

## **MACKAY BOWLING CLUB**

### **MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE, NEBO RD., MACKAY ON SATURDAY 11<sup>th</sup> JANUARY 2020**

**MEETING OPENED AT 8:35a.m.**

**IN ATTENDANCE:** Noel Brand, Val Pilcher, Peter Molloy, Janice Nelson, Gayle Rissmann, Tony Gibson.

**OBSERVERS:** Nil

**WELCOME:** Chairperson Noel welcomed those present and thanked them for their attendance.

**APOLOGIES:** Nil

**ABSENT:** Steve Cassidy.

**MINUTES** of the November monthly meeting were taken as read.

Moved by Janice, seconded by Val that the minutes were a true and accurate record of proceedings and be accepted as read. Cd.

#### **BUSINESS ARISING:**

##### **From the Action Sheet**

- Advertisers for Signs – Driveway contractor advertising at the corner of the green has been erected as has Stacey Arlott's sign. Val, Tony, Noel & Peter have all flagged possible opportunities to fill the remaining signs on Nebo Road.
- Purchase of more poker machine licences – Jason Schalich still believes that the purchase of additional licences will be a good investment. Peter will follow up with Jason again.
- Use of Facebook – Janice will organise with Crystal to train Tracey and a representative from both the women's and men's section to have access so that regular posts regarding the activities at the club can be posted.
- Building Committee – Noel indicated that there was some difficulty in getting the required information from the Council and that he was assisting Trevor with these details at the moment.
- Old Furniture – Remaining furniture will be advertised in the January 13 newsletter with any furniture remaining by the end of January to be taken to the dump recycling.
- Shed to house dining room furniture when not in use – Steve has received a quote from Steve Sharrock and has been given the go ahead but due to pressure of work he won't be able to get to it until end January early February.
- Replacement Measurer – Peter will purchase.

- Pool of volunteers from Ladies and Men's sections to help out with functions – no progress as yet because bowls hasn't started but representatives will source volunteers when the bowlers return.
- Web Site – Kees has done a good job reconstructing the web site and Janice suggested that the Club make available a number of relevant documents on the site. E.g. Club constitution, rules of play for competition, scroungers rules etc., Janice will work with Kees on this.
- Men's Club Competition conditions of Play – These will be finalised at the meeting to be held on 18<sup>th</sup> January, placed in the "away book" and also on the web.

## **CORRESPONDENCE:**

### **INWARDS:**

- Office of Liquor & Gaming – Notification of annual returns requirements
- Dept of Justice & Attorney-General – Blue Card Positive Notice – Julie Caban
- Dept of Justice & Attorney-General – Blue Card Positive Notice – Denise Mezzan
- MDLBA – Annual Reports and Financial Statements
- cta training specialists – RMLV & Gaming Training
- Clubs Queensland – Membership Subscription Renewal
- Sport & Rec – Active Community Infrastructure
- Sharon Dusting – resignation
- Lesley Bates – Regional Bowls Manager. January Report & Junior Bowls Information.
- Dept of Justice & Attorney General – Blue Card Positive Notice Gayle Rissmann

### **OUTWARD:**

- Eunice Bennett – re Life Membership
- Chris Breckell (Whitson Dawson) – Thank you to services and attendance at AGM and appointment as auditors for 2020.
- John Elliot (Beckey, Knight & Elliot) – Appointment as solicitor
- Annual returns – Liquor & Gaming
- Annual Returns – Justice Department

Moved by Janice and seconded by Peter M that the inward correspondence be received and the outward adopted. Cd.,

## **BUSINESS ARISING FROM THE CORRESPONDENCE**

- Clubs Queensland subscription renewal – Discuss regarding the level of the subscription required by the Club. Val suggested we approach Pauline Townsend from Simply Sorted to investigate whether membership of this organisation will meet the requirements of the Club with regards Industrial Relations matters.
- Active Community Infrastructure – Janice reported on the presentation her and Peter N attended late in 2019. Janice and Val have discussed possible partnership between the Mackay Bowling Club and ATSICHS. ATSICHS has a number of programs they are running which could effectively utilise our facilities. These programs focus on education and promotion of a healthy lifestyle. Val also indicated that they have a number of small groups that require space for meetings. Some form of partnership arrangement needs to be arranged for this to progress. Janice and Val to coordinate.

Other Board members identified other groups that are presently using our facilities for regular meetings (e.g. Mackay Formula 500 Club) and would consider thinking of additional small organisations that could be approached.

- Regional Bowls Manager Report – It was moved by Peter and seconded by Janice that \$200 be donated to the Bushfire appeal to assist bowling clubs affected by the recent fires. This donation will be done through Bowls Australia.

## **MEMBERSHIP**

**TOTAL MEMBERSHIP** Life 3 Full 118 (38 Ladies), (Men – 80) Social 61

Resignations Nil Deceased Nil

## **NEW MEMBER APPLICATIONS**

- Gregory Pembroke – nominated by Peter Molloy, seconded by Reg Palmer.
- Shane Martin – nominated by Noel Brand, seconded by John Bowling.
- Michael Irving – nominated by Steve Cassidy, seconded by Noel Brand.
- Christopher Molloy – nominated by Tony Gibson, seconded by Glen Petrie.
- Shane Makin – nominated by Peter Molloy, seconded by Bruce McLaughlin.
- Crystal Gill – nominated by Valerie Pilcher, seconded by Amanda Prewett.
- Karen O'Brien – nominated by Denise Becus, seconded by Veronica Cowen.
- Lotoya Sorensen – nominated by Valerie Pilcher, seconded by Amanda Prewett.
- Donna Fagg – nominated by Valerie Pilcher, seconded by Amanda Prewett.
- Renae Mitchell – nominated by Valerie Pilcher, seconded by Amanda Prewett.
- Thelma Fry – nominated by Valerie Pilcher, seconded by Amanda Prewett.

Moved by Janice and seconded by Peter that the new members be accepted. Cd.,

## **TREASURERS REPORT**

Review & Approval of Proper Accounting & Financial Control Systems

Financial Performance

Profit & Loss Statements

Balance Sheets

Bank Reconciliation

Trading Performances

Financing Arrangements

Gaming Machines – Other

Negotiation of Funding Requirements

Ongoing Review

The Club had a healthy end to the 2019 year with a \$15,700 profit greater than the previous year. This was mostly due to the gaming although the bar was trading well as well. The capital notes go up in value month by month and Noel, Janice and Peter will be meeting with Ashley from Morgan's Financial on Thursday 16<sup>th</sup> for an annual review.

Painting has now been completed and fully paid for and refurbishment of the Bar area has now been completed at a cost of \$1,700. Other expenses are the normal monthly expenses.

Of the money set aside for the refurbishment in 2019, some \$115,000 still remains in the general account. Peter felt that this was too large an amount and some discussion was held as to how best to invest some of this money. It was suggested that this also be discussed with Ashley at Morgans.

Moved by Peter and seconded by Gayle "That the Financial Statement be received and adopted." Cd.

**GAMING – Peter Molloy.**

Compliance Standing Agenda Items (Minimum Requirements)

Gaming Nominees report (includes Machine Performance}

Monthly Gaming Machine Reconciliation Report (Form 42)

Self-Assessment Check List (Form 75B)

Monthly Variance Record (Form 61)

Responsible Gaming matters

Adequacy & Availability of Licensed Staff

Gaming Machine Acquisition & Disposal

Complaints and escalated incidents

External Gaming Auditors Report & Management Letters

Correspondence with QOGR

Peter reported that all relevant compliance documents have been completed and are in order and variances are within scope.

Moved by Peter and seconded by Tony "That the gaming report be received and adopted." Cd.

**CLUB CO-ORDINATOR – Steve Cassidy**

No report

**GREENS CO-ORDINATOR – Vacant**

No report

**LADIES SECTION REPRESENTATIVE – Gayle Rissmann**

- Triples Carnival 11<sup>th</sup> November 2019 – Green Fees \$840, Raffle \$420 (all prizes donated by ladies). Profit for the day \$1,260.
- MDLBA Presentation and PAH 18<sup>th</sup> November 2019 – Mackay ladies catered the lunch and no bowls were played. Takings were \$1320 with the only cost to the club being the cost of the food.

- Gayle requested that we purchase new table cloths to fit the new tables. Costing will be presented at the next meeting. Gayle would like this finalised by 17<sup>th</sup> April for the Mackay Club PAH.
- West Tigers Ladies have now joined the MDLBA which will total 12 PAH days that the President and members will be attending throughout the year.
- Gayle was pleased to welcome 6 new members for 2020 and asked about bowls cloths and badges for these new members. These will be sourced.

Gayle congratulated the Ladies Section on a very successful 2019 and is looking forward to an equally successful 2020.

Moved by Gayle and seconded by Peter that the ladies section report be accepted. Cd.,

#### **MENS SECTION REPRESENTATIVE – Tony Gibson**

- Mackay V Wests Mixed Challenge 18<sup>th</sup> January – Bus from Wests is no longer available. Val offered their buses. Tony will source drivers and coordinate with Val.
- Green Opening – If delayed, Tony will organise another trip away to one of the country clubs either St Helens or Marian.
- Tony asked that a report on the progress of the green be reported in the newsletter.
- It was flagged that some consideration should be made as to the timing of the closure of the green – are we closing too early and missing out on revenue from social functions.
- Suggestion to commence Breakfast and Bowls on Sunday mornings. All agreed and the first event has been organised for Sunday 9<sup>th</sup> February. Details to be published in the newsletter. This would not take the place of Barefoot Bowls.

Moved by Tony and seconded by Val that the men’s section report be accepted. Cd.,

#### **SUB-COMMITTEE REPORT**

**Nil**

#### **GENERAL BUSINESS**

- Noel reported that the cost of a new flag was \$260. Moved by Noel and seconded by Val that a new flag be purchased.
- New Member Information Booklet – Ladies Secretary and Men’s Secretary are working on this to be presented at the first meeting of their respective sections.
- Ratification and approval of business transactions for December – Moved by Peter and seconded by Noel that all transactions for December be approved. Cd.,
- Appointment of eligible Club Member to vacant Board position – As per Section 5 Board of Management, Election of Officers 4.3 – “In the event of a casual vacancy occurring on the Board, The Board shall appoint an eligible Member of the Club to fill the vacant position and to hold office for the remaining term.....” It was moved by Peter and seconded by Noel that Russell Fry be appointed to the position of Greens Co-ordinator on the Board of Management. Cd.,

- Uniforms for 2020 – It was decided to purchase 20 new uniforms in the new lighter fabric.
- Val asked that hygiene bins be sourced for the ladies' toilets. Val will coordinate with Peter to progress this.
- Peter tabled that there were some issues with the rosters for bar staff. The Board endorsed the staffing roster which had the approval of Tracey and Peter and which will revert back to what was originally used prior to staff taking leave.

**MEETING CLOSED** 10:35a.m.

Vote of thanks to the chair was moved by Janice and seconded by Peter M

**NEXT MEETING** Saturday 8<sup>th</sup> February 8:30a.m.

**RECORDED BY**

**JANICE NELSON (BOARD SECRETARY)**