

Minutes of the Executive Committee Meeting
Wednesday 14th August 2019, 10 a.m. at the Clubhouse

Attendance: Jim Humphreys [JH], John Faint [JF], Geoff Twinn [GT], Brian Lacey [BL], Peter Rogers [PR], Geoff Nash [GN], Colin Turner [CT], Sheila Knight [SK], Allen Preest [AP], Christine Belcher [CB], Alan Murdoch [AM], Angela Rimell [AR],

Apologies: Geoff Bailey [GB].

1. Approval of Minutes of meeting held on 10th April 2019

- a. These Minutes were approved, proposed by Brian Lacey and seconded by Geoff Nash, and signed by Jim Humphreys.

2. Matters Arising from Minutes of the meeting of 10th April 2019

- a. Re 2a, Defibrillator training. JH reported that two successful sessions had taken place. The defibrillator needs new pads, and JH urged everyone to be alert to the symbols that indicate the defibrillator needs attention.
- b. Re 2c, Car Park potholes. JH reported that repairs had been done but that there were four new holes in the car park entrance and that probably more substantial material is required to effect a lasting repair. Also the hedges at the entrance need to be cut back as they currently represent a safety hazard by obscuring the view of drivers entering the premises. JH will contact Christ's Hospital about this. **[JH action point].**
- c. Re 2d, Treatment of benches. GN reported that Peter Baskerville had been unwell and unable to deal with this as planned. However, the work had been completed by GN with the assistance of Gordon Crook and Shane McAleavey.
- d. Re 2g, Application Forms and Competition Rules. JF reported that he had only recently emailed the Application Form to PR for loading on the website. The rules of the outdoor internal competitions had been circulated at the start of the 2019 outdoor season.
- e. Re 2m, Executive Committee mugshots. JH reported that these had been done and were now displayed in the hall. JH reported that, due to Scott's earlier non-availability, the planned photo of Scott Edwards, to display the marking his achievement last year, had been taken only the previous day. JH will take a photo of Marion Booth for display to mark her achievement of being 2019 Ladies Singles County Champion. **[JH action point].**
- f. Re 2p, First Aid Boxes. It was noted that Alan Douglas had not carried out the detailed check and review as originally envisaged. Considerable discussion took place. It was agreed that AR would investigate on the internet to identify what constitutes a correct contents of a First Aid Box. If the results of this investigation remain inconclusive, she will purchase a new First Aid Box which we will keep in pristine condition behind the bar as a 'master'. The other First Aid Boxes will be updated as necessary to conform to the 'master'. There should be one First Aid Box kept in the kitchen (and this must contain blue plasters) and one in the hall by the defibrillator. AR volunteered to monitor the boxes and ensure that they are kept up to date. **[AR action point].**
- g. Re 2r, New bench to be purchased with Nigel Baker's collection money. BL confirmed that this had been actioned and the bench installed.

- h. Re 3d, Updating of Boards. CT reported that he had been discussing with Falcon Signs. PR expressed the view that it will be cheaper to print these ourselves on A4, as Thatcham have done successfully. PR has in this vein completed the updating of the needed information with the exception at this time of the County Honours Board. PR will use clip frames. If the existing boards are removed some redecoration will be required. Martin Heath has volunteered to assist with any required carpentry work. It was agreed that if we do not keep the old boards, they should be first photographed for Club records. It was agreed that the Jubilee Cup Board be used as a trial sample for the new style printed version and membership approval be sought at the Autumn General Meeting before rolling out this design to the other Boards. **[PR /GN action point]**.
- i. Re 7a, Deep Clean of Kitchen. SK confirmed that this had been done. The Meeting thanked SK and the team for undertaking this task.
- j. Re 8b, Problem with the Sprinkler. PR advised that the sprinklers do cut out occasionally but we have not been able to yet identify the cause. PR will discuss with John Highsmith. **[PR action point]**.
- k. Re 11a, Bagging of grass cuttings. PR advised that Mark Ledger visits twice per month. CT will ask him to leave at least 6 bags. The current bags are full and need removing. **[CT action point]**.
- l. Re 15b, Local newspaper coverage. JH expressed disappointment that he received no response at all to his notification to the newspaper of Ena Mitchell's centenary birthday. JF reported that the local newspaper's inclusion of Marion Booth's recent achievement was as a result of his approach to his known inside contact, John Chipperfield.
- m. Re 15c, Ena Mitchell's Honorary Membership. The Club's official recognition of this had taken place and Ena presented with a certificate. The event had been a great success.
- n. Re 17a, Coaching course. The course arranged by PR had taken place and had been a success, attendees having found it 'so much fun'. PR reported that the County has now adopted the format practiced by Coach Bowls and Bowls England. PR will investigate the possibility of a further course next season. **[PR action point]**.

3. Treasurer's Report

- a. GT gave his report (Copy filed with these Minutes).
- b. Available balances are currently £36,507.82. This excludes £2,565 Development Fund and £4,261 Nigel Baker's net legacy after taking into account the collection of £310 and the total cost of the Bench and Plaque of £482.
- c. Year-end operating balances are projected to be around £32,000.
- d. Subscriptions have increased on last year by £1,308 to £12,353, this having a knock-on effect on Gift Aid which has increased by £363 to £2,407.
- e. Advertising, a new fundraising Activity, has generated a net income of £688. Thanks to CT and PR for their efforts.
- f. The Bar has shown another good performance and is projected to provide a net surplus of £4,000. Thanks to Alan and Ann Murdoch for their efforts.
- g. GN queried the figures concerning Advertising. GT clarified that Advertising had brought in over £1k with expenses around £400 leaving the net income stated. CT reported that he had 'done a tour of the town' but that January-February is the best time to seek sponsorship when most companies are planning for any expenditure. AR suggested we might sell advertising on the pushers and that we buy two more to total eight in all. However, SK countered by saying that Thatcham had found the pushers to then be too heavy and to present a likelihood of damage to the green. PR reminded everyone that the score boards must not be carried by the top wires but rather held by the sides. GN voiced the possibility of having advertising on the benches but this cannot be pursued as that would be 'permanent' advertising which is not permitted by Christ's Hospital.

4. Secretary's Report

- a. JF reported on the membership totals. The total membership is 180. This includes 134 Playing members (95 men, 39 ladies), 7 Short-Mat-Only members (3 men, 4 ladies), and 39 Social members (17 men, 22 ladies).

- b. JF also reported that 2019 had seen 1 new Social member and 8 new Playing members although not all appeared to have yet visited the Club.
- c. JF said that it was satisfying to see that many of those newer members who had joined in the last 15 months have engaged so actively in various aspects of the Club. All agreed with this view, CT giving the illustration of being offered by one such member, unasked, coffee and biscuits while on car park duty.

5. House Manager's Report

- a. AR gave her report. Most aspects had encountered no problems.
- b. AR said that she found it difficult to keep the Club windows clean because of sprinkler splatter. She is still trying to find a suitable effective cleaner, and will experiment with limescale remover.
- c. AR asked to be alerted if anyone notices something which needs attention.
- d. CT commended AR on the work that she has done, a sentiment with which all agreed.

6. Building Manager's Report

- a. GN reported that everything was in hand
- b. The roof on the equipment shed needs to be treated with bitumen. **[GN action point].**
- c. Attention is needed to the drains at the back of the clubhouse to prevent gravel entering and blocking them. GN has cleared them as best he can but a more sustainable solution is required.
- d. GN will check and clear the guttering at the end of the season. **[GN action point].**
- e. GN reported that Adkins, on behalf of Christ's Hospital, had conducted on 12th August a Property Inspection which appeared to have met with their satisfaction.
- f. JH asked CT to seek sponsorship from Adkins. **[CT action point].**
- g. PR and GN reported sightings of rats. JH will advise Christ's Hospital. **[JH action point].**

7. Greenkeeper's Report

- a. PR reported that he had installed a sonic device at a corner of the rink. This is intended to deter birds and squirrels, but has to date had no noticeable effect. A sonic device sited in each corner for a deterrent was suggested and AM suggested a 'Red Kite' kite attached to a 'waving pole', a deterrent which Island Bohemian use.
- b. PR has spent considerable time in repairing bird damage. AM wondered whether a bucket of soil left out would encourage players to do spot repairs as areas of damage were identified. This idea was not adopted as PR prefers to carry out the repairs himself rather than rely on others doing well-intentioned but unskilled work to the green.

8. Bar Manager's Report

- a. AM reported that he was broadly happy with the bar's performance.
- b. Only a small amount of beer had been lost.
- c. AM had added a fan which, with ice, had helped in the hot weather to keep the beer cool.
- d. AM had added zero% and 0.5% alcohol choices to the drinks on offer and these are selling.
- e. AM is monitoring stock to minimize wastage at the end of the season.

9. Recruitment Manager's Report

- a. CB had no news to report.

10. Members' Handbook

- a. PR brought a sample handbook which had been given to him at a coaching course. PR will email a copy to each Executive Committee member for review. **[PR action point].** Whilst some sections of this sample handbook will not be relevant to ABC, other sections might form the basis of a handbook we might produce. All Executive Committee members to review and pass their views, ideas, and comments to PR to enable a handbook suitable for our club to be compiled. **[Action point for ALL].**
- b. It was agreed that the handbook could supersede the need for a separate Welcome Pack, new members receiving a simple letter accompanied by a copy of the handbook.

11. Provision for new Executive Committee members

- a. JH expressed concern that no such provision is in place. If an officer on the Committee steps down, the Club is currently faced with a scramble to fill the post. Particularly were the officer to leave the role with short, or totally without, notice (as could be the situation in the case of, for example, health issues), the Club could find itself in considerable difficulties in trying to manage its affairs.
- b. It was agreed that the roles of Chairman, Treasurer, and Secretary should each have a shadow officer appointed. This to be pursued.
- c. JH informed the Meeting of his intention to resign from the post of Chairman at the next AGM. JH said that he would be prepared to act as Vice chairman to help, if required, the incoming Chairman to settle in to the role.

12. AOB

- a. New Shed.
 - I. AM showed initially a plan of a £60k scheme which is naturally unfeasible for us.
 - II. AM then showed a plan of a shed which he advocated was feasible for our Club. This was 2m high and could comprise 2 rooms of 4m x 5m. Such a shed might be used as changing rooms for visiting teams. The cost would be £12k-£13k. The expected only extra cost would be for lighting and for a 13amp point for a heater.
 - III. GT said that financially such a scheme may prove possible, by using the £4k of Nigel Baker's legacy and money from the Development Fund.
 - IV. JH pointed out that architect's drawings would need to be obtained to present to the Conservation Department of the Vale of White Horse.
 - V. Much discussion took place.
 - VI. Some thought the dimensions need to be limited to 3m x 5m to ensure adequate width between the front of the new shed and the edge of the green.
 - VII. It was agreed that this project required a sub-committee to look into this matter in detail and report back to the Executive Committee with a summary of its findings. It was agreed that this sub-committee should comprise AM (had already done much of the research), CB (may have contacts in Council Dept.), GN, PR, and GT (re finance aspect). **[AM / CB / GN / PR / GT action point].**
- b. AP brought up the narrowness of the car park entrance and the dangers caused by the restricted visibility. See point 2b above.
- c. BL expressed the view that we should have our own qualified umpire. The cost of the course is £70-£100. PR is a qualified short mat umpire.
- d. PR reported that he repeatedly needs to repair the scoreboards. The cost of replacement is £450 (£74.99 each). GT gave his approval that PR may acquire over the winter replacement scoreboards. **[PR action point].**
- e. JH reported that on 12th August he found on arrival that the inner door's catch had not been released (and hence the door was not locked) and also that the flag was still flying from the flagpole. Such lack of care was cause for concern and everyone should be aware of their responsibilities.

13. Date of the 2019 Autumn General Meeting – 23rd October 2019

14. Date of the next Executive Committee meeting – 15th January 2020

The meeting ended at 11.58am

Action points for:

[JH] Jim Humphreys – 2b, 2e, 6g, 10a,	[GT] Geoff Twinn – 10a,12a vii,
[JF] John Faint – 10a,	[PR] Peter Rogers – 2h, 2j, 2n, 10a, 12a vii, 12d,
[BL] Brian Lacey – 10a,	[AM] Alan Murdoch – 10a, 12a vii,
[AR] Angela Rimell – 2f, 10a,	[CT] Colin Turner – 2k, 6f, 10a,
[GN] Geoff Nash – 2h, 6b, 6d, 10a, 12a vii,	[CB] Christine Belcher – 10a, 12a vii
[SK] Sheila Knight – 10a,	[AP] Allen Preest – 10a,
	[GB] Geoff Bailey – 10a,