

Report of the Executive Committee Meeting held on Friday 12th May 2023 at the Clubhouse.

The meeting opened at 9.30am

1. Members

Role	Name	Initials	Role	Name	Initials
President	Anne Cowling	AC	Acting Admin Co-ordinator	Jay Merrell	JCM
Chair	Paul Kelly	PK	Bowls Co-ordinator	Graham Brown	GB
Treasurer	Derrick Alford	DA	Asset Co-ordinator	Tony Woollard	TW
Functions Co-ordinator	Janet More	JM	Admin. Assistant	Brian Wombwell	BW

2. Apologies: Ann Cowling. Due to work commitments Jay was able to attend only briefly to give his report.

3. Minutes of Previous meeting

The minutes of the meeting held on Friday 14th April were accepted as a true record.

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

All outstanding items are resolved elsewhere on the agenda.

5. Chairperson's Report Paul Kelly

It has been a difficult month with investigations into two complaints and I would like to thank all those concerned who dealt with them.

6. Acting Admin Co-ordinator Jay Merrell

Sponsorship- - I did not receive any replies from my email to members seeking help with this project. I have counted the number of visiting bowlers to us this season, including county teams, and the number is 1249. This comes from approximately 120 home fixtures.

As a club we visit approximately 53 other clubs across Somerset, Devon and one in Dorset (Sherborne). Many more than once each season.

At some point I will dig into google analytics and establish an average figure for website engagements each month as well as followers on our twitter account.

This is information that potential sponsors will be interested in.

a) OPEN DAY ,SUNDAY 28th MAY here are Bowls England's top ten ways to make your sessions a success!

1. Make the Greeting Personal- Starting a new sport can be incredibly daunting, so make your guests feel welcome by introducing yourself and letting them know what to expect from the event. Make sure your volunteers are wearing a name label, as included within your marketing resource pack that we have provided. This will help make your club members identifiable and approachable to people attending a Bowls' Big Weekend session.

2. **Brief your club members-** Before the event, make sure your volunteers know their roles and responsibilities for the day. Make sure you designate people to welcome people to the club – this is really important to make people feel welcome to your club and the event.
3. **Dress code-** Leave your blazers and ties at home! Bowls' Big Weekend is a casual weekend aiming to recruit more new members to the sport. Whilst Bowls England acknowledges the rich history of the sport and dress code, we suggest wearing casual clothes and flat shoes this weekend. Casual attire will make the sport accessible and approachable and will help in recruiting more members to your club. One of the main things that puts new members off is seeing lots of people in whites (sad- but that is how it is).
4. **Get your attendees** bowling as soon as possible! Make it fun! Your visitors are there to enjoy themselves, so get them on the green and delivering bowls straight away. They will not want to learn all the minute information regarding etiquette and the Laws of the Sport at this stage. If you make it a fun and friendly atmosphere, they are more likely to return. Do not worry about teaching your visitor how to cast a jack – why not use a football instead of a jack so that it is a bigger target to aim at, or even a series of shuttlecocks placed up the green. If they are struggling to reach, do not feel like the jack must be a 'legal length' – they do not need to know about a 23m minimum jack length on this occasion.
5. **Setting the mood / Decoration-** There ain't no party like a bowls club party! All events need a great music playlist and our Facebook community have been on-hand to help out. They have suggested loads of great songs that puts them in the bowling mood – check out our playlist here. We have provided you with some branded balloons and posters within your resource pack – get these up around the clubhouse! Feel free to also put up some bunting and more balloons if you really want to set the tone and celebrate our sport.
6. **Clear Signage-** No one likes feeling lost. Make sure you have clear one-way systems and social distancing markers in position, if necessary, as well as clear signage to the toilets (and bar!).
7. **Open up gates and doors-** Get those gates flung wide open and remove the 'members only' signage! Most bowls clubs are situated behind large hedges or fences, so it is important to appear welcoming. Be proud of your club and your sport!
8. **Thank your attendees-** Leave a lasting impression and give all attendees a warm goodbye. If you have not heard anything from them after the Bowls' Big Weekend event, ask for their feedback as it may give you suggestions on how to do things differently in the future.
9. **Create an incentive-** Everyone loves a bit of competition and the chance to win a cracking prize. Set up games on your green and get your attendees rolling. The prize can be anything your club deems acceptable: Free membership, £10 worth of drinks vouchers, or if you are feeling generous maybe a free bottle of wine!
10. **Beginners Guide** to bowling- We want as many people as possible to try our accessible sport. Bowls takes a moment to learn and a lifetime to master. To get people on their way to becoming masters you will find a how to guide in the club resource packs, make sure you are giving out these leaflets to all attendees. On the back is an incentive offer which will encourage people to return to the club – make sure you are advocating that people take up this offer.

Other items to be resolved Open Day

Advertising needs to be arranged and ordered. Paul to supervise.

Janet will organise food and drinks.

Members to be asked to assist and welcome potential new members.

A member to record contact details of those guests who want to start coaching.

Assistants to help with food and drink etc.

Webmaster (Jay Merrell)- Nothing to report.

Publicity Officer (Di Dagg) -

- a) Di has forwarded articles promoting the Open Day to both the Wellington Weekly News and the Around Wellington website.

Membership Secretary Lynda Manning

Membership Numbers as of 5th May are.

Full Members	91	
Life Playing Members	2	
Outdoor Members	21	
Indoor only	29	
Hemyock/Uffculme	9	
Social	24	
Life Member Social	3	
<u>Pétanque Social</u>	<u>36</u>	(16 more forms still to come)

Total **215** (a good number to attract potential sponsors)

I have contacted Alan Moore with a list of those Members who have not renewed so that their key fobs can be switched off. Whilst Members have another month in which to pay their fees, they cannot use the Club facilities etc, so have need for access to the building. They are primarily Social Members.

There are currently Lockers available in the Men & Ladies changing rooms, hence there is no waiting list for lockers. There are a few payments for lockers outstanding (as some people seem to have forgotten that they have one and must pay for it) and David Dagg is chasing any outstanding monies.

Safeguarding Officer (Henry Richbell)- NTR

Welfare Officer (Steve Lovell) - NTR

7. Bowls Coordinator Graham Brown

Subgroup members reports for the following month's activities.

Men's Captain (Eddie Dilly)

- a) Currently struggling for player availability in all leagues.
b) Comment has been made that £2.50 seems a lot for a tea & biscuit match. Is £2 possible?

Ladies' Captain (Brenda Wilson) NTR

Captain of Mixed games (Ian Hollingsworth)

- a) Mixed Friendly Matches - these have been very well subscribed and the matches we have played have all been well contested in a friendly manner. Matches have been close, so far, we have played six, winning four of them (as of 5th May).

- b) The response for the first internal friendly was excellent with all three rinks filled up. The idea in principle is to enable players to try out unfamiliar positions.
- c) There is an important match v Plymstock coming up but so far there are relatively few names. I will work on it when he gets back from holiday.

Indoor Captain (Gerry Mangeolles) NTR

Fixtures Secretary (Jay Merrell)

- a) Mixed friendly due on Thursday 27 April, away to Tiverton Borough, was cancelled on the morning due to bad weather. So far unable to rearrange the fixture.
- b) Eastover have apologised for missing the home fixture on 1 May. Provisionally rearranged for Friday 25 August @ 5pm.

Competitions Secretary (Trevor Jenkins)

- a) Research into updating the Honours Boards is ongoing.
- b) The Competitions Draw has taken place and the initial stages will be posted up early next week.

Bowls Co Ordinator (Graham Brown)

- a) Ongoing small number of enquiries in connection with recruitment initiatives. All currently undergoing trial coaching sessions.
- b) Buddy scheme is in place with several introductions having been made.
- c) Decision made to initially focus on introducing some lady coaching support for the club. In view of timescales, we will use the Somerset model. Peter Staddon has been contacted and is pleased to support. Two of our Ladies have shown interest in taking the initial coaching course and this is now being taken forward.
- d) Friends of Wellington Park event attended on Monday. Thanks to all that supported the stand. Focus was on advertising the Bowls Open Day on Sunday 28 May.
- e) We have had a complaint regarding teas at friendly matches. We are trying to keep the costs down, so we are serving assorted biscuits with teas and coffee.
- f) Trevor and his team did a fantastic job with the Competition Draw. We are all very satisfied with the number of entrants for all the competitions and Trevor now starts the difficult job of drawing up the various brackets.

Coaches

- a) The coaches have asked whether the club would support the purchase of some second-hand sets of bowls that could be lent to new bowlers for a short period of time after completing their coaching sessions to enable them to decide which size / type of bowl suits them.
- b) A few sets are already sourced and perhaps we could initially ask the members if they have any "retired" bowls which they would be prepared to donate or sell to the club. Jay to put on website and send email out to all members.

Asset Co-ordinator Tony Woollard

- a) .Carpet maintenance booked for September.
- b) Alarm maintenance booked for 26th May.
- c) Risk Assessment amended to include section on lone working.
- d) Clubroom heating due to be switched off at end of month for maintenance.
- e) When the extension built, I was assured that the older part of building had been tested for asbestos. Does anyone know if a test report exists? Checks were carried out.
- f) "Tell tales" will to be fitted in the gents' toilets this month to check for subsidence

- g) A problem has occurred at the front door where the carpet has curled up. Arrangements have been made to glue it down.

9. Functions Co-ordinator Janet Moore

- a) Since our last Executive Meeting we have had the Opening of the Green, which was a most enjoyable day, the sun shone for once. We had a Bring and Share and the Grand National on the new TV. Steve had three books due to the numbers who wanted a horse in the race. All money in line with our licence was paid out to the winners. We also raised £66 for President Ann's Charity.
- b) I also represented the Club with our President at Oaktree Care Home for their Cheese and party. The event was attended by local community and sports clubs as they want to integrate into the community. Something for us to discuss regarding our involvement. They have sponsored some scorecards for us which have now arrived.
- c) Several events took place over the Coronation Weekend. Angie and Marguerite ran a tombola at the Fair in the Park and successfully raised £192. Our Club celebrations were held on Bank Holiday Monday and the weather held off to allow for the planned events to take place. We raised the great sum of £164 for President Ann's Charity.
- d) I would like to thank everyone who helped with these successful events.
- e) We have a problem with the Men's team Teas. Janet has agreed to do the shopping but the meals etc. will have to be prepared and served by the teams themselves. They will be responsible for clearing away and washing the pots etc.

10 Green Keeper Paul Kelly

The Green has improved considerably and visiting teams have commented on how well it is playing.

11. Matters requiring attention May/June

- 1) Arrangements for the Open Day.
- 2) Arrange coaching course.

12 Any other business

- a) No items were raised.

13. Applications for Membership - 2 Applications both approved.

The meeting closed at 11.10

Date of Next meeting: Friday 9th June

Signed: Paul Kelly (Chairman) Date: 2023