



Pacific Indoor Bowls Club

Executive Committee Meeting Minutes Sunday February 16, 2025 (1:30 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:** 1:34 pm

2. **Regrets:** Lisa Bealle, Cheryl Young

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

4. **Approval of Agenda:**

Add to: 8.6. Letter of Support – **MAG**
8.7 'No grippo' sign - **Norman**
8.8. General cleanliness of PIBC - **Norman**

Move: 6.19 to 8.9 Informal discussion around new fee structure – **Eric**

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

5. **Approval of Minutes:** January 19, 2025 (Attached).

MOVED: Vince, SECONDED: Eric that the minutes of January 19, 2025 be approved. CARRIED.

6. **Matters Arising from the Minutes**

- 6.1. Sump pump inspection – **completed**
- 6.2. New board member email accounts – **completed**
- 6.3. Summer student and planning – **deferred to next season**
- 6.4. Drop-in policy for local bowlers – **completed**
- 6.5. Recycling bags for garbage and cans – **completed**
- 6.6. School visit group leader – **completed**
- 6.7. Front door repair – **completed**
- 6.8. Fire inspection with VPG – **completed**
- 6.9. Cancellation of Jotform subscription – **completed**
- 6.10. Electronic version of Accident/Medical incident report – **completed**
- 6.11. Repair of lighting bollard – **completed**
- 6.12. Update on repair of wall crack at end of rink 5 and water ingress areas– **MAG**
-No updates from the CoV.
Action Item: MAG to f/up with Warren at the CoV for an update.
- 6.13. Update on club management software – **MAG**
-Now trialling a different product used in over 200 UK bowling clubs.
-Has a number of modules including calendar, membership, reporting and leagues.



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- 6.14. Update on Bowls BC Provincial Singles dates – **MAG**
-Dates have been confirmed by BBC.
- The Men’s Provincial Indoor Singles will be held on April 11-13.
 - The Women’s Provincial Indoor Singles will be held on April 25-27.
- 6.15. Update on Electronic Raffle Sales (ERS) companies – **MAG**
-No updates at this time.
- 6.16. Update on the railing behind the seating area – **Vince**
-will be installed during the summer.
- 6.17. Update on runner mats – **Eric/Vince**
Action Item: Eric to purchase 2 door mats to place in front of the greens for people to clean their shoes before stepping onto their rink.
- 6.18. Update on documentation of League/Game rules – **Eric**
-If leagues share consistent rules that are posted on the website, it will be easier for members to follow. For example, deadline for make-up games, policy for spares ...
Action Item: Eric to give updates to Robert Ascroft to post on the website in the Game Rules section.
- 6.19. Update on membership list (including code of conduct box) – **Lisa/Norman/David**
-See attached report.
- 6.20. Update on refurbishment phase 2 – **David**
-the digital clocks have been installed.
- 6.21. Update on Sponsorship Policy – **David** – **not completed** – to be taken up at March board meeting.
- 6.22. Update on PCO and World Bowls – **David** – **not completed** – to be taken up at March board meeting.
- 6.23. Update on possible Princess Cruise to raffle – **David** – **not completed** – to be taken up at March board meeting,
- 6.24. Update on Summer session planning – **David**
-David reported on the outcome of the subcommittee meeting on summer planning.
- summer session could begin midMay and could consist of 10 week leagues occurring at various times of day
 - consideration given to interclub top ten type of play
 - discussion around waiving membership for the summer to encourage nonmembers to participate or create a type of summer membership.
 - leagues, draws, drop in and coaching options
 - August could be only drop in or practice.
- Action Item:** Eric to create league sign up sheets based on the leagues suggested by the subcommittee.
- Action Item:** All board members to think of logistical requirements for summer opening (registration date, convenors, monitors, fees ...)
- 6.25. Update on Wescan Bowls Raffle – **Cheryl**



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- good ticket sales so far.
- Since the 2024 bowls draw was delayed until April, 2025, the 2025 draw will occur later this year.

6.26. Update on security cameras (see attached report) - **Judy**

7. Reports:

7.1. Treasurer Report (attached) – **Norman**

- Thank you to Amy and her team for the timely updates on refreshment sales.

7.2. Membership Report (attached) – **Lisa**

7.3. Secretary Report (attached) - **Judy**

8. New Business:

8.1. **Broadcasting Provincials – Judy/Eric/David**

- We have received 2 email inquiries about broadcasting the Provincial Indoor Singles.

Action Item: MAG to contact Bill Currie to see if he is interested in livestreaming the Provincials and the PCO.

Action Item: MAG to contact Harry Carruthers regarding allowing PIBC to livestream the Provincial indoor semis and finals.

8.2. **PCO – MAG/Vince**

- Date of tournament was changed to September 8 - 13 due to conflict with a Bowls Canada Event.

- David has prepared a grant application to be submitted to City of Vancouver.

- Vince has enlisted more volunteers.

- MAG has requested a letter of support from BBC.

Action Item: MAG to contact Harry Carruthers regarding sponsoring umpires for PCO.

8.3. **Fall Open House Date – MAG**

- Sept 21 from 10 – 3pm.

8.4. **Support for International Play – MAG**

- PIBC customarily donates \$500 to players who are representing Canada at the Worlds to help defray their costs.

MOVED: David, SECONDED: Graham to provide a member with a \$500 honorarium to represent Canada and PIBC at the World Indoor Cup Championship. CARRIED.

A discussion took place about the fact that we don't have a policy or process for offering financial support to club members who have earned the right and/or been selected to represent Canada in international competitions. It was noted that the absence of a policy or process has resulted in inconsistency in the past of giving financial support. Board members felt it important to address this situation and the following motion was proposed:

MOVED: David, SECONDED: Judy

The club acknowledges the dedication, commitment and achievement of past players who have represented PIBC at international bowls events. We recognize that previous practice has not always been consistent with respect to offering honorariums to PIBC members representing Canada. The Chair is directed by the board to draft a policy on provision of honorariums for PIBC members who bowl internationally representing Canada in indoor events. CARRIED.



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Action Item: David and MAG to draft a policy for addressing when PIBC gives financial support to club members.

8.5. Canadian Qualifier Dates - MAG

Action Item: MAG to contact Bowls Canada to let them know we are willing to host the Canadian Qualifier and to submit our proposed dates.

8.6. Letter of Support – MAG

-A request was received from a member for a letter from the club in support of Josephine Lee's nomination to the Burnaby Sports Hall of Fame.

MOVED: David, SECONDED: Amy that MAG write a letter on behalf of the board. CARRIED.

8.7. 'No wax or grippo' signage – Norman

-Some members are still using wax products on their hands while bowling at PIBC.

-Our house rules state "Any kind of wax/Grippo is not allowed"

Action Item: MAG to contact Vanessa to make signage.

8.8. General cleanliness of PIBC – Norman

-Reminder to members to clean up after themselves, especially around sinks and in the kitchen area, dispose of used coffee cups ...

Action Item: Graham and Judy to create webpage and newsletter notices. Cleaners contract is for minimal cleaning.

8.9. Informal discussion around new fee structure – Eric

- 3 leagues included in the new membership structure

- modelling around the new structure shows that there should be enough leagues to accommodate the members.

- if summer leagues go forward next year, then we may need to reconsider the Spring leagues because their length is much shorter than the others.

9. Date of Next Meeting: March 19, 6:30 pm.

10. Adjournment: The meeting was adjourned by consensus at 4:20 pm.

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

	<u>Sep '24 - Jan 25</u>	<u>Sep '23 - Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
Bowling Income				
League Fees	6,496.64	5,514.68	981.96	17.81%
Provincial/National Competition	0.00	2,000.00	-2,000.00	-100.0%
Total Bowling Income	<u>6,496.64</u>	<u>7,514.68</u>	<u>-1,018.04</u>	<u>-13.55%</u>
Direct Members' Support				
Donations	500.00	1,515.00	-1,015.00	-67.0%
Total Direct Members' Support	<u>500.00</u>	<u>1,515.00</u>	<u>-1,015.00</u>	<u>-67.0%</u>
Membership Dues				
Full Members	25,400.00	26,400.00	-1,000.00	-3.79%
Premier Members	18,000.00	18,360.00	-360.00	-1.96%
Social Members	90.00	90.00	0.00	0.0%
Total Membership Dues	<u>43,490.00</u>	<u>44,850.00</u>	<u>-1,360.00</u>	<u>-3.03%</u>
Other Types of Income				
Inventory Sales	142.80	139.76	3.04	2.18%
Miscellaneous Revenue	0.00	7.50	-7.50	-100.0%
Refreshment Sales	1,525.24	700.47	824.77	117.75%
School Program Income	1,001.00	1,078.00	-77.00	-7.14%
Special Events Income	685.80	458.57	227.23	49.55%
Other Types of Income - Other	418.00	0.00	418.00	100.0%
Total Other Types of Income	<u>3,772.84</u>	<u>2,384.30</u>	<u>1,388.54</u>	<u>58.24%</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	0.00	12,577.50	100.0%
Total PCO Tournament	<u>31,077.50</u>	<u>0.00</u>	<u>31,077.50</u>	<u>100.0%</u>
Rentals				
Green Fees	911.14	1,123.81	-212.67	-18.92%
Locker Rentals	1,962.15	2,033.59	-71.44	-3.51%
Storage Rental	0.00	500.00	-500.00	-100.0%
Total Rentals	<u>2,873.29</u>	<u>3,657.40</u>	<u>-784.11</u>	<u>-21.44%</u>
Total Income	<u>88,210.27</u>	<u>59,921.38</u>	<u>28,288.89</u>	<u>47.21%</u>
Cost of Goods Sold				
Cost of Name Tags	288.90	104.33	184.57	176.91%
Cost of Food & Beverage	817.18	393.41	423.77	107.72%
Total COGS	<u>1,106.08</u>	<u>497.74</u>	<u>608.34</u>	<u>122.22%</u>
Gross Profit	87,104.19	59,423.64	27,680.55	46.58%
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>

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Profit & Loss Prev Year Comparison
September 2024 through January 2025

	<u>Sep '24 - Jan 25</u>	<u>Sep '23 - Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
Bank Charges and Interest	48.40	237.00	-188.60	-79.58%
Business Expenses				
Permit and License	69.25	40.00	29.25	73.13%
Total Business Expenses	69.25	40.00	29.25	73.13%
Facilities and Equipment				
Alarm Monitoring	300.00	367.12	-67.12	-18.28%
Bowling Accessories	5.01	597.80	-592.79	-99.16%
Club Refurbishing	9,000.84	0.00	9,000.84	100.0%
Janitorial Services	3,750.00	2,675.00	1,075.00	40.19%
Janitorial Supplies	684.64	755.42	-70.78	-9.37%
MSFS-Building operating costs	0.00	400.00	-400.00	-100.0%
Repairs and Maintenance	1,376.74	6,761.26	-5,384.52	-79.64%
Water and Utilities	313.83	0.00	313.83	100.0%
Total Facilities and Equipment	15,431.06	11,556.60	3,874.46	33.53%
Internet Web-site	268.12	550.78	-282.66	-51.32%
Operations				
Electricity	2,092.70	2,578.95	-486.25	-18.86%
Management Fees	300.00	300.00	0.00	0.0%
Office Supplies	118.66	49.20	69.46	141.18%
Printing and Copying	23.95	162.17	-138.22	-85.23%
Sundries	262.87	139.77	123.10	88.07%
Telephone, Internet, Television	1,363.96	1,143.08	220.88	19.32%
Waste Removal	934.17	862.53	71.64	8.31%
Total Operations	5,096.31	5,235.70	-139.39	-2.66%
Other Types of Expenses				
Insurance - Property	828.00	766.00	62.00	8.09%
Total Other Types of Expenses	828.00	766.00	62.00	8.09%
Reconciliation Discrepancies	0.00	-5.50	5.50	100.0%
Special Events Expenses				
Championship Tournaments Costs	0.00	1,479.95	-1,479.95	-100.0%
Club Functions Expenses	1,751.04	461.43	1,289.61	279.48%
PCO expense	21,375.31	0.00	21,375.31	100.0%
Total Special Events Expenses	23,126.35	1,941.38	21,184.97	1,091.23%
Special Function Expenses	0.00	74.43	-74.43	-100.0%
Total Expense	45,115.05	21,171.94	23,943.11	113.09%
Net Ordinary Income	41,989.14	38,251.70	3,737.44	9.77%
Other Income/Expense				
Other Income				
Bank Interest	933.37	3,857.10	-2,923.73	-75.8%
Total Other Income	933.37	3,857.10	-2,923.73	-75.8%
Net Other Income	933.37	3,857.10	-2,923.73	-75.8%
Net Income	<u>42,922.51</u>	<u>42,108.80</u>	<u>813.71</u>	<u>1.93%</u>

Pacific Indoor Bowls Club
Balance Sheet Prev Year Comparison
 As of 31 January 2025

	<u>31 Jan 25</u>	<u>31 Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Chequing/Savings				
Cash and Bank Balances				
Cash	0.00	-162.15	162.15	100.0%
Chequing Account	30,970.52	10,908.16	20,062.36	183.92%
Saving Account	43,070.92	12,920.25	30,150.67	233.36%
Term Deposits	136,455.52	181,354.00	-44,898.48	-24.76%
Total Cash and Bank Balances	<u>210,496.96</u>	<u>205,020.26</u>	<u>5,476.70</u>	<u>2.67%</u>
Total Chequing/Savings	210,496.96	205,020.26	5,476.70	2.67%
Accounts Receivable				
Function Rental	1,001.00	0.00	1,001.00	100.0%
Total Accounts Receivable	<u>1,001.00</u>	<u>0.00</u>	<u>1,001.00</u>	<u>100.0%</u>
Other Current Assets				
GST Receivable	474.65	489.21	-14.56	-2.98%
Total Other Current Assets	<u>474.65</u>	<u>489.21</u>	<u>-14.56</u>	<u>-2.98%</u>
Total Current Assets	211,972.61	205,509.47	6,463.14	3.15%
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>
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>219,566.18</u></u>	<u><u>213,803.48</u></u>	<u><u>5,762.70</u></u>	<u><u>2.7%</u></u>

Pacific Indoor Bowls Club
Balance Sheet Prev Year Comparison
 As of 31 January 2025

	<u>31 Jan 25</u>	<u>31 Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Expenses Payable	5,985.00	0.00	5,985.00	100.0%
Prize Money Payable	2,520.00	2,560.00	-40.00	-1.56%
Total Accounts Payable	<u>8,505.00</u>	<u>2,560.00</u>	<u>5,945.00</u>	<u>232.23%</u>
Other Current Liabilities				
Fees Collected for Bowls BC	7,584.45	110.00	7,474.45	6,794.96%
GST Payable	-733.60	0.00	-733.60	-100.0%
GST/QST Payable	-20.72	0.00	-20.72	-100.0%
Total Other Current Liabilities	<u>6,830.13</u>	<u>110.00</u>	<u>6,720.13</u>	<u>6,109.21%</u>
Total Current Liabilities	<u>15,335.13</u>	<u>2,670.00</u>	<u>12,665.13</u>	<u>474.35%</u>
Total Liabilities	15,335.13	2,670.00	12,665.13	474.35%
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	<u>42,922.51</u>	<u>42,108.80</u>	<u>813.71</u>	<u>1.93%</u>
Total Equity	<u>204,231.05</u>	<u>211,133.48</u>	<u>-6,902.43</u>	<u>-3.27%</u>
TOTAL LIABILITIES & EQUITY	<u><u>219,566.18</u></u>	<u><u>213,803.48</u></u>	<u><u>5,762.70</u></u>	<u><u>2.7%</u></u>

Membership Report February 16 2025
Submitted by Lisa Bealle, Membership Director

Finished Accident Injury report. Added to Drop Box: Policies & Procedures

February Schedule complete. Lots of back-and-forth changes.

Will work on March, as Spring League Starts March 17.

Working with David in fixing the Master List as broken pivot link. Will update new list on Website and print copy for Front desk Binder when available.

Working with Norman to finalize who has outstanding league fees to be paid.

Sent out updated Monitor and Convener Manual to all current Monitors and Conveners. (Thank you to Eric for updating this Manual!)

Still working on who has Keys for Monitors and Conveners. *Task for early March*

Part of Summer Planning Committee. Met on Feb 5th at Clubhouse. David will report.

Thank you to Eric and MAG for amazing and prompt communications during recent snowfall. Emails sent out in timely manner by Eric/MAG and myself and thank you to for Judy updating Newsletter and for Graham updating Website.

Several Prince of Wales Secondary School Bookings are coming up. Anil will arrange and put out sheets for Volunteers. Will email Norman for invoicing purposes.

**Report from the Secretary – Judy Lawson
PIBC Board Meeting February 16, 2025**

Broken Bollard

The city replaced the broken bollard on Feb 13.

Security Cameras

Access to viewing the security camera feed has been removed from all but the 3 members on our emergency contact list and the Facilities Director.

Broadcasting the Provincial Indoor Tournaments

We've received two email inquiries about whether we will be broadcasting the Provincial Indoor tournaments, one of them offered to bring over their own video equipment and broadcast some of the games on Youtube.

Vacation

I will be away from February 19 – March 9. A newsletter notification of the SAGM has been composed and scheduled to go out on Feb 28, 2025.