



Shepparton Park Bowls Club Inc

Annual General Meeting

Wednesday 25<sup>th</sup> May 2016

## Annual General Meeting 2016

### Agenda

1. Welcome and Apologies
2. Quorum is 37 members, there is no proxy voting
3. Naming of scrutineers
4. Confirm minutes of Annual General Meeting held May 26th 2015
5. Confirm minutes of Special General Meeting held February 29th 2016
6. Receive reports from the Board Directors and Managers
7. Receive and consider the financial statement submitted by the Club in accordance with Section 30(3) of the Act;
8. Election of Directors of the Board;  
One year term: Chairman, Deputy Chairman, Treasurer, Male Bowls Director  
Two year term: Secretary, Membership Director, Greens Director, Female Bowls Director
7. Election of Managers; Bar Manager, Catering Manager, Sponsorship Manager and Social Activities Manager;
8. Transact any other business affecting the interest and welfare of the Club, of which due notice has been given according to the Rules.
9. Election of Auditors.
10. Close of Meeting

### Minutes of Annual General Meeting held 26/5/2015

#### Present:

Barb Allen, Paul Becroft, Betty Bicknell, Robert Bourke, Val Bourke, Jeff Boyle, Mavis Boyle, Ron Brammer, Jim Broadbent, Brenda Brodie, Peter Brodie, Kate Bush, Bev Cahill, Alan Cameron, Ellen Cameron, Bill Chilcott, Ailsa Cook, Jim Cook, Joy Cuthbert, Ken Cuthbert, John Davy, Ian Dempsey, Don Dickinson, Alan Doble, Margot Dobson, Noel Dobson, Cathy Dudley, Keith Dudley, Pater Duggan, Noel Dumnsey, Glenn Edwards, Val Gibbs, Wes Gibbs, Noel Griffin, Brian Hall, Dave Hardie, Brian Hardy, Stan Hester, Jenni Hill, Flo Holland, Ron Holland, Wendy Holland, Norma Howard, Eddie Hyde, Margaret Keen, Bob Kleinitz, Barry Laws, Dora Mackenzie, John Mackenzie, Glenice Mawson, Lloyd Mawson, Denis McGurgan, Pam McGurgan, Norm Mitchelmore, Marie Nelson, Anne O'Donoghue, Ben O'Donoghue, Vince Page, Ray Phillips, Bill Probst, Kaye Pyke-Fernando, Alby Rodda, Kelvin Rogash, Angelo Russo, Mark Ryan, Trevor Serafini, Jim Shanahan, Bill Sinclair, Graeme Sinclair, Shirley Sinclair, Dennis Smyth, Margaret Smyth, Margaret Stibbard, Milton Stibbard, Bev Thorn, Margaret Thorne, Robert Thorne, Donald Treloar, Frank Watson, Ash Williamson, Greg Williamson

#### Apologies:

Kevin Thorn, Sandra Wallace, John Wallace, Paul Warren, Ray Hill, Bob Smith, Moira Smith, Ross Higgins, Marie Kleinitz, June Rodda, Rhonda Canobie, Jim Campbell, Reg Jeffery

These were accepted on the motion of Margaret Stibbard and Margot Dobson.

#### Minutes of meeting held 27/5/2014:

These were accepted as a true and accurate record on the motion of Pam McGurgan and Flo Holland.



**Reports:**

These were distributed with the meeting agenda, and were accepted on a motion from Jenni Hill and Ellen Cameron.

**Treasurer's Report:**

This was accepted on a motion from Greg Williamson and Ray Phillips.

**Election of Directors:**

<u>Position</u>	<u>Nominee</u>	<u>Nominator</u>	<u>Seconded by</u>
Chairman	Stan Hester	Glenn Edwards	Ray Phillips
Deputy Chairman	Wes Gibbs	Jim Shanahan	Glenn Edwards
Secretary	Jim Shanahan	Wes Gibbs	Bev Cahill
Treasurer	Jim Shanahan	Stan Hester	Glenn Edwards
Greens Director	Ray Phillips	Brian Hall	John Wallace
Membership Director	Paul Warren	Wes Gibbs	Jim Shanahan

As there was only one nomination for each position, the Chairman declared all to be elected.

**Election of Managers:**

<u>Position</u>	<u>Nominee</u>	<u>Nominator</u>	<u>Seconded by</u>
Bar Manager	Frank Watson	Dave Hardie	Brian Hall
Catering Manager	Marg Keen	Bev Cahill	Wes Gibbs
Social Activities Manager	Peter Cross	Wes Gibbs	Jim Shanahan
Sponsorship Manager	No nomination		

As there was only one nomination for each position, the Chairman declared all to be elected.

As there was no nomination for Sponsorship manager, the Chairman asked members to consider the position and speak to him if they might be able to undertake the role.

**Election of Auditors:**

Metzke and Allen were elected as auditors for the next year on the motion of Ash Williamson and Marie Nelson.

**Other business:**

The Chairman directed members to the final page of the papers which detailed alterations to our Constitution required by Consumer Affairs Victoria. These did not require the usual methods of approval. They were acknowledged on the motion of Jim Broadbent and Jenni Hill.

**Close of meeting:**

The Chairman then thanked members for their attendance and attention and declared the meeting closed.

The Meeting closed at 8.20pm.

## **Minutes of Special General Meeting held 29/2/2016**

### **Present:**

Barb Allen, Jeff Boyle, Peter Brodie, Beverly Cahill, Alan Cameron, Ellen Cameron, Bill Chilcott, Ken Cuthbert, Ian Dempsey, Margot Dobson, Douglas Freeman, Leonie Freeman, Val Gibbs, Wes Gibbs, Dave Hardie, Stanley Hester, Jenni Hill, Flo Holland, Ron Holland, Margaret Keen, Rod Kelley, Bob Kleinitz, Barry Laws, Glenice Mawson, Lloyd Mawson, Norm Mitchelmore, Anne O'Donoghue, Ben O'Donoghue, Rick Osborne, Murray Phillips, Ray Phillips, Bill Probst, Kaye Pyke-Fernando, Kelvin Rogash, Jim Shanahan, Bill Sinclair, Graeme Sinclair, Shirley Sinclair, Bob Smith, Moira Smith, Dennis Smyth, Margaret Smyth, Max Steigenberger, Margaret Stibbard, Milton Stibbard, David Taylor, Margaret Thorne, Robert Thorne, Bruce Tully, Sandra Wallace, Paul Warren

### **Apologies:**

Betty Bicknell, Mavis Boyle, Jim Broadbent, Brenda Brodie, Ailsa Cook, Jim Cook, Noel Dobson, Glenn Edwards, Ray Hill

These were accepted on the motion of Margaret Stibbard and Paul Warren.

### **Opening remarks**

Chairman Stan Hester welcomed members and indicated that the quorum of 37 members had been reached. He also reminded members that a three-fourths majority was required for a motion to be successful.

### **Scrutineers:**

The scrutineers were named as; Bill Chilcott, Bruce Tully and Kelvin Rogash.

### **Business:**

Jim Shanahan outlined the proposed amendments in turn and answered questions from members as to the implementation and ramifications of each.

Proposal 1 to replace the sectional Structure with the Bowls Committee Structure was moved by Ray Phillips and Wes Gibbs. Carried.

Proposal 2 to alter the term of office of Board Members was moved by Ray Phillips and Margaret Stibbard. Carried.

Proposal 3 to alter the procedure for the resolution of concerns of member behaviour was moved by Dave Hardie and Wes Gibbs. Carried.

Proposal 4 to amend the business of the Annual and General Meetings was moved by Margaret Keen and Margaret Thorne. Carried.

Proposal 5 to delete an irrelevant clause was moved by Ken Cuthbert and Shirley Sinclair. Carried.

### **Close:**

Chairman Stan thanked members for their attendance and attention and declared the meeting closed at 8.30pm.



## Reports from Board Directors and Bowls Committee

### Chairman - Stan Hester

I have pleasure in presenting my report for season 2015-2016.

#### Highlights

Change in Pennant structure to 14 rounds from 18 rounds  
Another successful Victorian Open  
Two premierships for Midweek Pennant  
One premiership and one runner-up for Saturday Pennant  
Appointment of paid Green Keeper to replace Club volunteer  
Change of constitution to replace Men's and Ladies' Sections with a Bowls Committee  
Finalisation of our three year Strategic Business Plan  
Delivery of new Club shirts and caps

**Strategic Business Plan** - The Board, in conjunction with Josh Thornton (Bowls Australia Regional co-ordinator), discussed and produced a three year plan for the Club. This Plan among other things, sets out our Vision Statement and Mission Statement for the future. It also sets out the aims and objectives that the Board considered are necessary for the future of the Club. The Business Plan also sets the Core Values that the Club is committed to and the aims which the Club needs to focus upon. It sets out the main portfolio areas such as Finance, Membership, Greens/Facilities, Bowls and Administration.

**Finance** – This year the Club is pleased to report a surplus of \$34,926.80, however, this figure includes a Grant of \$18,840 that was received before the end of the year but relates to the cost of shades that will be purchased during the winter recess. The decision of the Goulburn Valley Division to reduce the number of pennant games had a significant effect on our finances as there was a period of some five weeks where no real income was earned and bar takings were down considerably. Following the Special Meeting where it was decided to change our uniform design and to supply each member with a free shirt, we sustained a loss on our Uniform account of \$6,085.55. However, our shirt sponsor is contributing \$2,000.00 each year for another two years and this amount is shown as Sponsorship income. The Bar showed a profit of \$28,299.65 on an increased turnover but with a lower profit margin. Sponsorship monies are continuing to be very hard to obtain in the current environment and we thank those sponsors who have continued to support our Club. The Victorian Open, although well attended, did not yield as much income as in past years but we were fortunate to have the Teacher's Games held at our Club. This event raised a considerable amount of income from green fees, catering and bar takings. At the end of the year our total funds amounted to \$277,305.68 of which \$110,000.00 has been allocated to the Mat Replacement Account.

**Membership** – Like all sporting bodies we see a decline in overall membership. Bowls Victoria reports that there has been a fall of about 15% in membership during the past year. Our membership dropped by only 10 this year but with an ever increasing ageing of our current members we need to strive harder to find and bring in younger persons to the sport so as to maintain our membership.

**Greens/Facilities** – Our greens were again very well maintained by the Sub Committee led by our Greens Director Ray Phillips. His band of volunteers consisted of Murray Phillips, Bruce Tully, Graeme Sinclair, John McKenzie, Lynton Burkett, Bill Probst, John Wallace, Glen Edwards, Graham Cross, Rob Thorn and Ron Holland and Leone Freeman. To all of these people we say a big thank you. Ray Phillips indicated to the Board some time ago that he would not be seeking re-



appointment as Green Keeper. The Board appointed a Sub-Committee to investigate this matter and decided to ask members if there was anyone who would accept the role of Green Keeper. As no response came forward the Board advertised and eventually appointed Ben Lundberg to the position of Green Keeper at a salary of \$35,000 per annum commencing as from 1<sup>st</sup> May 2016 on the basis of a two year contract.

The Board acknowledges the voluntary work done by Ray Phillips over the last 6 years and is fully aware that the new appointment will be a strain on our finances. However, the Club and its members should recognise the fact that we have not had to pay for Ray's services over those years.

**Bowls** – The decision to change the Pennant Season to 14 rounds caused some concern amongst our members but we did see our midweek teams achieve two premierships whilst the Saturday Pennant achieved one premiership and one runner-up. Over the year the normal events and competitions have continued and have given members the opportunity to participate and enjoy the company of fellow members and visitors. On the recommendation of the Board, a Special Meeting of members was held to remove the three former sections and to establish a single Bowls Committee that will have overall control of all bowling activities. Your Board considers that this will give greater emphasis on the organising of bowls and related activities within the Club and to reduce the number of Committees. There will be however, Sub Committees to assist the Bowls Committee. The Board wishes to express thanks to the former Section Presidents and their Committees for the efforts and work during the past year.

**Charity** – The Club has long been a supporter of helping others and this year the Annual Charity Day was no exception. With great support from local business and members the Committee under the leadership of David Slingo raised an amount of \$5,317.00 which was given to the GV Autism Support Group. In addition an amount of \$794.60 was donated from the "Policeman's Hat" to GV Hospice.

**Thanks** – The Board wishes to place on record the valued work given by many members to support the various Committees and Sub-Committees and to those who have volunteered their time to assist the Club. These efforts are greatly appreciated and without these members the Club would not be able to function as efficiently and smoothly as it does.

To my Deputy Chairman, Wes Gibbs, I say thank you for all of the work you have overseen and done to maintain the facilities of the Club. Also to step in on my behalf when I was not available.

To our Board Secretary/Treasurer, Jim Shanahan, who is not seeking re-election, we say many thanks for your efforts in maintaining the dual role and the great work you have done over many years. Your wisdom and sound judgement will be sorely missed.

We look forward to another year where success continues on the greens but one that will be difficult financially due to increasing costs and having to pay for a Green Keeper. The Board will continue to manage the affairs of the Club in the best interests of its members.

### **Deputy Chairman - Wes Gibbs**

It is very pleasing to report that it has been a very good year.

During the year we have

- Fitted shade cloth to the north end of the clubhouse over the concrete area,
- Replaced shade cloth between the Foundation and Members Green,
- Bought a chip cooker which can be used in the kitchen or as a portable chip cooker,
- Purchased a digital clock with a thermometer for the western end of the Rose Green,



- Maintained and repaired the kitchen freezer,
- Replaced locks on the bar door,
- Repaired the sound system, and
- Repaired the bar coolroom fridge, dishwasher and front entrance door.

I would sincerely like to thank all club members who have helped and assisted me in any way. But most of all to Jim Shanahan who has done a wonderful job in obtaining grants and being a wonderful support to me at all times. Many thanks, Jim!

To all the members; we have wonderful facilities and so let's strive to maintain them.

### **Secretary - Jim Shanahan**

It is with pleasure that I present this report on the activities of the Board during the past year. It has again been a very busy year, with many issues requiring the Board's attention. The Board met formally on fourteen occasions, with many informal meetings taking place.

I would like to acknowledge that all members of the Board have been very pro-active and diligent in their roles and have served the Club well. Meetings were always well attended and robust discussion took place as to how best to advance the Club.

I would like to highlight a few issues dealt with and highlights of the year.

Over the past two years the City Council has been drawing up a master plan for the Kialla Park Recreation Reserve precinct. We provided input in the initial stages of discussions and then provided feedback when the draft was released. There are a couple of points in the plan which we feel are not in the best interests of our Club, and we are working with Council to address these matters.

The drafting of a Business Plan for the Club to guide it over the next few years was also a major task. The plan has been formally adopted and already parts have been implemented. Most notable of these were the alterations to our Constitution which were approved by members in February. These will provide much clearer lines of communication and areas of responsibility in the future.

Another initiative was the upgrading of our Good Sports Program status. We successfully moved to Level 2 of the program. This will assist in future when applying for grants, as it shows a commitment by the Club to sound management and welfare practices. To complement this program, we recently became part of the Sporting Clubs Responsible Gambling Program, and are one of the first bowls clubs in the area to become involved. You will hear more about this program in the future.

This year we successfully applied for a grant to refurbish the shade runner which runs east-west through our grounds. The work will be completed during the next few months. This means that all shade structures at the Club have been renewed during the past two years, as well as the shade sail added.

Again looking to the future, we are currently having an audit done on the club lights, both inside and outside. The purpose is to see if replacing the globes with LEDs will reduce the costs of electricity and globe replacement in future years.

We now enter unknown territory by employing a Green Keeper from this season. This will add a



financial burden on the Club which must be addressed. We thank Ray for his past efforts, not the least of which has been to save the Club a considerable amount of money.

This past season has seen many highlights and activities on the greens, apart from the those of our own bowlers.

In September we hosted the bowls component of the annual Teachers Games. Over two days we hosted 340 players plus spectators. The catering ladies did a fantastic job to feed them all and those behind the bar were kept very busy. The feedback from the participants and organisers was excellent. They will be back again in September this year.

We also played host to the State Under 18 squad playing a test series against a team from Wellington, New Zealand. This was a fantastic event, and again the feedback was excellent. The squad will be back in June for their trials.

We were again the primary host of the Victorian Open. This event grows each year, as does the effort put in by our Club members who volunteer their time and effort. Again the feedback from participants and organisers confirms that our grounds, greens, clubhouse and members are the envy of many other clubs. Well done and thanks to any member who assisted in any way.

As this is my last report as Club Secretary (and Treasurer), I would like to thank all Board members for their efforts, and to particularly thank the members of the Club for showing their trust in me to fulfil the role. Also I must thank those who have provided assistance to me when asked, or when often offered unasked. Without such a co-operative spirit the role would be far more onerous. I wish the incoming Board members all the best for their future deliberations.

#### **Membership Director - Paul Warren**

Male members 123

Female members 60

Total Affiliated members 183

Life Members 3

Social Members 65

Total combined membership of 248

8 New members

5 Members transferred to other clubs

9 Members did not renew membership

4 Passed away

Full membership numbers fell by ten. While this is a decline from last season there are varying factors, nine members from last season did not renew their memberships due to age, illness or just having a spell, five members transferred to other clubs, we had four of our members pass away and had eight new members join.

With Social memberships also there was a change but this was much to do with the people who are participating in our Wednesday night pennant which can vary from year by year with an encouraging number now participating in social activity around the club.

In addition the club has played host to numerous corporate groups who have held social events at the club over the past twelve months. In this area the club recognises the significant effort from those members of the club that helped out on these occasions.

Finally I would like to thank all those who regularly assisted our attempts to attract new members over the past year and with the success the club has had again with Midweek and Saturday pennant in the past season it will encourage more people to join our club.



## **Greens Director - Ray Phillips**

It is with great pleasure that I present this report on behalf of the greens committee.

We have had a very long dry summer that has affected some of our trees, but the greens have come through very well and have been rolling well.

We are still having trouble with the birds on the Rose Green and we placed a length of shade cloth down and this has helped to some degree as well as the lights that Rob placed up near the roof. Thank you to those who have helped to protect the carpet by spreading the cloth back when they finished playing bowls.

To Sandra Wallace and Norma Howard who planted the flowers in front of the club house they have looked great all year.

The members of the Greens Committee were Murray Phillips, Bruce Tully, John Mackenzie, Bill Probst, Ron Holland, Graeme Sinclair, John Wallace, Rob Thorne, Glen Edwards, Lynton Burkitt, and Graeme Cross. This year we welcomed Leonie Freeman to our committee who has been working with the team helping around the gardens, a great job by all. Thank you for what you have done for the club throughout the year.

## **Bowls Committee - Bev Cahill**

Another great year was had by all bowlers with three Pennant flags Division 1 and 2 Midweek and Division 2 Saturday.

We are very proud and lucky to have such a great club house, so all events that we can hold here benefits the club enormously.

The Vic Open Committee did a wonderful job in organising a very busy week as the whole club gets together and makes it a very successful and profitable event. A big thank you must go to the catering teams, Marg and girls in the kitchen and to the men outside. After a few hassles with the chip fryer, we have had some lovely chips, dim sims, etc.

Congratulation to our Club Champions - Glenn Thatcher and Marika Armstrong, and to all who won club events and GV events. Both Match Committees did well to get all events finished on time.

Thanks to Ray and committee for preparing the greens for pennant, tournaments and all club events. It is a constant job to keep the greens and surrounds in 'tip-top' condition all the time. So well done to Ray and his gang of workers. You have to have good greens for a club to succeed. The blinds are a great addition to the Rose Green, they have certainly helped the players who play all through the winter.

I would like to wish our new Bowls Committee Secretary Leonie Freeman and Sandra Wallace Tournament Secretary all the best for coming season. All sub-committee have been filled and all looks promising for a great 2016 - 2017.



## **Reports from Managers**

### **Bar Manager - Frank Watson**

A successful year again with a substantial amount going through the bar from our members, on Pennant and Tournament Days as well as social events. It may be time to review our prices to ensure a good result for the club.

Thank you to the volunteer staff for turning up for their duty times and the support I received throughout the year.

There are still a number of members who need to update their RSA which you can do on-line. See me if you have any issues with this. If your RSA Certificate is not up to date you can't be placed on the roster.

### **Catering Manager - Marg Keen**

Season 2015/16 has been a busy year and I would like to thank my catering committee and helpers for all their work.

The Teachers Games in September was very successful, as was the Vic Open, Turkey Triples, St Patrick's Day, Ladies Invitation Triples and Shirley Sinclair Challenge, to mention a few.

Thank you to Graeme Sinclair and all the men who fire up the barbecue when requested and to Val, Marie, Sandra and Elaine for doing the salads.

I would like to thank Robyn MacFadyen for compiling the roster and to all the members who generously donated cakes, slices, scones, sponges, etc when asked. This is greatly appreciated.

The last day of 60 and Over was a great success, and thanks must go to Edna Harling for the donation of \$200 towards the day.

Thursday and Saturday rosters have worked well and the introduction of salad rolls have been well received.

We have catered for several funerals including Philip Gordon, Alan Sutherland, Daisy Ingram, just to mention a few.

I would also like to mention the wonderful job that Sandra Wallace does with the flowers. These lovely arrangements on the tables and around the room certainly brighten things up.

As this was my first year - it is my hope that I have thanked everyone. You have all been supportive and have made my job a very pleasant one.

### **Social Activities Manager - Peter Cross**

Our Chicken and Salad Nights are a night where members and friends can get together socially and enjoy themselves, with some light-hearted humour and games.

Thanks to our committee for getting these nights together. This year we had a trivia night, joke



night, Christmas Dinner with a two-piece band (*Wanta Be Entertained*), a spit roast and Presentation Night. Thanks to the pennant duty teams for helping during these nights.

I would like to comment about the numbers, or the lack of numbers, coming to these nights. With such a large membership in our club, our attendance is quite low, so let's see if we can improve on that next year.

### **Sponsorship Manager - Kelvin Rogash**

Although I took over this role after the season had started, the acceptance by the sponsors and their willingness to join with us for this season was very pleasing. Some sponsors see their benefit coming from the increased number of customers through their business while others see their contribution as a way of supporting an active and enthusiastic club. To this end it is good when we hear of members supporting these businesses.

Our sponsorship comes in a variety of forms but whether it is money paid directly to the club for event sponsorship; money directed to particular uses like the revamped uniforms or the new mats; the offer of services to be used by the club; or the provision of vouchers as prizes they are all welcome and help keep the club financially sound.

I would like to say thank you to our valued sponsors for the year who between them have contributed over \$25,000 to support our club.

They are:-

SPC Ardmona Factory Sales	Merritt Funeral Services
Aspect Sportswear	Lifestyle Communities
Retzos Group (KFC)	Kensington Gardens
Shepparton News	Country Healthcare
Shepparton Carpet Court	Professionals Real Estate
PlastaMasta Knauf	John Anderson Pharmacy
Peppermill Inn	Kruegers Fine Meats
GV Engineering	Shepparton Transit
Mawson's Supermix	GMCU
Central Tyre Service	Coles Riverside Plaza
KC Bowls	Flanagan & Reed Real Estate
Bush's Blinds & Décor	Mooroopna Mitre 10
Mooroopna Pizzeria & Wine Bar	

plus the many others who supported our Charity Day.



## **Election of Directors**

### **Election of Board of Management**

<u>Position</u>	<u>Nominee</u>	<u>Nominator</u>	<u>Seconded by</u>
Chairman	Stan Hester	Bill Chilcott	Marg Stibbard
Deputy Chairman	Wes Gibbs	Alan Doble	Di Hands
Secretary	Bill Gullick	Jim Shanahan	Jenni Hill
Treasurer	Marg Thorne	Val Gibbs	Paul Warren
Greens Director	Ray Phillips	Jim Shanahan	Marg Keen
Membership Director	Paul Warren	Bev Cahill	Ray Phillips
Female Bowls Director	Marg Stibbard	Bev Cahill	Sandra Wallace
Male Bowls Director	Graham Ball	Ray Phillips	Paul Warren

### **Election of Managers**

<u>Position</u>	<u>Nominee</u>	<u>Nominator</u>	<u>Seconded by</u>
Bar Manager	Frank Watson Glenn Edwards	Bill Chilcott Ray Phillips	Brian Hall Bev Cahill
Catering Manager	Marg Keen	Bev Cahill	Shirley Raglus
Social Activities Manager	Nil		
Sponsorship Manager	Kelvin Rogash	Paul Warren	Ray Phillips