



Pacific Indoor Bowls Club

Draft Minutes

Executive Committee Meeting Minutes (Draft) Sunday, January 14, 2023 (1:00 pm) PIBC

Present: Mary Ann Gillies, Sam Siu, Serge Pannu, Graham Mason, David Lewis, Jim Duholke, Norman Keung, Diane Fulton, Vince Mai, Tom Berridge standing in for Eric Leung, Judy Lawson (minutes)

1. **Call to Order:** 1:01

2. **Regrets:** Eric Leung

3. **Land Acknowledgement:** PIBC acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓ əm (Musqueam), Sk̓wx̓ wú7mesh (Squamish), and səliłwətał (TsleilWaututh) Nations.

4. **Approval of Agenda:** Move

“7.4 Games report” to be presented following “5. Approval of Minutes” so that Tom does not have to stay for the entire meeting.

MOVED: Vince, SECONDED: Graham that the Agenda be approved as amended. CARRIED

5. **Approval of Minutes:** November 26, 2023 (Attached).

MOVED: David, SECONDED: Graham that the minutes of Nov 26, 2023 be approved. CARRIED

6. **Matters Arising from the Minutes**

6.1. Annual Insurance Report for Parks Board – **completed**

6.2. Footwear and Smoking reminders – **completed**

6.3. Building Inspection report -raising the topic with MSFS – **completed**

6.4. Dropbox storage limits – **completed**

6.5. Policy and Procedures Manual and Manual for Convenors and Monitors – **not completed** – to be taken up at February board meeting.

-the goal is to keep a copy at front desk for monitors or convenors to access.

6.6. Hosting Policy – **not completed** – to be taken up at February board meeting

6.7. Monitors – adjustment to guidelines for the end of practice time –**David** -If rink is available, no need to sit out at end of practice time, though if new players arrive Monitors may ask players from previous session to give the rink to the new players. **Action Item:** David to follow up.

6.8. Jessi Wilkson re BPL tournament – **MAG**

-MAG contacted Jessie, asking to hear his proposal for the tournament, still waiting to hear back from him.

6.9. Pest Control update – **Vince**

-currently there is no sign of mice in the building but Vince will continue to monitor the situation. Hillcrest, Nat Bailey and VPG have also had rodent issues. If the problems recur, we will join together with the other facilities and approach the city for assistance.



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- 6.10. Vince's Pairs League for Wed evenings – **Vince**
-Unable to find players who have not used up their membership quota so even at half price it would cost them \$40 each.
-Will try again in the Fall season
- 6.11. Task emails – **Graham**
-see attached Communications report re: Zoho email accounts
-Zoho is cheaper than google accounts
-have currently established President, Secretary, Communications, and Info "@pacificindoor.com" accounts
-Board members are encouraged to give copy of their Zoho "pacificindoor" password to the secretary so email can be checked when they are away.
-these email accounts will provide better continuity when there is a changeover of board members. They also look more professional when dealing with the City and businesses.
-Mary Ann and Graham will trial migrating club-related emails from her personal account into the Zoho account.
- 6.12. Update on HVAC Unit replacement - **Sam/Vince**
-Quotes rec'd from both Broadway Refrigeration (\$36,998 plus tax) to replace the current unit and AC and Jones Refrigeration and Air Conditioning (\$5196 plus tax) to repair the current unit
- After discussion members agreed that if we can repair the unit it would be more cost effective
- Vince noted that repairs will block off rink 1, so Tuesday or Thursday would be the best days for work to be done because there would be the least impact on bowlers.
- MOVED: Vince, SECONDED: David Vince to ask Jones about the warranty for the work they would perform and to look at the maintenance history of our HVAC unit and if we get a satisfactory warranty and their quote for repair still holds, then we go ahead with Jones.
CARRIED.
- Action Item:** Vince to ask Jones to give us an idea of the life expectancy of our HVAC units and replacement costs so that we can make a long-term plan for replacement and apply for grants as needed.
- Action Item:** Vince to ask Jones to revise quote and address it to PIBC not Wescan, to ensure they will provide a warranty for work provided and notify Jones that we would switch to them for maintenance if we go forward with their quote.
- Action Item:** Since moving to Jones may involve contractual obligations with Broadway, Sam to inform Broadway and to deal with any issues around this and report back to the board
- Action Item:** MAG to notify VPG about Jones if we go with them.
- Action Item:** Graham to get business cards made up for Vince to use when dealing with contractors in his role as Director of Facilities.
- 6.13. Air Quality test update – **Jim**
-\$1709 quoted by MrNatural to fix the two areas (back wall of rink 5 and the back stairwell) and dispose of the drywall and waste.
-MSFS will cover this since it's a building issue, so PIBC is responsible for 45% of the cost. Invoice should be made out to MSFS.
Action Item: MAG to send a copy of the quote to Andree Montreuil at VPG to sign off on behalf of MSFS.



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Action Item: Jim is to inform MrNatural of the decision to move ahead with this work.
- Jim and Vince to attend when MrNatural is on site.

- 6.14. Board organizational structure – document to discuss and approve – **MAG** -originally drawn up by Robert Ascroft, slightly modified by MAG, David and Judy.
-will be posted behind the members only section on the website.
-decision to change the title of Director of Games to Director of Bowling

Diane arrived at approx 1:35

MOVED: Jim, SECONDED: David to approve the job descriptions as discussed.
CARRIED.

Action Item: Judy to add club email addresses

- 6.15. Capital Planning Committee – terms of reference and membership to discuss and approve – **MAG**
-this is a planning committee only, it does not authorize expenses. The committee will review the building inspection report, make a list of issues/items in terms of capital expenses over \$2000, prioritize them and try to find funding sources for them and bring this information to the board.

MOVED: David, SECONDED: Graham to approve the terms of reference as presented.
CARRIED.

-The committee members will be Alan Wass, Dave Sullivan, Trevor Ludski, Norman, MAG and Judy.

- 6.16. Member Survey – document to discuss and approve – **David**
-David presented the questions he had compiled for the member survey.
-There was a request to add a question asking how often members review the league results on the website.
-A few other minor changes were also requested.
-When the survey is ready, it will be emailed out to members via mailerlite, the system we use for our newsletter. Also, paper copies of the survey will be provided for those who do not have email.

Action Item: David to finalize survey and to coordinate with Judy about sending it out to members

7. Reports:

7.1. President's Report– **Mary Ann**

-MAG and Judy met with VPG for an informal meeting
-It's cold and flu season so the club asks that members stay home and reschedule their games if they are unwell.

-BC Ministry of Health states:

For people with symptoms of respiratory illness or COVID-19:

Stay home and away from others until:

- *your fever is gone (without the use of medicines that reduce fever like Tylenol), AND*
- *you feel well enough to return to daily activities.*



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If you cannot stay away from others, take prevention measures like wearing a mask in public.

Action Item: David to post a sign about respiratory hygiene beside the sign in book.

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

-Norman presented the Balance sheet to December 31, 2023.

-Action Item: Norman to inform the Board what other things besides corporate events are included in the special events income GL.

7.3. Secretary's Report (see attached) – **Judy**

-Decision was made to send out the newsletter once a week on Sundays, exceptions can be made for certain situations, such as club closures due to snow.

-Decision was made to post "Draft minutes" for members as in past practice.

-It was agreed that for future board meetings, we stop intake of agenda items one week prior to the meeting.

7.4. Games Report (see attached) – **Tom**

-Thanks to Elaine Wass for her efforts in encouraging members to sign up for the Monday afternoon intermediate single league.

-The Board thanked Tom for the work he and Elaine have done in Eric's absence.

Tom left the meeting at 1:05

-Discussion around the IGA Triples Tournament.

-Graham will send "lessons learned" to Eric re games and food.

7.5. Communications Report (see attached)- **Graham**

-Priscilla Westlake is the administrator the existing PIBC facebook page, we are trying to contact her to transfer the administration rights.

-a question arose as to why some people's names are withheld on the league scoresheets.

- this is because some people have requested their name not be published on the website.

7.6. Membership Report (see attached) – **David**

-trying to find more monitors, Sundays and late afternoon shifts are hard to fill. Anyone interested in monitoring these slots should contact David.

-the list of members with keys to the front door is kept in the office.

-looking at Bowls BC Sumac system for tracking membership, volunteer hours ...

8. New Business:

8.1. Resignations of Eric and Serge from MSFS board – appointment of 2 new PIBC reps to the MSFS board – **MAG**

-MSFS board consists of 3 PIBC members and 3 VPG members so we need 2 members to replace Eric and Serge.

MOVED: Diane, SECONDED: Graham that our two new representatives to the MSFS board will be Mary Ann and Jim. CARRIED.

Action Item: Judy to notify Andree of our two new MSFS board members.



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- 8.2. Resignation of Ken Sherlock and appointment of new director responsible for Food and Beverage Portfolio – **MAG**
-Ken Sherlock has resigned from the board, we would like to thank Ken for his service.
-Suggestion to ask Vanessa Siu to take on the vacant Food and Beverage director's position

MOVED: David, SECONDED: Serge to appoint Vanessa Siu to be a board director and her portfolio will be food and beverage. CARRIED.

Action Item: MAG or Vanessa to follow up with Linda Ng and Nancy Leung. Linda and Nancy do a lot of work for PIBC, for which we are very grateful, and we hope they will continue in their roles as part of the Food & Beverage team.

- 8.3. Award from PIBC to national championship winners who are PIBC members – **Serge/ MAG**
-this policy was previously amended to give the award only if the person joined PIBC the previous October or earlier.
-Mary Ann will present the award to Linda Ng.

MOVED: Serge, SECONDED: Diane to continue the custom of supporting our members. CARRIED.

- 8.4. 2024 rates for school groups – **Serge**
-currently we charge \$7/student – it is paid by the students, not the school.

MOVED: Serge, SECONDED: Jim to continue with the \$7 fee for schools. CARRIED.

- 8.5. Contact list for alarm company – **Sam**
-the current list contains Judy, Diane and Serge. Serge and Diane would prefer to step down from this responsibility.
- we will update the contact list to Judy and David and will find one more person, preferably who lives close to the club.

Action Item: Judy to follow up with Accurate Alarms to update our contact list.

- 8.6. Building Condition Assessment Quotes – **MAG**
-VPG obtained quotes from Omicron (approx. \$9000) and James Dobney (approx. \$3000). James Dobney did our last building condition assessment so this is likely why their quote is much lower than Omicron.

MOVED: Vince, SECONDED: Norman that we recommend to MSFS to move forward with James Dobney. CARRIED.

Vince temporarily left the meeting at 2:35

- 8.7. Renewal of WesCan rental agreement – **MAG**
-Discussion around impact of inflation and increased shipping costs on businesses.

MOVED: David, SECONDED: Diane to continue relationship with Wescan and annual rent is \$500 plus one set of bowls for raffle. CARRIED.

Vince returned to the meeting at 2:45



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9. Date of Next Meeting: Sunday, Feb 18 at 1:30

10. Adjournment:

MOVED: Diane, SECONDED: Graham to adjourn the meeting at 2:50. CARRIED.

Prepared by Judy Lawson, Secretary

Reviewed by Mary Ann Gillies, President

Report from the Secretary – Judy Lawson
PIBC Board meeting Jan 14, 2024

After the informal meeting with VPG on Dec 21, a letter was sent to MSFS notifying them that both Serge and Eric are stepping down from their positions on the Board of MSFS.

Newsletters: should we set a schedule for when they could routinely get sent out, such as every Tuesday and Friday? If there is nothing to report to members then there would be no newsletter that day, if there is something to report, authors have to submit it by midday Monday or Thursday. I think scheduled delivery days give the newsletter more structure (less random) and then anyone wishing to post something knows when the deadlines are. Exceptions would be made for urgent notices of course.

Board Meeting Minutes: past practice is to have the president sign off on the minutes and then publish them within a week or two after the board meeting, do we want to continue with this or delay publication until the minutes are approved at the following board meeting? Some options are:

1. Continue past practice
2. Delay publication until approval at the following board meeting
3. Send out draft minutes to board members within a few days after the meeting and have them recommend changes/corrections via email then publish the minutes within 2 weeks (?) following the board meeting with a header stating “Unapproved Minutes”. Formally approve the minutes at the next board meeting.

Games Director's Report – Sunday, Jan. 14, 2024

1. Winter league registration results: All but three of the leagues are full with 12 teams or members competing. The three exceptions are Monday Afternoon Intermediate singles (8 bowlers), and Wednesday Afternoon Intermediate pairs and Friday Afternoon Inter-Club triples (10 teams apiece). Wednesday and Friday evenings leagues again received no interest from the membership. Vince Mai had an idea on a new format for Wednesday evening but I have not heard an update on where that stands to date.
2. We have posted the “Upcoming Events (2023-2024)”. We propose to hold 6 Spring Leagues instead of 4 for last year. The 2 new leagues are Tuesday Evening Pairs and Thursday Morning Pairs. We won't specify Tuesday Pairs as “Intermediate” because there is only 1 pairs game in the evening. The format for every league is to play 2 games to divide into sections and 3 more games to determine section winners. This time we charge \$20.00 for league fee regardless what is the status of membership. Members with one whole league quota left can be counted as one league and each half league quota will be counted as half the league fee which is \$10.00. \$5.00 prize money is extra and must be paid by every player.
3. There is an “Intermediate Singles” tournament at the end of March. I have asked Graham Mason as the convener of this event for the past 2 years, to continue hosting the game.
4. There will be no tournaments on the last weekend of March because it is the Easter weekend.
5. We need to contact Bowls BC to confirm the dates of the provincial Singles. Usually they need to use the last 2 weekends of April. Once confirmed, the PIBC Pairs and Triples could be held on the first two weekends of April.

January 14, 2024

Report from the Director - Communications

I did a lot of research to find out the best way to get emails that end in @pacificindoor.com for a more professional, business-like appearance. More importantly, the creation of separate email addresses for Board members means that the email account can be passed along to future holders of that position to ensure continuity.

As a result of my research, we decided to use 'Zoho mail' for our business emails. It allows us to stay with the current website host (WiX) so there is no disruption to our site. Not only is Zoho a user-friendly interface with a host of features, it is also very affordable (free for the first five email addresses then \$15/year for each additional one).

PIBC would also like to develop a social media presence. Creating a facebook page has been hindered by the fact there is already an existing official facebook page for 'Pacific Indoor Bowls Club' that has over 500 followers. However, the site has been dormant since 2020 and at the time of writing we have been unable to reach the administrator of the account in the hope that we can take over the administration of the page and start posting again.

- Graham Mason

Members Services Report – Jan 2024

- Membership Database w/ Calendar
 - Thanks to Andre Dufour with technical help in creating the database.
 - Database w/ calendar feature
 - Now identifies who is responsible (monitor/convenor) for each day
 - Links to membership contact list, training, and emergency contact list to help with roles and responsibilities and health and safety that is under development.
 - Can track volunteer hours that can be used to thank volunteers, but also use for grants and future volunteer appreciation.
 - Looking for more monitors – Sundays, Late Afternoon shifts. Interested volunteers can reach out directly to David Lewis.
 - Next Steps
 - Calendar to change formatting in coming months to help with legibility as tweaks are made.
 - Link membership with Leagues to better support Games and Finances.
 - Looking for a list of members who have keys. May need additional keys to better support monitors.
 - Review with Treasure software solutions to better integrate tools and reports. Talk with BowlsBC on their management solutions.

- Corporate Events
 - Successful corporate event received positive feedback. Thanks to all volunteers who took part to make it an enjoyable event. Particular shout-out to Dirk Ricker who did double-time.
 - Review other clubs policies and prices
 - Next Steps / Feedback
 - Online booking and waiver forms
 - Have corporate events advertised on website, with FAQ.
 - List of local caterers or sponsors
 - Review prices as it requires a lot of volunteer time

- Member Survey
 - Draft of member survey complete
 - Survey to help better understand members and what services they would like to see. This should also inform play time – practice, leagues or tournaments.
 - Next steps
 - Incorporate feedback from board
 - Post survey online / email members
 - Print copies for members who prefer hard copies
 - Some survey tools like SurveyMonkey now charge a fee