



Pacific Indoor Bowls Club

EXECUTIVE COMMITTEE MEETING MINUTES

Sunday, October 15, 2023

PIBC Premises

Present: Eric Leung, Norman Keung, Robert Ascroft, Glory Ewen, Sam Siu, Graham Mason, Judy Lawson, Jim Duholke, Diane Fulton, Alice Duncalf, **Apologies:** Serge Pannu
Absent: Ken Sherlock

1. Call to Order:

Eric Leung, Vice-President, as chair, called the meeting to order at 1:59 PM. A quorum was confirmed.

2. Agenda Approval:

The following items were added to the agenda: 6. New Business, g) Food service for national singles week, h) Air quality assessment.

MOTION: Moved by Diane Fulton, seconded by Judy Lawson, to approve the agenda as amended. Passed

3. Approval of Last Meeting's Minutes:

MOTION: Moved by Glory Ewen, seconded by Judy Lawson, to accept the September 19, 2023, minutes as distributed. Passed.

4. Matters Arising:

a) Bowls Raffle – Eric Leung

Completed – Eric has created a sign-up sheet for raffle tickets and notice to members was sent via email and posted on the website advertising the draw on December 9, 2023.

b) Women's Locker Room Chair Replacement – Judy Lawson

Judy reported that new chairs have been purchased for \$20 each and has received positive comments from female members. The old chairs were taken to a recycling depot by Judy and Graham Mason. Eric thanked Judy for the initiative.

5. Reports:

a) President – Serge Pannu

No report as Serge is on vacation.

b) Treasurer - Sam Siu

Sam distributed the financial report for the upcoming AGM prior to the meeting. He noted that the report was for year-end numbers. He will have current year financial reports for the next meeting.



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c) **Secretary** – Robert Ascroft

Here are the membership numbers for the current year as of October 14, 2023.

- 143 returning members.
- 34 new members.
- 3 life members.
- 179** vs 185 last year – down 6
- A quarter (26%) of members did not return – **47**.
- He plans to survey some of them to see why they did not come back.
- Future suggestions:
 - maybe more triples leagues. Pairs leagues can't absorb everyone who wants to play.
 - Rethink the Inter-club league. Replace with a club member league as we still had members this year who could not play in as many leagues as they wanted.
 - How about a registry for people who don't have partners, particularly new bowlers?
 - Recommended that the roles of secretary and membership director be split. Too much work for one person during the season's start.

ACTION: Robert to send off the annual membership report to Bowls BC as they require. This time he will copy both Lynn Chwartacki and Harry Carruthers, so it doesn't get lost.

ACTION: Robert to conduct a survey of non-returning members to see if there are some institutional obstacles affecting their decisions not to re-join.

He received multiple emails last month from a couple of members expressing their concern about the bathroom overflow situation and the way it was handled. This will be discussed under New Business, c).

ACTION: Robert will update the Policy and Procedures manual as we have approved a number of items this past year that should be documented before his term expires.

ACTION: The league convener and practice monitor roles, responsibilities, and relevant procedures have not been formally defined. To ensure everyone knows the expectations, Robert will produce, before his term expires, a separate manual containing guidelines of relevant policies, procedures, and emergency contacts for conveners and monitors.

He hopes both manual will be kept up-to-date and continued to be used in the future as relevant references.

After much thought, Robert has decided to not run for re-election this year. He came onto the committee as an emergency replacement for the previous secretary who had



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to leave prematurely. Intended only staying a year, he stayed for two. He wants fewer external demands and responsibilities to concentrate on his own pursuits.

Robert will be available for the transition period to whomever takes up the job and will help them out as much as they need.

d) **Games** – Eric Leung

Eric asked Jim to convey to his wife Jennifer our thanks for once again providing us with baked good for our meeting. Very much appreciated.

The two new leagues this year, the Saturday morning pairs, and Monday afternoon intermediate Singles are full.

Eric expressed disappoint in the poor response to the 50% price reduction for evening leagues. Wednesday and Friday evening leagues were cancelled due to limited responses. Maybe next year the Wednesday or Friday evenings could be singles leagues as some are coming out now they have been converted to practice sessions.

He is still getting concerns expressed about the winter league's policy of offering sign-up first to fall participants. His rationale is people sign-up for a full season, paying their appropriate dues and plan their lives around their fall choices. Opening the winter registration to a full random draw inconvenience members and for committee members to organize and administer. The Committee agrees to have a random draw only for vacated league places in the winter session.

The rules for practice sessions were developed to bring some order and access fairness for all members. The initial trial ran for four days prior to league start. Based on feedback, the wait period between sessions was reduced to 15 minutes. General observations and positive feedback to the committee members indicates the rules were viewed quite positively. There were a couple of members who on occasion decided not to follow the rules. No action was taken at this time as we recognize an adjustment period may be required for some.

There are no monitors currently designated for the 3:30 – 6:30 PM practice time. Someone should be designated as the monitor to ensure there is supervision and that the rules are being followed.

ACTION: Sam to post practice times on the schedule and designate monitors for the 3:30 – 6:30 PM practice sessions.

ACTION: Robert will update the rules to include this clarification.

“After every league game all league players must leave the green.

League players wanting to practice must wait the 15 minutes after the next practice session starts to get back on the green.

Players whose game has been forfeited due to opponents not showing up, may practice in their own rink for the remaining league time.

Empty rinks during league games are not open for practice.”



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Eric brought up the type of food service for the Christmas party on December 9th. Diane Fulton said the caterer we used last year would not do it for that price again – too low profit margin.

ACTION: Diane Fulton to ask last year's caterer for a quote for this year's Christmas party dinner.

e) **House** – Sam Siu / Eric Leung

Sam and Eric examined the exterior entrance ways which are dirty. Eric has been power blowing our walkways almost daily. In past years Brad Neave and Mel Eckles have done the power washing however the janitorial company will now be tasked instead.

Jim Duholke questioned the Club's air quality. It was noted that the ceiling beams are likely to have been collecting dust over the past 18 years and could be placing our members health at risk.

ACTION: Jim Duholke will contact an air quality assessment company to get a quote or free air quality survey to determine if remedial action is required.

It was noted by Eric that the office air conditioning is still not functioning although Sam stated we paid \$1700 this past May for maintenance. Our main area air conditioning system is currently not operating. Sam noted that the HVAC company is coming October 16th to investigate the situation. The last time this happened the roof unit was not turned on after maintenance.

Eric has updated the women's and men's locker lists and has labeled each locker with the occupant's name.

Executive committee members have been receiving some observations that the club need some sprucing up. It's showing the wear and tear of the last 18 years. The entrance way was noted as being particularly cluttered with signs few people read.

ACTION: Jim Duholke will assess the entrance area and make recommendations at the next meeting.

f) **MSFS** – Sam recently paid the PIBC portions of the joint hydro and garbage accounts. No other developments from Phoenix Gymnastics recently.

6. New Business

c) **Bowls BC Club Assessment Fee** – Sam Siu

Sam had paid the 2023 fee of \$4884 which was due September 30 however we did not receive the notice until October 6, 2023. The assessment is based on an average of the last four year's membership total. The 2024 assessment is increasing to \$7327 and due in June 2024. It was pointed out that we do recoup some of this money as both Bowls BC and Bowls Canada hold championships using our facility and compensate us for the use.

d) **Canadian Indoor Singles Championships** – Eric Leung



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Eric reviewed the task schedule for the event. He will source the national anthem for the opening ceremony.

The scorecards have not been received as yet.

ACTION: Eric to contact Jake Schuknecht at Bowls Canada for scorecards.

Judy Lawson reported that there are just a few marker slots to fill, and she is working to staff them. Jim Duholke will provide a dozen muffins and cookies on Wednesday, October 25th. The opening day luncheon will be held after the ceremonies and will include a catered buffet.

Eric will make some lockers available to the competitors for personal item storage. A deposit of \$20 for a key will be required, refundable upon return of the key.

ACTION: Eric to ask Nancy Leung to handle the lunch meal sales.

Wayne Hawrysh and Diane Farlinger will provide first aid for the event. PIBC will reimburse them for the cost of their recertification course.

e) **Washroom Sewage Overflow Situation – all**

On Saturday September 30, Eric was informed after lunch that in both the women's and men's bathrooms sewage had spilled onto the floors. Eric called a plumbing company who came three hours later.

Unfortunately, no specific proof of what caused the blockage was found. It is noted that these pipes also service the bathrooms on the upper floor. The plumber charged \$400 for the service.

Although the smell permeated the club facility, and several members were present practicing, no decision was taken to immediately close the Club.

Our janitorial service was contacted, and they came that night to remedy the situation to our satisfaction.

Lessons Learned:

1. The Club will be closed immediately should this happen again. League conveners and monitors will be given a guide with emergency contact information and descriptions of what to do in given situations.
2. It was brought to our attention by a couple of members that since this is a Parks Board building, we should be sourcing service companies approved by the Parks Board. That will be investigated, and appropriate procedures will be followed as required.
3. Signs will be placed in both bathrooms reminding everyone should go into our toilets. Paper towels or any other items should not.

ACTION: Robert Ascroft to contact Parks Board to determine the procedures for emergency maintenance situations and possibly obtain, if required, a list of approved service providers for future events.



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ACTION: Robert Ascroft to create a list for emergency contacts for conveners and monitors and instructions for handling unusual events.

ACTION: Robert Ascroft to create, with the help of Sam Siu, bathroom signs in English and Chinese reminding people not to put anything in the toilets other than pee, poo, and toilet paper. No paper towels or other objects.

d) **AGM** – Robert Ascroft

Robert drafted an agenda for the November 19th meeting. Notice of Meeting to members needs to be send by November 5th. New business items include:

- An informal survey to continue keeping the league results private or put them on the public side of the website.
- Presentation on the Bowls BC/Bowls Canada Affiliation Fees and future increases.

There was agreement that these were the only items necessary for the meeting.

ACTION: Executive members are reminded to send the secretary a digital version of their report to the secretary prior or just after the meeting for inclusion in the minutes.

e) **Nominating Committee** – Alice Duncalf

Alice is still canvassing for directors and a secretary for the upcoming AGM. Some names were suggested to Alice as possible candidates.

ACTION: Robert to ask for nominations in his October newsletter to members.

f) **Bicycle Storage Inside the Club** – all

There is a belief by some members who wish to store their electric bikes or scooters inside the club premises that it has been approved by the Executive Committee. There may have been discussions in the past however a search of minutes from the past few years found no formal policy on this subject.

Storage of large bicycles inside the club presents an obstacle in the janitors closet and if place in the member lounge. They cannot be placed in the entrance way or near building exits as they would constitute fire regulations and would be a safety hazard.

There are bicycle racks nearby at the entrance of the Hillcrest Community Centre. The Committee will investigate the feasibility of having a bicycle rack placed near the front entrance of the building so members can keep an eye on it during their time inside the Club.

MOTION: Moved by Jim Duholke, seconded by Glory Ewen, that wheeled vehicles such as eclectic bicycles, regular bicycles or scooters cannot be stored inside the club because of safety and access concerns. Passed.

g) **Food Service for National Singles Championship** – Judy Lawson

Judy inquired about lunches for the players and other participants. It was decided that lunches will consist of a limited selection of sandwiches (tuna, salmon, and egg),



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yoghurt cup, chips bag and likely a banana. Price will be based on the costs. Due to health regulations and convenience, it was decided that beginning Wednesday October 25th, the sandwiches would be pre-made off site and sourced from a grocery store convenient to Judy.

7. Date of Next Meeting:

Sunday, November 26, 2023, 2 PM at PIBC.

8. Adjournment:

MOTION: There being no further business, moved by Diane Fulton, seconded by Judy Lawson, to adjourn the meeting at 4:29 PM. Passed.

Prepared by Robert Ascroft, Secretary

Reviewed by Eric Leung, Vice-President