	Circulate WCB Singles costing sheet to Exco.	DP	N/A	Travel arrangements are in place (2 minivans to George, 1 return).
5.11	Task Under 35 Managers to finalise outstanding payments for kit.	MK	N/A	Outstanding kit payments being chased.
5.11	Send TH a list of all ID 2026 payments made to date.	DP	N/A	Accommodation for Opens, B sides and Vet Men is in place.
5.11	RSVP to all meeting calendar invites.	Exco	Before 3 October	Diarised Exco meetings for the year.
5.12	Selectors to monitor turnout for ID Squads and report; MG to confirm final player lists after WP vs Boland matches.	Selectors / MG	After WP vs Boland matches	Practices and Blue Squad Sessions scheduled.
5.13	Send JLC the WP Academy Framework.	DP	N/A	JLC requested a copy.
5.13	Add all WP Academy dates to the WP calendar.	DP	N/A	WP Academy structure has been circulated.
5.14	Issue circular for disabled player registration.	JLC	N/A	Registration updates needed.
5.14	Schedule classification dates with national classifiers.	JLC	N/A	Classification testing to be scheduled.
5.15	Investigate IT options for Honours Board (Fairtree, external developer, Mark Douglas).	JLC	N/A	Considering digital options (website add-on vs standalone).
5.15	Submit names for awards nominations to JLC.	Exco	N/A	Exco reminded to provide write-ups for CTSC Colours & Awards.
5.15	Send JLC HLM nominations document.	DP	N/A	DP to send HLM nomination information to JLC.
5.16	Brief selectors requesting list of top ranked Singles players.	MK	N/A	For the WP PBA Qualifier invites.
5.16	Engage Fairtree regarding data for ranking lists.	JLC	N/A	Concerns about manual compilation workload for player rankings.
5.16	Manage invites for WP PBA Qualifier.	JLC	N/A	Qualifier confirmed for Dec 15–16 at Edgemead.
5.17	Circulate Michelle Reynold's CV to Exco.	DP	N/A	She is a suggested name for the dedicated social media coordinator role.
5.17	Contact Michelle Reynolds to discuss potential role and report back.	TH	N/A	N/A
5.17	Submit any further names for social media coordinator consideration to AB.	Exco	By next Friday, 3 October	N/A
5.17	Finalise social media coordinator role profile.	DP	N/A	Role description approved by committee.
5.17	Circulate committee recruitment poster and letters to willing volunteers.	DP	N/A	Work is underway to rebuild the committee capacity post-staff changes.
5.17	Confirm access to the marketing@wpbowls.co.za mailbox.	AB	N/A	N/A
5.17	Follow up with Brittany Clarke to provide a livestreaming sponsor testimonial.	MK	N/A	Goal is to raise R25,000 from live-streaming sponsorships.

5.17	Confirm budget allocations for streaming within competition budgets.	JC/Finance	N/A	N/A
5.17	Integrate streaming costs into the Event Committee (EC) planning for inter-districts.	ED	N/A	N/A
5.17	Coordinate with Exco on potential Barnyard concert dates and booking.	MK	N/A	Proposal is for a Barnyard concert fundraiser to raise
5.17	Ask DSC-WPP reps to help drive ticket sales for the concert.	TH	N/A	N/A
5.18	Submit nominations for awards and request approval of WC Colours (follow-up from CTSC AGM).	JLC	N/A	ED requested CTSC be invited to the WPBA AGM and all other major events.
5.19	Jules to finalise draft constitution.	Jules	This week	The draft constitution is with Jules for refinements.
5.19	Provide comments on the draft constitution.	All Exco	Within 7 days of circulation	N/A
5.19	Prepare and send SGM notice and motions.	DP	By 12 October	To meet the notice period, motions must be circulated by 12 October.
5.2	Circulate greens assessment report to Exco.	ED	By 3 October	Assessments indicate many greens are in poor condition due to seasonal renovations.
5.2	Insure Laser Level.	JC	N/A	Inspections are ongoing.
5.21	Write official confirmation of Open Inter-Districts venues to BSA; ED to liaise with host clubs.	DP / ED	N/A	Durbanville, Old Oak, Edgemoor, and Bellville confirmed as hosting clubs.
5.21	Send meeting invite to EC for 25 October.	DP	N/A (Meeting is 25 October)	ED to host the first Events Committee Meeting.
5.21	Send agenda items to DP for the EC meeting.	ED	N/A	N/A
6.1	Exco to complete all outstanding items.	Exco	Before the next Exco meeting (29 Oct 2025)	General action from the discussion on matters arising.