

## **Minutes of Committee of Management Meeting held at Rockhampton I.B.A. Hall, on Friday, 31<sup>st</sup> January 2020**

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

President Kyle French opened the meeting at 7.30pm and welcomed everyone to Rockhampton.

### **Confirmation of Minutes**

#### **Previous minutes (COM Meeting, held at Caloundra, Sunday, 15<sup>th</sup> December 2019**

*Robin Cruikshank moved the Minutes from the Committee of Management meeting on 15<sup>th</sup> December 2019 be accepted as read. Seconded Don Smith. Motion Carried*

### **Business arising from the minutes:**

#### **1. Correction of minutes** (#17 December COM meeting)

Don Smith asked that it be noted that he did not say what was said in the first paragraph. This was accidentally left in from previous minutes. The minutes will be corrected.

It was also asked if it was necessary to put names in discussions? In future we will leave them out, only using names for motions or other necessary items, such as action items.

#### **2. Boxes for bowls** (#1 December COM meeting)

Robin Cruikshank brought one of his own boxes to try the bowls in. It was a little too big but could be padded out to stop bowls from rattling around. Robin thinks he could have a smaller box at home, he will find it. Secretary Janet had been speaking with Rockhampton Secretary Gloria Barlow earlier, they have their boxes made by the Endeavor Foundation. Janet asked Gloria if she could ask the Foundation for a quote on boxes sized to our requirements.

#### **3. Badges** (#6 December COM meeting)

Janet brought all the badges with the peeling covering to see if we could identify what belongs to whom but ran out of time on the weekend.

#### **4. Insurance** (#8 December COM meeting)

It was 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 but will follow up with Abbey.

#### **5. Coaches Exams** (#13 December COM meeting)

3 people did the Coaches Course however did not pass the course, they will have to do the practical portion of the exam again. 2 other people, who had previously completed part of the course, passed the remainder of the course.

#### **6. Disputes policy** (#19 December COM meeting)

Cameron looked through some of the policies that relate to disputes, such as the Minimum Standards of Behavior (which appears to only relate to State Team members), the Bylaws which contain a brief Code of Conduct, also the power of Referees to control the game and the control of players, but there is nothing specific there regarding a discipline process. There is also a Code of Conduct in the AIBBC handbook.

We should look at putting together a Discipline Procedure that would sit along side the Disputes process so there is another avenue rather than sending everything to the Disputes Panel. This would provide us with guidelines to allow Referees, Umpires and Coaches to step in and respond to issues when they happen, rather than waiting for a written complaint to be received.

These things come under the umbrella of the Member Protection policy which Sport & Rec have some workshops on, and which we should send several people to so they can work towards

accreditation as a Member Protection Officer. Cameron also recommended that we have people on the COM and disputes panel do the online course for Harassment and Discrimination. Cameron will provide a written list of recommendations.

It was commented that more of the policies be given to the state team members when they are selected, so they are aware of their obligations regarding behavior. It was also noted that the by-laws should be providing clarification on the rule book.

If the motion regarding reducing the COM is passed at the delegates meeting, then we will need to amend the By-laws and Operational Procedures with regards to duties of the various office bearers.

It was noted that on item # 13 COM December meeting, the mover and seconder were incorrect, as neither of those people were these at that point of the meeting. They should have read Carmel Blyth moved and Janet Stockel seconded, and also moved to after #14. Janet will amend the minutes.

*Cameron Hancock moved the minutes be confirmed as read. Seconded Caitlin Yarrow.*

*Motion Carried*

## **Correspondence:**

### **Inward:**

# 13. Vince Lakin sent a list of Referees due for re-examination

# 67. Vince Lakin sent a Referees Report for the annual report

# 32. Sharon Hancock sent a Team Managers Report for the annual report

There was some discussion on umpires at the last National Championships.

There was at least one umpire a number of people complained about. There were incidents of umpires chocking the kitty, of holding the kitty, of making a decision by sight rather than measuring. At least one umpire was removed from umpiring.

# 72. Passing of Michael Clancy, it was requested there be a minutes silence tomorrow.

*Caitlin Yarrow moved that the Inward correspondence be received and the Outward endorsed. Seconded Robin Cruikshank.*

*Motion Carried*

## **Treasurers Report:**

It was noted that the website expenses seem very high. We have made a list of all payments made and Kyle will call Sites'n'Stores to find out what is going on. If we cannot get a satisfactory answer, then we can look at moving the website to a different host. Janet will get a quote from the person re-doing the AIBBC website.

*Caitlin Yarrow moved that her report be received and all accounts passed for payment, seconded Carmel Blyth.*

*Motion Carried*

## **General Business:**

### **7. Tamworth Accommodation** (#14 September COM meeting)

Angus Young has been looking into group accommodation options for Tamworth in 2021. He is still waiting on some responses but there are several Tourist Parks that would be suitable.

He would like to get an idea of how many people could be interested, as there is no point organising something if people choose to make their own arrangements, as happened this past year.

### **8. Ballarat Team Dinner**

Angus Young is also looking into venues for the team dinner this year. He anticipates going down in June for another event and will look at venues at that time.

### **9. Prize money for State Championships**

We had reviewed and updated the prize money for state championships at last meeting, Janet had emailed it out to all COM members.

We have given Nelson Thomas a letter asking about using the Scarborough Junior Development money as prize money. We are awaiting his response.

## **10. Queensland Events**

The roster needs to be updated however we will wait till next meeting as the discussion from the delegates meeting may affect the roster. 2021 is set, that is enough for now.

## **11. AGM venue & date**

It was suggested that we consider the possibility of holding the AGM in the same place every year, choosing a place that is reasonable central to all associations. Maryborough, Wondai and Gympie were some of the suggestions, possibly Bundaberg. Then the other 2 events would alternate north & south. We would need to see what venues would be available and see how the associations feel about the idea.

It was suggested that we could put the Pairs with the AGM instead of rinks, as some associations are having difficulty fielding a rink, and it would be better to have more associations in attendance at the AGM. This to be considered for next year.

It was also suggested that we could look at moving the AGM from February to first Saturday in March. This give the Auditor more time to complete the Audit, the closing dates for motions and nominations would be moved away from immediately prior to Christmas and New Year public holidays. The only legal requirement is that the meeting be held within 3 months of the end of our financial year.

## **12. Strategic Planning Meeting**

It was asked how effective the Strategic Planning Meeting actually is? Some sub-committees are unable to meet properly due to some members being on more than one sub-committee.

It was suggested that the meeting be cancelled, and instead each sub-committee could be required to meet at least once before 31<sup>st</sup> May and must submit a report of the meeting to the QIBA Secretary for the July delegates meeting.

## **13. Order of Agenda Items**

It was suggested that we change the order of the agenda items to do the more important things first – Notices of Motions – Treasurers Report - General Business - Correspondence – Minutes.

## **14. Business from Minutes**

It was suggested that anyone who want to bring up any item from previous minutes must submit their query in writing so that answers can be prepared in advance of meetings. Often meetings are held up by the committee having to search for information to answer questions. If we could do that prior to meetings it could speed up the meetings. Items could still be raised from the floor in General Business if necessary. There would have to be a time frame specified to give the COM time to get answers for things that require some research, at least 2 weeks, maybe more.

It was also suggested that we could have a list of items from each of the previous minutes that we have actioned in some way, which could be printed and handed out to the meeting and also read out for the purposes of minutes, with each item checked off as satisfactorily handled before moving onto the next item. (*As per the list, this action has been taken, is everyone happy with that, are any objections to the way this has been clarified or action taken, if not then we are moving on to the next item*).

Any other queries could come after that.

## **15. COM meeting, Delegates Meeting and Restricted Event format**

Previous format was COM meeting 9am, draw 11.30, start of play 12.00, meeting 7pm.

This made the COM meeting quite short, sometimes it was not enough time.

Currently COM meeting Friday night, draw 9am, start of play to follow, meeting to follow 3-4pm.

It allows for the COM meeting to be along long as needed, but might not finish till 11 or 12, making the early start next morning tiring.

It was suggested changing the dates of the COM meetings from immediately prior to Restricted Events to a few weeks afterwards. That way the COM would be able to review the delegates meeting and discuss any issues that arose and look at what actions need to be taken for the next meeting. It may cost a little more in travel, but could much more effective for the COM.

The constitution does not actually say what has to happen at a COM meeting, so at the meetings immediately prior to delegate meetings we could do only the things that need to be done for the delegates meeting, such as action items, which would help to keep them short, which would mean they could be held in the morning before the delegates meeting potentially eliminating one nights accommodation depending on the location.

#### **16. 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 usbs, note pads, gadget guys. If anyone wants to purchase any, please see Secretary Janet at a state event. Janet did a sample sticker for the front of the note pads. The Gadget Guys could have a sticker put on them. The usb's are engraved on the swivel cover. Janet offered to purchase some of them for her business, cost price was proposed.

#### **17. Promotional Flyers**

We are going to take additional photos tomorrow and decrease the amount of text. We will ask the delegates for approval for the COM to approve final artwork once completed and send to print.

#### **18. Honorariums, travel expenses**

It was suggested the honorariums be increased at tomorrows meeting. With less members on the COM everyone is doing more work, particularly if we cannot get additional nominations off the floor at the delegates meeting, as we currently only have 5 nominations out of 9 positions.

Raising the travelling expenses might encourage someone to take on a position they might otherwise not do, if they know that their expenses will be reasonable covered. In the future we could also look at a flat rate for accommodation.

#### **19. Sponsorship**

It was suggested that we write to the Banks of Queensland head office to ask for sponsorship. Angus Young said he would draft a letter.

#### **20. Juniors**

Carmel Blyth stated that Caloundra Association will shortly be starting this years bowls program for the Golden Beach State School.

#### **21. Coaches Course**

Robin Cruikshank advised that he was going to line up a coaching clinic with a club from Callide Valley, and that they had also requested some instruction for the rule book.

There will be a Coaches Course this year, he has yet to set a date.

Pittsworth has expressed interest in a coaching clinic, we need to set a date and let them know.

#### **22. Compulsory Practices**

The practices will be on July 18<sup>th</sup> and 19<sup>th</sup>, and August 8<sup>th</sup> and 9<sup>th</sup>.

Cameron Hancock said he would not be part of the COM this coming year and thanked everyone for the hard work from everyone during the year, there are a lot of determined people put a lot of effort into bowls, thanks everyone for the support during the year.

Caitlin Yarrow said thank you for the experience of being Treasurer, it was enlightening, but is unable to continue due to other commitments. In return we thanked Caitlin for volunteering when no-one else would.

There being no further business, President Kyle thanked everyone for their hard work over the last 12 months. The meeting was closed at 11.25pm.

Janet Stockel  
Secretary QIBA Inc.  
4<sup>th</sup> February 2020

Kyle French  
President QIBA Inc.

## 2020 EVENTS

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**5 GAME DAY** - Dalby Association on Sunday 1<sup>st</sup> March 2020

Please contact Dulcie Casey on 4662 2220 – BYO LUNCH

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**GALA WEEKEND** - 14<sup>th</sup> & 15<sup>th</sup> March 2020 - Caloundra Indoor Bowls Hall, Burke St

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**CALOUNDRA MEDLEY DAY** – Sunday 29<sup>th</sup> March 2020 - Caloundra Indoor Bowls Hall, Burke St

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**MAY STATE CHAMPIONSHIPS** – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> May 2020, Caloundra Indoor Bowls Hall, Burke St

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**BOONAH SMALL BOWLS CARNIVAL** – 20<sup>th</sup> & 21<sup>st</sup> June 2020, Boonah High School

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**Delegates meeting, 1pm Saturday, 4<sup>th</sup> July 2020 – Boonah**

**Restricted Pairs, 8.30am Sunday, 5<sup>th</sup> July 2020 – Boonah**

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**STATE TEAM COMULSORY PRACTICE** – 18<sup>th</sup> & 19<sup>th</sup> July 2020, Gympie

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**JULY STATE CHAMPIONSHIPS** – 25<sup>th</sup> & 26<sup>th</sup> July 2020, venue to be advised

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**STATE TEAM COMULSORY PRACTICE** – 8<sup>th</sup> & 9<sup>th</sup> August 2020, Nambour

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**NATIONAL CHAMPIONSHIPS** – 25<sup>th</sup> to 29<sup>th</sup> August 2020, Ballarat VIC

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**CARNIVAL OF FLOWERS** – 18<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup> September 2020, Annand St, Toowoomba

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**OCTOBER CHAMPIONSHIPS** – 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> October 2020, Caloundra

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**Delegates meeting, 1pm Saturday, 7<sup>th</sup> November 2020 – Caloundra**

**Restricted Singles, 8.30am Sunday, 8<sup>th</sup> November 2020 – Caloundra**

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**CALOUNDRA WEEKEND** – November 2020 - Caloundra Indoor Bowls Hall, Burke St

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

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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.

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