

# Minutes of the Executive Committee Meeting held on Friday 6<sup>th</sup> May 2022 at the Clubhouse.

The meeting opened at 9.30am

## **1. Members**

Role	Name	Initials	Role	Name	Initials
President	Paul Kelly	PK	Admin Co-ordinator	Henry Richbell	HR
Chair	Janet Moore	JM	Bowls Co-ordinator	Eddie Dilley	ED
Treasurer	Derrick Alford	DA	Asset Co-ordinator	Tony Woollard	TW
Functions Co-ordinator	Steve Lovell	SL	Admin. Assistant	Brian Wombwell	BW

**2. Apologies:** Paul Kelly and Steve Lovell

## **3. Minutes of Previous meeting**

The minutes of the meeting held on Friday 11<sup>th</sup> April 2022 were accepted as a true record.

## **4. Matters arising from previous minutes** (not included elsewhere on the agenda).

a) Club Shirts – Brian had issued details of the new Club Shirt to the Exec. Committee of the design for the new Club Shirt, and it was decided to place a minimum stock order immediately as stocks were very low. The men's shirt would be the same as the original design but without a pocket. The Ladies shirt would not have a pocket and would have a collar similar to that on the men's shirt. We have tried to find a manufacturer that could re produce the ladies shirt with the same collar and a pocket, but this has proved fruitless.

## **5. Chairperson's Report Janet Moore**

We are now a few weeks into our Outdoor Season and teams have been successful at home and away. Our Green, thanks to our Greenkeeping staff, is playing very well. We look forward to a full season, but it has been disappointing that we have had several clubs cancel Friendly matches as they have not been able to raise teams to play us at home. We hope that this trend will not continue. As a Club we are always very reluctant to cancel matches. Thanks to our Captains and Selectors for their hard work.

Our Membership Renewal has gone very well, and our thanks must go to Henry, Chris and Derrick for their hard work at this busy time of the year.

Members of the Social Committee were at the Spring Fair in the Park and thanks go to all those who helped. Hopefully we raised our profile, and this transmits into interest for our Open Day on 29 May.

Something I have become aware of is that we do not always communicate with members as much as we should do. We will discuss how we can make improvements in due course.

I would also like to thank the members who attended the Special Meeting where many issues were raised which have now been discussed by the Executive Committee and I hope that the responses will help to clear the air on matters of concern. The feedback we have received has been very positive about the meeting and we shall plan to have further meetings in due course.

## **6. Admin Co-ordinator Henry Richbell**

a) Fixture Booklet - The fixture books have been printed and issued to all paid up members. They are ready for collection in a box outside the bar.

### **b) Membership Renewal**

Membership for 2022/3 has now been completed and the totals are as follows:

	Men	Ladies
Outdoor and Indoor	54	27

Outdoor	18	11
Indoor	10	7
Social	6	15

My thanks must go to Chris Williams for processing the form and creating the books in the clubhouse and indoor rink

c) Open Meeting - Our first open meeting held on 11 April went down very well with members raising a varied number of questions and comments. It was agreed that we should repeat this event at regular intervals in the future. Please read the Any Other Business section of these minutes for responses to the items raised.

## **7. Bowls Coordinator Ed Dilley**

a) I would like to suggest that we have a special "Open Day" when the new carpet has been laid in the Indoor Rink. We could have photographs which could be used to promote the club and we could get some extra publicity as we are the first club in the UK to have the new underlay and playing surface. It may also be of interest to the supplier "Greengage Ltd". The committee enthusiastically embraced this idea, and it was agreed that we should start planning when we have a date for the installation.

b) The Royal Household Windsor trip. Saturday Aug 13<sup>th</sup> I have posted a notice as we are three players short to make up the team of 28 and we have no subs. During the discussion three possible names were raised and Eddy is to contact them.

The bus must be ordered over the next week or so and a deposit made. It was decided that the bus should be ordered immediately.

c) We have performed well in the Friendly matches played so far. It has been very disappointing that visiting teams have cancelled because they have been unable to raise a team. We, however, have played all the away matches on our schedule.

d) I have received an Email from our Ladies Captain Ann Cowling and would like the Executive Committee to consider a response to the various items raised.

i) Names on Bowlr list – Chris Williams will be asked to supply the Ladies Captain with a list of new Lady members, with details of membership status, which will be updated as when new members join.

ii) The Ladies Team Captain will be invited to the Open Day meeting when it is held later this year. We also accept that Lady members should also be involved on the Green during the event. Richard Whiting to arrange.

iii) New members – Educating new members after joining the club to integrate them into club activities, protocols etc. has been discussed at length recently and it has been agreed that this issue is extremely important and needs to be set up in a structured easy to understand way. We are also in the process of updating the old New Members booklet which we used to issue to all new members.

iv) We are a mixed club and there should be no discrimination, either way, between Ladies and Men members. Lady members are welcome to serve on committees in all capacities and to take part in all activities. The only time that there is separation is when we have men's and ladies' team games.

v) Ann to be asked to continue to encourage the Ladies to take a coaching course. We still do not have any Lady coaches.

## **8. Asset Co-ordinator Tony Woollard**

a) Still waiting for "Brendon Energy" to arrange replacement PV invertor. We have sent in a meter reading during April.

b) The indoor rink fans will be fitted with automatic switching during the summer months.

c) Outside work is still in progress. The lock on the back gate has been repaired, but further work is required to prevent re-occurrence.

d) Additional light is planned to be fitted by the entrance door to the bar.

e) Internet router re-positioned closer to incoming telecom point and Wi-Fi extender fitted. The internet now seems to be more reliable. An information sheet has been put in the bar with all the relevant user and password information. All these items have been actioned.

- f) The laptop in the clubroom has now been set up for easy member access. Once logged in a simple click on the internet icon opens the BowlR page. A sign has been affixed above the laptop with the login information.
- g) The emergency lights in the passageway and indoor rink have been repaired. The one outside needs to be checked and repaired if necessary. Awaiting "Able" to repair smoke sensor in indoor rink. The light outside the front door developed a fault and has now been disconnected. Do we need a light there?
- h) New till has arrived, but we are waiting for the thermal printer before we can finish setting it up. A set of basic instructions has been put in the bar and I have a copy of the users' video which we can arrange to show to bar staff once new till operational.
- i) Club room boiler to be repaired during annual service.
- j) "Greenguage" have been contacted and given the order for the new carpet. Waiting for them to let us know date for fitting.
- k) The windows were cleaned before the outdoor season began and are due to be cleaned inside again in the autumn.
- l) The front door has been causing problems and needed two callouts from TLS for repairs. The first was due to a fault with the power supply for the fob system, and the second because the emergency button had been pushed. It is also catching on the bottom threshold again. I propose that we adjust the door as far as it will go and, if necessary, modify the threshold to avoid the problem in future. I am not sure how we can avoid inadvertently pushing the emergency button but think we could try a sign by the button.
- m) The Club Flag is showing signs of wear. Janet volunteered to find a supplier and get a cost of replacement.
- n) There is a problem with the Paper Towel Dispenser and this is being investigated.

Provisional Timetable for new till:

Delivery: expected

Product spreadsheet submitted to "Sum Up" (should be done by time of meeting)

13<sup>th</sup> April 2.00 until 4.00pm Point of sale and back-office training session

19<sup>th</sup> April 2.15 to 2.45pm Q&A session

Other sessions can be arranged if required

Also, there are a couple of on-line demos available: -

POS Demo: <https://www.youtube.com/watch?v=EMMVZnQHBU4>

Backoffice Demo: <https://www.youtube.com/watch?v=ALXpAB8-8F4>

Once everything up and running we need to have an internal training session for bar staff.

### **9. Functions Co-ordinator Steve Lovell**

We have had a few events since we last met,

- a) Bingo happened but we did not have the response that we usually get. I think the total members were 28.
- b) The next one will have to be planned around the men's matches so I will put a notice up nearer the time.
- c) The May Day event in the park went very well with the tombola and on recruitment we have got around 12 names. I will give them to the bowls co Ordinator and coaches at some point. We told the interested people that we will contact them to come down to the club on 29<sup>th</sup> May (our Open day). I would like to thank all the social members that helped on the day and a special thanks to Angie Moore for organising the Tombola which raised £161.70.
- d) I am unable to attend the meeting this month so I send my apologies.

### **Greenkeepers Report Paul Kelly**

No Report

### **11 Matters requiring attention: May/June.**

- a) A new Kettle to be purchased (about £40.00) by Tony.

b) Eddy/ Jay to order the bus for the Windsor trip cost £900.00.

## **12 Any other business**

a) An email notice to be sent out advising all Outdoor Members: -

**Not to cross out their name or find a replacement** if they have been picked to play in a match or friendly and then find that they cannot play. A notice to the same effect to be put on the notice Board.

**The correct procedure** is to advise the Captain of the day by telephone or an alternative number which can be found on the team sheet.

b) Weekend closing of the Clubhouse. – When there is not a match or social event and there are no bookings on the Bowlr booking form the clubhouse will be locked up at 7pm. The rink will be accessible from the back gate but there will be no access to the Clubhouse. This ruling is for security reasons.

c) An email to be sent out to members explaining that they can still turn up and play on the rinks without pre booking on Bowlr. **However**, if all the rinks have been prebooked (and this is a very rare occurrence) they will not be able to play. Competitions must be booked in advance.

## **Items raised at the Open Meeting on April 11th**

The Committee all agreed that the Open Meeting was well attended and the general consensus was that it was well worthwhile and should be repeated in due course.

The matters raised are listed below together with the considerations of the committee.

**Item 1.** The walls in the Clubroom look bare and could be decorated with photographs and pictures showing the club history.

### **Response**

Photographs of the Exec. Committee with names to be displayed in the clubroom so that new members can identify them.

More thought is to be given as to what would be appropriate to further decorate the room and how this is to be done. After some consideration the Committee decided that the brown Honours Boards would not look good in the Clubroom. Cub History is displayed in the corridor and can be seen by members and visitors.

### **Item 2.**

Finals Weekend should not be held on the last day of the Outdoor season. If it had to be cancelled due to poor weather it would be too late to re-arrange another date.

### **Response**

It was agreed that in future the Finals weekend would be held on the second weekend in September.

### **Item 3**

It was pointed out that we do not have a “Welcome to our club” notice at the entrance.

### **Response**

We did have one by the front door, but this was removed and lost during the recent renovations. It will be replaced as soon as possible.

### **Item 4**

Indoor Fees It was pointed out that some outdoor members play only once a week indoors but are asked to pay the full £50 Indoor membership.

### **Response**

If someone plays once a week that is 24 weeks between September and the end of April at a cost of £3.50 per week that would amount to £84.00 so they are getting a good deal. The only people allowed special dispensation are Hemyock who have a team in the Men’s league. They choose the team from a list so the players play on an occasional basis only. This is allowed as the fees over the season account for a significant amount to club funds. The £3.50 per match compares with other indoor clubs. **The pay “once a year policy”**

**saves the Treasurer a considerable amount of work collecting, counting, recording and banking the takings every week for the whole year.**

**Item 5**

Why don't we have a suggestion Box.

**Response**

We did have a suggestion box which was hardly ever used and it disappeared during the renovations. It will be replaced.

**Item 6 Christmas Raffle** - Will we be having a Christmas raffle this year?

**Response.**

Steve Lovell is not doing the Raffle this year so unless someone volunteers to do it there will not be a raffle.

**Item 7 – The Think Tank** was disbanded a couple of years ago. Why can't it be resurrected?

**Response** - The committee decided that it was a discussion group only and is not necessary now that we are to have regular Special Meetings and the Suggestion Box is to be reinstated.

**Item 8 – Can the Lady's Captain and the Men's Captain and Mixed Friendly Captain have meetings?**

**Response** – There is no reason why the Captains should not meet to discuss ideas and recommendations. These can be implemented but all major changes should be reported to the Executive Committee.

**13. Applications for Membership** – Norman Snell Approved.

The meeting closed at 12.30pm

**Date of Next meeting: Friday 10th June 2022 at The Clubhouse.**