

Minutes of Committee of Management Meeting held at Caloundra Hall, on Sunday, 15th December 2019

President Kyle French opened the meeting at 9am and welcomed everyone.

Present: President Kyle French, Patron Robin Cruikshank, Senior Vice President Don Smith, Junior Vice President Cameron Hancock, Secretary Janet Stockel, Immediate Past President Carmel Blyth.

Apologies: Junior Vice President Angus Young, Treasurer Caitlin Yarrow

President Kyle French stated that due to Patron Robin Cruikshank having to leave early, we would start with the budget while he was here.

We started with the proposed budget for this past year and the year to date P&L so we could compare the estimates with the actual spends. After going through all the items on the on the budget sheet and working out what P&L items contributed to each, we estimated a budget for the next year.

We did not run an art union in 2019, which was an item we had included in the budget. Nor did we run Money Sheets at the various State Championships.

We discussed what would be required for an art union. We could put up Pre-paid visa cards as prizes and run it all year at each Queensland event. If we were to run an art union, we need to get it started at the AGM so we can give people tickets to take back to their associations.

We also discussed the possibility of breaking the raffle prizes down to more than just 3 prizes per day at Queensland events. More prizes are more attractive to buyers as they have a bigger chance of winning. At the strategic planning workshop this year it was decided to cut the 3-day raffle and concentrate the money into the daily prizes. This would average out to \$100 per day for raffle prizes and allow us to do maybe 5 to 8 raffles per day instead of 3.

We also considered that instead of leaving it up to the host association to purchase the raffles, we consider just using cash instead, maybe in printed envelopes rather than photo frames which people may or may not use.

The actual nomination fees were down compared to the budget, partly because we did not end up holding the second gala day, and also because the nomination fees and the raffle proceeds went into paying the prizes on the weekend instead of having the prize money pre-prepared. The income and expenses therefore did not show they way they should have. This also affected the value of the income and expense for the Gala raffles.

Donations towards the Juniors are down, as some of the people who have traditionally made donations are no longer doing so for various reasons. Lawgi Club did not hold their bowls day this year, so that donation was not made.

The accountancy fees were higher as we had to go back to the Auditor to amend the original.

There will be no Australian test team in 2020, but it will be required for 2021.

The top part of the badges are only ordered every second year, with the swingers ordered every year, so the amount varies each year.

The website expenses seem quite high, we need to check exactly what they have charged us for and possibly look at moving to a different host.

Kyle French is still doing the Health and Safety course.

We have not put anyone through a first aid course this year. We have 2 first aid boxes but need to check that they are up to date.

Registration/insurance is currently \$15. Caloundra IBA and Gayndah Club do not take the insurance part as Caloundra has their own because of their other activities, and Gayndah is covered under the venue they play at.

Looking at what the insurance cost divided by the number of registered players, it is costing us near to \$10 per person, and we are currently only taking \$7 per person for the insurance portion, with \$8 being the registration portion. We should consider recommending a rise in the registration cost. Don Smith felt that we should not increase the registration fee as he thinks we will lose members that way, and that we should be spending the money we have instead.

Secretary Janet suggested we could double the prize money at State Championships to spend some of the accumulated funds, but Don said that will not necessarily get more players to the Championships, we need new members instead, as the older members drop out due to losing interest, or just getting too old. There is also the continuing problem of Associations not registering all their members the way they are supposed to.

Associations, clubs and individuals should be encouraged to donate towards the hosting of the National Championships in 2023, even small donations, as every dollar counts for the total.

Junior expenses should have a corresponding income (transfer from the Junior account) and these should cancel each other out.

The cost of meetings is expected to be up next year due to a meeting being held in Rockhampton. Honorariums next year will be down by \$100 as we will not be paying for a publicity officer. Australia Post is raising postage costs in January to \$1.10, so postage next year will be up. The hall hire we budgeted for this year can be reduced as we had included the second gala event. Trophy expenses also can be reduced as we included the second gala event.

We also decided that we needed the budget list to look more like the P&L so it would be easier to work the budget. Secretary Janet said that it would take a little time to re-work the spreadsheet the way we wanted it and suggested that we break for an early lunch while it was prepared.

Kyle French moved Standing Orders be in place at 11.20am. Seconded Cameron Hancock. Motion Carried
After the lunch break, Cameron Hancock moved Standing Orders be rescinded at 12.25pm
Seconded Carmel Blyth. Motion Carried

We looked at the revised spreadsheet. We did not include any income or expense for Team accommodation, as we will not be doing that in 2020.

Carmel asked if the account for the Scarborough donation in future be referred to as the **Junior Development Fund**. We also included interest as an income item as it appears in the P&L.

Don Smith moved the proposed budget, seconded Cameron Hancock. Motion Carried

Treasurers Report:

Janet Stockel moved the Treasurers report be adopted, seconded Don Smith. Motion Carried

Business arising:

No business arising, as all was covered in budget discussion.

Previous minutes (COM Meeting, 1st November 2019)

Don Smith moved the minutes from the Committee of Management meeting on 1st November 2019 be accepted as read. Seconded Cameron Hancock. Motion Carried

Business arising from the minutes:

1. Boxes for bowls (#1 November COM meeting)

We have looked at the Bunnings website and there are 2 boxes that may be suitable. We will look into them further.

2. AIBBC website (#7 November COM meeting)

The website re-build is progressing and should be live before the next meeting.

3. Income/expense summary – state events (#16 November COM meeting)

At the last meeting it was suggested we do an income/expense summary for each of our events to look at profitability. We will have these for the next meeting.

4. 2023 National Championships (#26 November COM meeting)

We obtained an estimate from the Caloundra Stadium to hire the venue again in 2023. They cannot give us an exact quote at this time (too early), but \$21,000 at current pricing, subject to pricing increases. We will ask them to pencil in a booking for us, subject to us being able to confirm Caloundra as the next venue.

Janet Stockel moved the minutes be confirmed as read. Seconded Don Smith. Motion Carried

Previous minutes (Delegates Meeting 2nd December 2019)

Carmel Blyth moved the minutes from the Delegates meeting on 2nd December 2019 be accepted as read. Seconded Cameron Hancock. Motion Carried

5. Photos (#4 November delegates meeting)

Kyle has been having issues emailing the photos to Janet, he will put them onto a usb instead.

6. Badges (#6 November delegates meeting)

Don Smith said that the coating on a few of his badges had gone sticky and queried what had been done about the other badges that had done the same. Annette had sent some back, but Carmel said that some of the replacements came back wrong.

7. Flyers from associations (#16 November delegates meeting)

It was asked if Secretary Janet had received any game flyers – only from Caloundra.

8. Insurance (#19 November delegates meeting)

Cameron Hancock asked if Kyle has had a chance to look at how much the Public Liability policy is per player, with a view to re-defining the split between registration and insurance. Kyle has not.

9. Policies (#7 November delegates meeting)

Carmel Blyth and Robin Cruikshank have already looked at several of the policies and Carmel has emailed the updated versions to Secretary Janet. They will be added to the February agenda so the delegates can review them.

10. AIBBC – re chocking kitties (#19 November delegates meeting)

At the recent nationals there was an umpire who was chocking kitties using his fingers, sometimes moving it. There were also some instances where the umpire came and did not actually measure, just made a judgement based on sight only. President Kyle will draft a letter to AIBBC for Secretary Janet.

11. Scarborough Account (#23 November delegates meeting)

Carmel Blyth asked if we had received a copy of the letter from Gayle Sutton. Not as yet. We need the letter so we know the exact conditions of the donation. (Nov 2016 delegates meeting and 2017 AGM).

12. Gala Weekend (#30 November delegates meeting)

Kyle asked for clarification on the format for the Gala weekend. It is Pairs on the first day and Rinks on the second day but playing with 4" bowls on 24' mats.

13. Coaches Course (#41 November delegates meeting)

There was a Coaches Course held on 13th and 14th December at Burke St, Caloundra, with 5 participants. There were also some Referee exams held on 15th December.

Robin Cruikshank moved the minutes be confirmed as read. Seconded Caitlin Yarrow. Motion Carried

14. Quorum for AGM

There was some concern expressed as to whether we would have a quorum for the AGM in Rockhampton. The constitution says “At any general meeting the number of delegates and office bearers required to constitute a quorum shall be double the number of office bearers presently on the Management Committee plus one”.

This means we need a minimum of 17 voters (delegates and office bearers) to be present as there are currently 8 on the COM. While we would be able to hold the meeting, the COM is concerned about the potential lack of representation of associations at an AGM.

The COM urges all associations to consider sending delegates and players to Rockhampton.

15. Correspondence:

Inward:

- # 3. Active Queenslanders Industry Alliance offering a free grant application service to the first 300 organisations to send in a plan to spend a \$2000 grant on training or equipment.
- # 22. Qsport maintains a list of accredited' Member Protection Information Officers' within its membership for referral where required by members seeking the involvement of such officers. They are looking to update the list.
- # 24. The plaques for the National Championship trophies have arrived. Secretary Janet gave them to President Kyle for distribution to the trophy holders.

Janet Stockel moved that the Inward be received and the Outward endorsed. Seconded Don Smith. Motion Carried

General Business:

16. Constitution

At recent meetings, there have been a number of queries about how and when the constitution can be changed. Currently, our constitution specifies it can only be done at an AGM (Rule 26).

This was put in place many years ago to avoid changing the constitution at every meeting. Things that are required to be more flexible should be in the by-laws which have less restrictions.

Don Smith moved that the current rule 26 be changed to the following - “that these rules may be amended, repealed or added to by a special resolution carried at general meeting”, seconded Cameron Hancock. (Currently the fee to register a change to the Constitution is \$21.35.)

This will be put on the agenda for the AGM.

We also discussed that if the above motion was passed, the option of holding a special general meeting to deal with only the Constitution, By-Laws and Operational Procedures, as these 3 items can take a lot of time.

17 Gala Weekend

There was a discussion on whether we should reduce the green fees for the Gala weekend, in the hopes that more people would be willing to play. Do we reduce the prize money at the same time? This increases the chances of running the event at a loss if we don't get extra players. Don Smith said we have money in the bank, why not try it to see if we can get more people there. If we don't get more people then we can go back to the \$10 green fees, as we don't want to be continually losing money on the event.

We will recommend to the AGM to trial the 2020 Gala Weekend with \$5 green fees. We will also trail amending the prize structure to award the 1st to 10th places, then the round winners after that, but if you are a place winner then you cannot be a round winner also. After the event we will look at how it went to determine if it is worth continuing the above format or trying something else.

There will not be a 2-day raffle, only the daily raffles which will be increased to a total amount of \$120 for each day, to be divided into 6-10 prizes depending on what we buy – orchids, cash, chocolates, wine, or other items.

FORMAT FOR 2020 GALA WILL BE AS FOLLOWS:

Pairs on the first day and Rinks on the second day but playing with 4” bowls on 24’ mats, 12 ends.

Carmel Blyth moved the 2020 Gala Weekend green fees be trialed at \$5 per player per day, with prize money remaining the same. To be ratified at AGM. Seconded Don Smith. Motion Carried

18. May Championships

At the November meeting David Blyth put forward Caloundra to host the May Championships, however it got lost in the discussions. This will be confirmed at the AGM.

19. Disputes workshop

Cameron Hancock attend at workshop. Cameron said that one of the things that came up is that there are online training modules for disputes handling and member protection policies (PLAY BY THE RULES) which could be helpful to us.

With the principals of the disputes handling process, most organisations have similar issues. With more serious types of complaints, we need to be mindful of the laws we are subject to, if there is a complaint made around a crime, then that should involve the police immediately.

When it comes to making penalties publicly known, some organisations do, some don't, it is up to each organisation to talk to their members about what they want.

Presently if one of our members wants to make a complaint it has to be done in writing within 14 days. This can take away the responsiveness of the QIBA to make an immediate decision on an incident, instead of the incident being dealt with then and there, with a penalty imposed, whether that be expulsion from the entire event, or just for the remainder of that day, or some other penalty. If someone feels that the penalty is inappropriate or wrong, then they can go to the disputes panel for a resolution.

We need to look at the Member Protection policies and Code of Conduct to look at potential penalties that can be imposed and who can impose them – Referees/Umpires, Controlling Body, Games Director, COM – and then have the Disputes as our backup process.

We need to look at the By-laws and the disputes handling process to see how it could be re-worded to be clearer. Cameron will look at that.

20. Prize Money for QIBA Championship and Restricted Events

There was some discussion on increasing prize money for state championship events.

President Kyle suggested we ask Nelson and Frances Thomas if they would consider using the Scarborough donation to fund the prize money for Junior events, excluding those already sponsored. President Kyle will draft a letter and email it to Secretary Janet.

Carmel Blyth moved we increase the prize money for Championship and Restricted events as follows: Open winner – plus \$20, Open runner up, consolation winner & runner up – plus \$10, seconded by Cameron Hancock. Motion Carried.

Secretary Janet will update the spreadsheets for the budget and the prize money and email them to all COM members.

21. AGM and other meetings

Don Smith asked if we could have a discussion as to how we can speed up the meetings. Many people don't read the minutes prior to meetings, if they did, and had items marked that they wanted to bring up, it could move things along.

Items raised from previous minutes are then noted in the new minutes and sometimes raised again at the next meeting. That type of re-hashing is frequently unnecessary and time-consuming. People need to stop raising petty issues just for the sake of it and get on with the meeting.

Carmel Blyth suggested that we alter the order of meetings. The order is up to us to decide how we want to run the meetings – opening, roll call, notices of motions, recommendations and items on agenda for discussion, treasurers report, general business, correspondence, then previous minutes. The order of an AGM cannot be adjusted much as some items have to be done by the outgoing COM, then election of new COM and sub-committees, then items to be done by new COM, before moving onto the General Meeting in which we can change around the order.

Carmel Blyth suggested that we trial a different format for the correspondence list by grouping like items together.

Cameron Hancock suggested that at the end of the minutes we have an "action items area" to list items we said we were going to do.

22. Promotional items from 2018 Nationals

We have some promotional items from the Nationals that were not sold. We have been taking some to each state event to try and sell them but they are slow moving. There are usb's, note pads, gadget guys. If anyone wants to purchase any, please see Secretary Janet at a state event. We discussed the option of putting a sticker on the front of the note pads. The usb's are engraved on the swivel cover.

23. Honorarium for Treasurer

The COM will make a recommendation to the AGM that the honorarium for the Treasurer be split between Ros Richter and Caitlin Yarrow, as they each did 6 months in the position for 2019.

There being no further business, President Kyle thanked everyone for attending the meeting and closed the meeting at 3.30pm.

Janet Stockel
Secretary QIBA Inc.
28th December 2019

Kyle French
President QIBA Inc.

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COM meeting, Friday night 7pm 31st January 2020, Rockhampton
Delegates meeting, Saturday, 1st February 2020 – Rockhampton

Rockhampton Association are holding a 5 GAME DAY on Sunday, 2nd February
Please contact Rockhampton Secretary Gloria Barlow on 4928 1769 or 0429 038 256

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Any club or association can request that a COM member attend their events, just ask us

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Delegates meeting & Restricted Rinks, Saturday, 1st February 2020 – Rockhampton

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RESTRICTED RINKS - Nominations close 21 days prior to event (11th January 2020)
Names of players to be advised to QIBA Secretary 7 days prior to event

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OFFICE BEARER and SUB-COMMITTEE NOMINATIONS

close 6 weeks prior to AGM – 21st December 2019

NOTICES OF MOTION - close 6 weeks prior to AGM – 21st December 2019

PROXY VOTES - Must be received no later than 7 days prior to meeting – 25th January 2020

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5 GAME DAY - Rockhampton Association on Sunday, 2nd February

Please contact Rockhampton Secretary Gloria Barlow on 4928 1769 or 0438 281 767

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STRATEGIC PLANNING WORKSHOP - Saturday 7th March 2020, venue to be advised

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GALA WEEKEND - 14th & 15th March 2020 - Caloundra Indoor Bowls Hall, Burke St

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MAY STATE CHAMPIONSHIPS – 2nd, 3rd, 4th May 2020, venue to be advised

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IF YOUR ASSOCIATION OR CLUB IS HOLDING AN EVENT AND YOU WANT MORE PLAYERS email or mail a copy of your flyer to QIBA and we can add it to the website and if we are mailing correspondence we can include a copy.