



Pacific Indoor Bowls Club

Executive Committee Meeting Draft Minutes **Monday August 25, 2025 (6:30 pm)** Pacific Indoor Lawn Bowling Club

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

1. Call to Order: 6:32 pm

2. Regrets: Lisa Bealle

3. Land Acknowledgement: PIBC acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.

4. Approval of Agenda:

MOVED: Amy, SECONDED: Vince to approve the agenda. CARRIED.

5. Approval of Minutes: July 30, 2025 (Attached).

MOVED: Vince, SECONDED: Graham to approve minutes. CARRIED.

6. Matters Arising from the Minutes

6.1. Update on repair of wall crack at end of rink 5 and water ingress areas– **MAG – completed.** Repairs completed. But Water ingress persists after heavy rain. Have contacted the city about this. Drywall and painting completed and scaffolding removed from inside stairwell.

6.2. Update on “Bowlr”- club management software – **MAG**
There is now a live link to Bowlr on the PIBC website.
Demo for board members with the Bowlr representative this Thursday.
We’re planning a test of the invoice system for board members.
There will be a newsletter announcement about how to access and use Bowlr.
MAG has created 2 instructional videos for members.

6.3. Update on Canadian Qualifier – **Eric**
Thank you to Elaine Wass for drafting the budget for this.
Action item: Add line for live streaming costs.

6.4. Update on Parks Board and Parking fees – **MAG (on hold until further notice from the CoV)**
-awaiting new policy from the City.

6.5. Update on PCO –**MAG**
-on track so far.
Action Item: Norman to send another invoice to Matheson.
There will be no Umpires but an onsite convenor who can step in if needed.
Live streaming training session was held on August 22, 5 volunteers participated. A second session will be organized as well.
Action Item: David to forward Judy the email from Matheson Foundation

6.6. Update on Insurance coverage and 3 visitor drop in limit –**Norman/MAG – to be discussed at the board meeting in September.**



Pacific Indoor Bowls Club

- 6.7. Update on documentation of League rules – **Eric – completed.**
-Eric presented the revised League Rules.
-2 small amendments to be made:
Action Item: Eric to add the phrase “All House rules apply and” in front of first sentence and to add head visits rule for Singles,
MOVED: Eric, SECONDED: Vince to accept the amended League Rules. CARRIED.
- 6.8. Update on booties – **Vince - completed.**
Vince has found a type of bootie that will work for PIBC and will order more.
- 6.9. Update on summer maintenance – **Vince**
Carpet cleaned twice.
Floors have been painted or waxed.
Condensation issues with A/C units in office and above Rink 1. Jones investigating.
Will order a new nonslip carpet for club entrance
Small freezer for first aid ice packs has been ordered and will be installed beneath the AED.
- 6.10. Update on refurbishment phase 2 – **David**
-Working on dates of past presidencies.
-Missing photos of a lot of the Presidents pre-2000. Decision to display only photos of Presidents since the new building opened.
-Blinds for front doors sourced and installed by Eric.
-Considering installing bar tables and stools on the walkway behind the railings.
- 6.11. Update on Sponsorship Policy – **David (to be followed up for next meeting)**
- 6.12. Update on Visitor Fee Policy/Interclub Fees- **Eric/David/Lisa/MAG (Facility Planning Group)**
-interclub fee and visitor practice fee for different length practice slots
- see motion concerning practice fees under New Business
Action item: Eric to prepare a proposal for interclub fee amount for next board meeting.
- 6.13. Update on broadcasting PCO and Canadians - **MAG/Graham**
- a plan and quotes were provided by Bill Currie. Currently we use his computer to livestream. PIBC should have its own computer funded by PCO.
Action Item: MAG to ask Bill if we could use the office PC for livestreaming.
- a curtain can be hung around the broadcasters for soundproofing from the players.
- 6.14. Update on Annual Events Schedule – **MAG - completed**
- BBC are fine with the dates proposed by PIBC
- 6.15. Update on changes to club alcohol sales – **MAG - completed**
- 6.16. Update on bylaw review – **MAG/Judy - to be taken up at next board meeting.**

7. Reports:

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

Cheryl Young has resigned her position as Social Director. The Board thanks Cheryl for her contribution.

We will look for a replacement for the Social Director position.



Pacific Indoor Bowls Club

7.2. Treasurer's Report – Norman (attached)

8. New Business:

8.1. Rules for booking rinks

Motion: that the board approve the attached rules for booking rinks online using Bowlr

Rationale: one recurring issue has been access to rinks during practice time. Bowlr allows members to book rinks online and we will do a trial of this system this year. The rules set out how members may make use of rink bookings. We will review this process at the end of the Fall season.

Decision to amend the no show fee to \$15.

Decision to amend that a week is from Sunday to Saturday.

MOVED: Vince, SECONDED: David to approve the attached rules for booking rinks online using Bowlr with the agreed upon amendments. CARRIED.

Action Item: Judy to find out if Bowlr admin can audit a user's rink booking frequency/history.

8.2. Rules for using coaching rinks

Motion: that the board approve the attached rules for using coaching rinks

Rationale: there is a growing demand for coaching from our members – and not only from newer members. We will do a trial this year of setting rinks for coaching. The rules set out how members may make use of coaching rink times. We will review this process at the end of the Fall season.

Decision to spell out "National Coaching Certification Program" (NCCP) and align the no show fee with visitor drop in fee of \$15.

MOVED: Vince, SECONDED: David approve the attached rules for using coaching rinks with the agreed upon amendments. CARRIED.

Action Item: Judy to post another 'call for coaches' in the newsletter.

8.3. House Rules

Motion: that the board approve the attached House Rules

Rationale: the House Rules need updating to reflect minor changes since the current rules were posted.

Decision to change bowling shoes to lawn bowling shoes; to add "Wear proper bowling shoes &/or brand name lawn bowling shoes"; and to add "No running on the greens" to the Greens section.

MOVED: Norman, SECONDED: Vince, to approve the attached house rules with the agreed upon amendments. CARRIED.

8.4 Updates to Practice Rules

Motion: that the board approve the attached Practice Rules

Rationale: the Practice Rules need updating to reflect schedule changes and the trial of online rink booking and coaching rink times



Pacific Indoor Bowls Club

Decision to add to top of the document "Under normal circumstances, priority is not given to make up games."

MOVED: Amy, SECONDED: Eric to approve the attached Practice Rules as amended. CARRIED.

8.5 Visitor Drop in Fees

Motion: that the board approve that drop-in visitor fees for the new 90 min practice sessions be set at \$12. The fee for the 2-hour session will remain \$15.

Rationale: the late afternoon practice session is 90 mins while all other practice sessions are 2 hours. It seems reasonable to charge less for the 90 min session.

MOTION: Norman, SECONDED: Amy to approve that drop-in visitor fees for the new 90 min practice sessions be set at \$12. The fee for the 2-hour session will remain \$15. CARRIED.

Action item: Graham to update the website.

8.6 Paper Towel and Dispensers

The cleaning company has proposed we move to a cheaper paper towel but this will mean we would have to change to nonautomatic dispensers.

Action Item: Vince to bring sample of the paper towel to next meeting.

Action Item: All board members to send budget items for their area to Norman and MAG for the next meeting.

9 **Date of Next Meeting:** Sunday, Sept 28 at 1:30 pm

10 **Adjournment.** The meeting was adjourned at 8:20 pm.