



Pacific Indoor Bowls Club

Executive Committee Meeting Minutes Wednesday May 6, 2025 (6:30 pm) Pacific Indoor Lawn Bowling Club

Present: Mary Ann Gillies, Vince Mai, Graham Mason, David Lewis, Eric Leung, Amy Leung, Norman Keung, Judy Lawson (minutes)

1. **Call to Order:** 6:29 pm
2. **Regrets:** Cheryl Young, Lisa Bealle
3. **Land Acknowledgement:** PIBC acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliilwətaʔ (Tseil-Waututh) Nations.
4. **Approval of Agenda:** MOVED: Amy, SECONDED: David to approve the agenda. CARRIED
5. **Approval of Minutes:** March 19, 2025 (Attached).

MOVED: Graham, SECONDED: Eric to approve the minutes of March 19, 2025. CARRIED.

6. Matters Arising from the Minutes

- 6.1. Upload Bowls BC (BBC) liquor liability insurance documents to drop box – **completed**
- 6.2. Newsletter items for recycling and new sign in process for practices following leagues – **completed**
- 6.3. Update on repair of wall crack at end of rink 5 and water ingress areas (see attached report)– **MAG— See President's Report -not yet completed**
- 6.4. Update on the railing behind the seating area – **completed**
- 6.5. Update on club management software – **MAG – See President's Report**
- 6.6. Update on Electronic Raffle Sales (ERS) companies – **MAG**
-would only be used at this time if we decide to do another fundraising raffle and that is yet to be determined
- 6.7. Update on broadcasting Provincials – **MAG**
Action Item: Graham to reach out to Bill Curry and Geoff Poulton to see if they wish to work together for PCO.
- 6.8. Update on Canadian Qualifier dates – **MAG – See President's Report**
- 6.9. Update on wax/grippo signage – **MAG**
Action Item: MAG to follow up with Vanessa Siu.
- 6.10. Update on Insurance coverage and 3 visitor drop in limit – **MAG/Norman**
-We have not yet received the full policy from Bowls BC (BBC). To be followed up at next meeting.
- 6.11. Update on PCO – **Vince/MAG – See President's Report**
- 6.12. Update on runner mats – **Eric**



Pacific Indoor Bowls Club

- To be followed up at next meeting.
- 6.13. Update on documentation of League rules – **Eric**
-To be followed up at next meeting.
- 6.14. Update on booties – **Lisa**
-We currently have some paper booties available.
Action Item: Vince will look into getting real booties.
- 6.15. Update on membership list (including code of conduct box and keys) – **Lisa/David**
- 6.16. Update on refurbishment phase 2 – **David**
-Diane Fulton has collected the remaining life member photos.
Action Item: David to hang the photos.
- 6.17. Update on Sponsorship Policy – **David**
-Policy not completed yet.
-David has confirmed the details of the sponsorship agreement between PIBC & Matheson Ventures and PIBC & WFG Insurance.
Action Item: Norman to invoice both WFG and Matheson.
The PCO committee will follow up with the Rosedale on Robson Suite Hotel.
- 6.18. Update on PCO ranking points from World Bowls and Princess Cruise Raffle – **David**
-David Sullivan informed us that there will be no Princess Cruise Raffle this year.
-Decision not to follow up with the ranking points.
- 6.19. Update on Summer session planning and promotion– **David/Eric/Graham/Judy**
-2 leagues have been confirmed. Eric and Mary Ann are convening.
-Vince has offered to monitor a weekly drop in session – day to be scheduled.
-Graham has proposed a top 6 tournament for the outdoor clubs to play at PIBC. \$25 per team per round, approx. 70% goes to prize money. Possibly Wednesday late mornings. We could host 4 teams at a time.
Action Item: Graham to invite the V&D Clubs participate in a Top 6 tournament.
- 6.20. Update on Wescan Bowls Raffle – **Cheryl**
-PIBC made \$990 from ticket sales.
-the draw was held at the club on April 27 and the winner of a set of Drake's Pride bowls was Norman Keung.
- 6.21. Update on Grant information being posted on the website – **Graham**
Action Item: Graham to post the details.
-the deadline for this grant application was May 1. The member involved was made aware of this information and was offered assistance in applying. We received no applications this year.
-the grant will be included as a line item in our budget next year.
- 6.22. Update on Visitor Fee Policy/Interclub Fees- **Eric/David/Lisa/MAG (Facility Planning Group)**
-To be followed up at next meeting.



Pacific Indoor Bowls Club

7. Reports:

7.1. **President's Report (attached) – MAG**

MOVED: Amy, SECONDED: Vince that the board approve submission of an NHSP grant this fall for the purpose of renovating the kitchen. The renovation would include new appliances, new countertops, and a refresh of the cabinets.

Rationale: As noted above, the appliances are approaching end of their lifecycle, and the current counters and cabinets are showing wear and tear. We can apply for up to \$25,000 to address these issues, so it makes sense to apply for up to the maximum so that we can do a proper renovation.

-Noted that we have one year to use the NHSP money should we receive the grant
The motion was CARRIED.

-Mary Ann gave a demo of Bowlr – a bowls club management software.

- Bowlr is a UK based software planning to expand to North America.
- A few members have been trialling the system for a few months.
- Bowlr supplies a microsite which connects to the homepage
- In negotiations right now, to set up a Canadian server and customize the system for PIBC.
- Will save a lot of volunteer time particularly for membership, registration and schedule.
- Potential to accept online payments.

Action Item: MAG to ask the Bowlr rep if member's league results are viewable from their account. Also to ask if league and member registration sign up can be done online.

MOVED: Amy, SECONDED: Vince to extend meeting by 20 minutes. CARRIED.

7.2. **Treasurer's Report (attached) – Norman**

-Headings on the attached documents should say April 30, 2025 rather than May 1, 2025

-Spring leagues successfully brought in close to \$3000.

-Donations are up this year.

-School group payments and provincial championship income is not yet included in these Financials

-Expenses are inline.

-Have not yet paid BBC fees.

-We have a healthy cash position.

Action Item: Board members to let Norman know if they have any budget items for next year's budget.

8. New Business:

8.1. **Disciplinary question – Judy**

-A member has continued to disregard a club rule even though they have been reminded of it multiple times. What steps does the board take next?

Action Item: David to draft an updated policy ready for the Fall Season.

8.2. **Revision of club bylaws – MAG**

-Consider changing the election of officers to April, rather than in the middle of the Fall season.



Pacific Indoor Bowls Club

Action Item: Judy and MAG to review club bylaws for approval at the board meeting in September and then by the membership at the AGM in November.

8.3. **Provincial Women's Indoor Singles - MAG**

- timing this year was late therefore conflicted with outdoor openings and tournaments, therefore difficult to find volunteers.

- BBC is responsible for running provincial tournaments and we would have appreciated them being more involved.

Action Item: MAG to write to BBC on behalf of the Board asking for earlier dates next year and stating that we were disappointed in how BBC ran this event.

8.4. **Parking Fees - MAG**

Action Item: MAG to send a letter to the Parks Board on behalf of the PIBC board, stating how the parking fees will have a negative impact on our club.

9. **Date of Next Meeting:** We will meet in July and September.

Action Item: Judy to send out doodle polls for board, PCO and scheduling meetings.

10. **Adjournment:**

MOVED: Norman, SECONDED: Amy that the meeting be adjourned at 8:27 pm. CARRIED.

President's Report May 6, 2025 Board meeting

1. **Wall crack behind rink 5** – We had a visit from Brad Smith of the City on April 10 to look at the crack. According to Judy's report, "He inspected the wall behind rink 5. He plans to come back after April 28 to inject sealant into the crack and then test it. After that they will try to have the drywall closed up asap. Meanwhile, a different department that looks after building exteriors and drainage will come by and make sure the area under the drainage tiles is clear and there is no damage or blockage and will repair if necessary." Vince is following up on this and will also see if the city is willing to arrange for drywall in the staircase. We will have to pay for the drywall and sealant, but that will be a shared cost with VPG as it is an MSFS structural issue.
2. **Scheduling Committee** – we had an initial meeting where we agreed to that scheduling the facility on an annual or two-year basis would give us better control of outside events and predictability for our own events. I will be asking the group to meet again soon to do the actual scheduling since trying to do it online hasn't been successful.
3. **Kitchen committee** – the kitchen committee met and looked at several ways of addressing some of the ongoing issues with respect to how the kitchen is used and with the aging of the facility.
 - We will likely move forward in the fall with a new way of providing water for members – hopefully a water cooler system that will provide both hot and cold water and which will be placed in the lounge so that members don't have to access the kitchen to get water to fill their water bottles or to get hot water.

- The committee also has determined that some of the appliances are near the end of their lifespan and that the counter tops and cupboards are also showing wear and tear. We propose applying for a NHSP grant for a kitchen renovation.

Motion: that the board approve submission of an NHSP grant this fall for the purpose of renovating the kitchen. The renovation would include new appliances, new counter tops, and a refresh of the cabinets.

Rationale: As noted above, the appliances are approaching end of their lifecycle, and the current counters and cabinets are showing wear and tear. We can apply for up to \$25,000 to address these issues, so it makes sense to apply for up to the maximum so that we can do a proper renovation.

4. **Club management software** – Judy, Graham and I met with the representative from Bowlr software on April 30 to go over the remaining issues raised by our testers of the software. We are now negotiating the cost of this software, and I will keep you apprised.
5. **Canadian Qualifier** – No further updates on this yet.
6. **PCO** – David will update you on the sponsorship situation for the PCO, though I did want to thank those involved in preparing and submitting the grant application for a City of Vancouver hosting grant. We received the full amount we applied for - \$2500.
 - The PCO organizing committee met and prepared a budget and conditions of play for this year's tournament. We will meet again soon and the promotion of the event, including on our web page, will begin very soon.
 - André Dufour has joined the committee and will be responsible for communications with entrants

- If you know of people who you think would be good additions to the committee – especially newer members whom we could mentor – please pass their names on to Vince or me.

7. **Lighting** – We now have two of the tinted light cover panels to trial to see if they make a meaningful difference. The cost for them was \$35 each. We will install them during the maintenance period and then test them over the first few weeks of the summer session.
8. **Insurance** – We are still gathering information about liability issues associated with PIBC selling of alcohol without a license. I will bring a motion on this issue once we have collected all the relevant information.

Pacific Indoor Bowls Club
Balance Sheet Prev Year Comparison
As of 1 May 2025

	<u>1 May 25</u>	<u>1 May 24</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Chequing/Savings				
Cash and Bank Balances				
Chequing Account	8,214.57	2,829.12	5,385.45	190.36%
Saving Account	52,041.83	6,707.63	45,334.20	675.86%
Term Deposits	136,455.52	181,354.00	-44,898.48	-24.76%
Total Cash and Bank Balances	<u>196,711.92</u>	<u>190,890.75</u>	<u>5,821.17</u>	<u>3.05%</u>
Total Chequing/Savings	196,711.92	190,890.75	5,821.17	3.05%
Accounts Receivable				
Function Rental	172.00	0.00	172.00	100.0%
Total Accounts Receivable	<u>172.00</u>	<u>0.00</u>	<u>172.00</u>	<u>100.0%</u>
Other Current Assets				
GST Receivable	474.65	493.80	-19.15	-3.88%
Total Other Current Assets	<u>474.65</u>	<u>493.80</u>	<u>-19.15</u>	<u>-3.88%</u>
Total Current Assets	197,358.57	191,384.55	5,974.02	3.12%
Fixed Assets				
Club Bowls				
Accum Depr - Club Bowls	-1,872.50	-936.25	-936.25	-100.0%
Club Bowls - Other	4,681.25	4,681.25	0.00	0.0%
Total Club Bowls	<u>2,808.75</u>	<u>3,745.00</u>	<u>-936.25</u>	<u>-25.0%</u>
Furniture and Equipment				
Accum Depr - Furn and Equip	-35,572.49	-31,130.43	-4,442.06	-14.27%
Furniture and Equipment - Other	40,357.31	35,679.44	4,677.87	13.11%
Total Furniture and Equipment	<u>4,784.82</u>	<u>4,549.01</u>	<u>235.81</u>	<u>5.18%</u>

Pacific Indoor Bowls Club
Balance Sheet Prev Year Comparison
As of 1 May 2025

	<u>1 May 25</u>	<u>1 May 24</u>	<u>\$ Change</u>	<u>% Change</u>
Leasehold Improvements				
Accum Depr - Leasehold Imps	-5,611.60	-5,611.60	0.00	0.0%
Leasehold Improvements - Other	5,611.60	5,611.60	0.00	0.0%
Total Leasehold Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>7,593.57</u>	<u>8,294.01</u>	<u>-700.44</u>	<u>-8.45%</u>
TOTAL ASSETS	<u><u>204,952.14</u></u>	<u><u>199,678.56</u></u>	<u><u>5,273.58</u></u>	<u><u>2.64%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Expenses Payable	4,716.22	0.00	4,716.22	100.0%
Total Accounts Payable	<u>4,716.22</u>	<u>0.00</u>	<u>4,716.22</u>	<u>100.0%</u>
Other Current Liabilities				
Affiliation fees payable	0.00	7,300.00	-7,300.00	-100.0%
Fees Collected for Bowls BC	7,584.45	110.00	7,474.45	6,794.96%
GST Payable	-1,168.74	-648.67	-520.07	-80.18%
GST/QST Payable	-20.72	0.00	-20.72	-100.0%
Total Other Current Liabilities	<u>6,394.99</u>	<u>6,761.33</u>	<u>-366.34</u>	<u>-5.42%</u>
Total Current Liabilities	<u>11,111.21</u>	<u>6,761.33</u>	<u>4,349.88</u>	<u>64.34%</u>
Total Liabilities	11,111.21	6,761.33	4,349.88	64.34%

Pacific Indoor Bowls Club
Balance Sheet Prev Year Comparison
 As of 1 May 2025

	<u>1 May 25</u>	<u>1 May 24</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
Restricted Funds				
Carpet Replacement Reserve Fund	70,000.00	70,000.00	0.00	0.0%
Contingency and Renovation Res	0.00	25,000.00	-25,000.00	-100.0%
Roof Replacement Reserve Fund	40,000.00	40,000.00	0.00	0.0%
Total Restricted Funds	<u>110,000.00</u>	<u>135,000.00</u>	<u>-25,000.00</u>	<u>-18.52%</u>
Retained Earnings	36,352.25	19,068.39	17,283.86	90.64%
Unrestricted Net Assets				
Unrestricted Net Assets B/F	14,956.29	14,956.29	0.00	0.0%
Total Unrestricted Net Assets	<u>14,956.29</u>	<u>14,956.29</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	32,532.39	23,892.55	8,639.84	36.16%
Total Equity	<u>193,840.93</u>	<u>192,917.23</u>	<u>923.70</u>	<u>0.48%</u>
TOTAL LIABILITIES & EQUITY	<u><u>204,952.14</u></u>	<u><u>199,678.56</u></u>	<u><u>5,273.58</u></u>	<u><u>2.64%</u></u>

Pacific Indoor Bowls Club
Profit & Loss Prev Year Comparison
September 2024 through April 2025

	<u>Sep '24 - Apr 25</u>	<u>Sep '23 - Apr 24</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
Bowling Income				
League Fees	9,468.44	7,953.08	1,515.36	19.05%
Provincial/National Competition	0.00	2,000.00	-2,000.00	-100.0%
Total Bowling Income	<u>9,468.44</u>	<u>9,953.08</u>	<u>-484.64</u>	<u>-4.87%</u>
Direct Members' Support				
Donations	2,410.00	1,515.00	895.00	59.08%
Total Direct Members' Support	<u>2,410.00</u>	<u>1,515.00</u>	<u>895.00</u>	<u>59.08%</u>
Membership Dues				
Full Members	25,200.00	26,400.00	-1,200.00	-4.55%
Premier Members	17,280.00	18,360.00	-1,080.00	-5.88%
Social Members	90.00	90.00	0.00	0.0%
Total Membership Dues	<u>42,570.00</u>	<u>44,850.00</u>	<u>-2,280.00</u>	<u>-5.08%</u>
Other Types of Income				
Inventory Sales	218.96	187.38	31.58	16.85%
Miscellaneous Revenue	0.00	207.50	-207.50	-100.0%
Refreshment Sales	2,363.33	3,647.46	-1,284.13	-35.21%
School Program Income	1,001.00	1,078.00	-77.00	-7.14%
Special Events Income	685.80	428.57	257.23	60.02%
Other Types of Income - Other	418.00	0.00	418.00	100.0%
Total Other Types of Income	<u>4,687.09</u>	<u>5,548.91</u>	<u>-861.82</u>	<u>-15.53%</u>
PCO Tournament				
Entry Fees	8,000.00	0.00	8,000.00	100.0%
Raffle sales	10,500.00	0.00	10,500.00	100.0%
Sponsorship Income	12,577.50	300.00	12,277.50	4,092.5%
Total PCO Tournament	<u>31,077.50</u>	<u>300.00</u>	<u>30,777.50</u>	<u>10,259.17%</u>
Rentals				
Green Fees	998.76	1,787.87	-789.11	-44.14%
Locker Rentals	1,962.15	2,052.64	-90.49	-4.41%
Storage Rental	500.00	500.00	0.00	0.0%
Total Rentals	<u>3,460.91</u>	<u>4,340.51</u>	<u>-879.60</u>	<u>-20.27%</u>

Pacific Indoor Bowls Club
Profit & Loss Prev Year Comparison
September 2024 through April 2025

	<u>Sep '24 - Apr 25</u>	<u>Sep '23 - Apr 24</u>	<u>\$ Change</u>	<u>% Change</u>
Total Income	93,673.94	66,507.50	27,166.44	40.85%
Cost of Goods Sold				
Cost of Name Tags	288.90	104.33	184.57	176.91%
Cost of Food & Beverage	1,866.88	1,325.74	541.14	40.82%
Total COGS	<u>2,155.78</u>	<u>1,430.07</u>	<u>725.71</u>	<u>50.75%</u>
Gross Profit	91,518.16	65,077.43	26,440.73	40.63%
Expense				
Awards and Grants				
Prizes & Trophies	247.56	275.55	-27.99	-10.16%
Awards and Grants - Other	0.00	500.00	-500.00	-100.0%
Total Awards and Grants	<u>247.56</u>	<u>775.55</u>	<u>-527.99</u>	<u>-68.08%</u>
Bank Charges and Interest	72.30	256.27	-183.97	-71.79%
Bowls BC Membership Fee	0.00	7,300.00	-7,300.00	-100.0%
Business Expenses				
Permit and License	69.25	40.00	29.25	73.13%
Total Business Expenses	<u>69.25</u>	<u>40.00</u>	<u>29.25</u>	<u>73.13%</u>
Facilities and Equipment				
Alarm Monitoring	501.40	434.24	67.16	15.47%
Bowling Accessories	13.20	322.40	-309.20	-95.91%
Club Refurbishing	11,839.94	0.00	11,839.94	100.0%
Janitorial Services	6,050.00	4,475.00	1,575.00	35.2%
Janitorial Supplies	2,013.30	1,431.18	582.12	40.67%
MSFS-Building operating costs	2,233.09	1,896.70	336.39	17.74%
Repairs and Maintenance	3,666.02	15,460.34	-11,794.32	-76.29%
Water and Utilities	706.89	243.66	463.23	190.11%
Total Facilities and Equipment	<u>27,023.84</u>	<u>24,263.52</u>	<u>2,760.32</u>	<u>11.38%</u>
Internet Web-site	476.77	562.97	-86.20	-15.31%
Operations				
Electricity	4,765.10	4,377.56	387.54	8.85%
Management Fees	450.00	450.00	0.00	0.0%

Pacific Indoor Bowls Club
Profit & Loss Prev Year Comparison
September 2024 through April 2025

	<u>Sep '24 - Apr 25</u>	<u>Sep '23 - Apr 24</u>	<u>\$ Change</u>	<u>% Change</u>
Office Supplies	133.11	68.48	64.63	94.38%
Postage, Mailing Service	0.00	127.61	-127.61	-100.0%
Printing and Copying	23.95	162.17	-138.22	-85.23%
Sundries	262.87	184.76	78.11	42.28%
Telephone, Internet, Television	2,248.42	1,814.28	434.14	23.93%
Waste Removal	1,645.28	1,298.50	346.78	26.71%
Total Operations	9,528.73	8,483.36	1,045.37	12.32%
Other Types of Expenses				
Advertising Expenses	250.00	250.00	0.00	0.0%
Insurance - Property	828.00	766.00	62.00	8.09%
Total Other Types of Expenses	1,078.00	1,016.00	62.00	6.1%
Reconciliation Discrepancies	0.00	-5.50	5.50	100.0%
Special Events Expenses				
Championship Tournaments Costs	0.00	1,797.94	-1,797.94	-100.0%
Club Functions Expenses	261.04	1,072.37	-811.33	-75.66%
PCO expense	21,375.31	0.00	21,375.31	100.0%
Total Special Events Expenses	21,636.35	2,870.31	18,766.04	653.8%
Special Function Expenses	0.00	-347.57	347.57	100.0%
Total Expense	60,132.80	45,214.91	14,917.89	32.99%
Net Ordinary Income	31,385.36	19,862.52	11,522.84	58.01%
Other Income/Expense				
Other Income				
Bank Interest	1,147.03	3,970.03	-2,823.00	-71.11%
Total Other Income	1,147.03	3,970.03	-2,823.00	-71.11%
Net Other Income	1,147.03	3,970.03	-2,823.00	-71.11%
Net Income	32,532.39	23,832.55	8,699.84	36.5%