



Pacific Indoor Bowls Club

EXECUTIVE COMMITTEE MEETING MINUTES

Sunday, November 26, 2023

PIBC Premises

Present: Mary Ann Gillies, Eric Leung, Sam Siu, Graham Mason, David Lewis, Jim Duholke, Diane Fulton, Vince Mai, Judy Lawson

1. Call to Order:

Mary Ann Gillies, President, called the meeting to order at 1:10 PM. A quorum was confirmed.

2. Regrets:

Serge Pannu, Norman Keung. Absent: Ken Sherlock

3. Land Acknowledgement: PIBC acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱wú7mesh (Squamish), and səliłwətał (TsleilWaututh) Nations

4. Agenda Approval:

The following items were added to the agenda:

-under Matters Arising:

-Card to Alice Duncalf

-Robert Ascroft's Updates to Policy and Procedures Manual and Manual for convenors and monitors

-Entrance area recommendations

The following item was removed from the agenda:

-8.5 Tenant Info form for Parks Board.

MOTION: Moved by Diane, seconded by Eric, to approve the agenda as amended. Passed.

5. Approval of Last Meeting's Minutes:

Since Mary Ann was not present at the last meeting, she stepped away from the Chair. Eric took the Chair and called for approval of the last meeting's minutes.

MOTION: Moved by Sam, seconded by Jim, to accept the October 15, 2023, minutes as distributed. Passed.

At this point, Mary Ann resumed the position of Chair.

6. Matters Arising:

6.1 Report on HVAC system repairs – Sam

PIBC's HVAC system consists of 3 heat pump units that we are responsible for, each unit consists of a part on the roof and a part inside the club. The unit above the greens is struggling. Per Broadway Refrigeration and Air Conditioning, the unit is too old to repair (parts are no longer



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available), Sam has asked Broadway to provide a quote for replacement of the machine. We could use contingency funds for this.

Action Item: Vince, as Facilities Director, to work with Sam on this issue and to report to the board once we have received the quote from Broadway. We will need CoV approval before moving forward with replacement of the unit.

The Board must start planning for the replacement of the other two units as well.

6.2 Air quality test update – Jim

Jim had gotten 2 quotes with different number of samples, 4 and 16. We may need more than 4 samples but 16 seems excessive.

Action item: Jim to follow up with the preferred vendor to get a new quote with more than 4 but less than 16 samples.

If there is a problem with the air quality, PIBC has a responsibility to fix it.

If the HVAC is to be replaced soon (within next 2 months), then we will wait until that is done before doing the air quality testing, otherwise we will get testing done now.

6.3 Alice Duncalf

Action Item: Diane to send a get well card to Alice.

6.4 Robert Ascroft's Updates to Policy and Procedures Manual and Manual for convenors and monitors

Robert had started working on manuals for convenors and monitors.

Action item: Judy to forward copies of his documents to David and Eric to complete and distribute as needed.

Robert's updated policies and procedures manual was uploaded to dropbox where board members can review. Revisions and updates will be brought to the board for approval.

6.5 Entrance area/upper walkway recommendations

Jim provided a list of suggestions and these will be forwarded to Judy for inclusion in the list of facilities' issues to be addressed.

7. Reports:

7.1 President's Report – (Attached).

Action Item: David to work with Sam on the annual insurance report for the Parks Board.

-Serge has stepped down from being an Emergency contact for the club so Vince has agreed to take Serge's spot. Sam will remain the second emergency contact.

7.2 Treasurer's Report- Sam reporting for Norman

We have \$97,000 in the chequing account after maturity of a term deposit. Some of that deposit will be put into redeemable term deposit since it is likely to be needed for HVAC repair/replacement.

-Our membership is slightly less than last year and we have slightly more expenses than last year therefore we're unlikely to have the same surplus as the last fiscal year.



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7.3 Vice President's Report

Nothing to report at this time

7.4 Games Report

-we currently have 12 leagues playing each week; total teams are 136 including singles; the headcount is 288 which is quite successful when compared to previous years.

-2 new leagues were introduced: Monday afternoon singles which has 8 entries and Saturday morning pairs, which is full at 12 teams.

-we've been unsuccessful finding more teams to bowl in the evenings despite the reduction in price. In the coming winter session, evening leagues will still be offered for half price but this may be cancelled in future.

-Since Eric will be away, Graham Mason will convene the IGA Mixed Triples tournament on January 6 and 7. A plaque and \$400 towards prize money have been donated by Dave Sullivan and Jenny Wong.

Action item: Graham and Eric to meet to discuss the tournament format.

-Dave and Jenny have also donated \$100 towards prize money in the Intermediate Singles Tournament.

-Winter league registration is on Dec 9 at noon. We will be giving out draw tickets at 11:30 am and the draw will be at noon. Email registration will be accepted starting at 11:30 but will be answered after the in-person registration is done.

-Prior to registration, members bowling in the Fall leagues are given a chance to sign up for the same league in the Winter.

-Board members will be assisting with the registration process.

-Dec 9 is also the bowls raffle draw day, the draw will take place at 11:50.

-Dec 9 is also the date of the Christmas party, over 50 people have signed up (max of 60). The dinner is not a buffet this year but a plated meal, therefore we cannot accept any late entrants – **the last day to sign up is Dec 1.**

-Eric has been contacted by Jessie Wilkinson from Bowls Alberta proposing a Canadian Open Tournament that would be held at PIBC in place of Canadian Nationals. We're not sure if Bowls Canada Boulingrin (BCB) is aware and PIBC could be in conflict with BCB if we agree now to host. If it's determined that there is no conflict, then there is the possibility of renting the facility for the event. Also, we must consider that this tournament could clash with the Canadian Qualifiers which are held in October.

Action item: Mary Ann to follow up with Jessie to see who is approving/sanctioning this tournament.

-The question arose around PIBC not having a hosting policy.

Action item: Mary Ann and Judy to work on such a policy.

-A member wishes to arrange singles games with friends during practice time with each friend contributing to a prize money pool. This looks like a league, so this proposal was brought it to the board for discussion.



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In principle all leagues are run through the games director. PIBC cannot have members running independent leagues, nor can rinks be reserved unless they are part of a formal league or rented as a private function.

Action item: Jim to follow up with the member in question and let them know the board's preference would be that they follow the proper procedure and work with Eric to create an elite league that he the member would convene. The league must be open, not invitational. Jim should also let the member know that the Board has no problem with them arranging games with their friends as long as they abide by the practice time rules of sharing rinks.

-A question arose about forming a different type of pairs league for Wednesday nights.

Action item: Vince and Eric to work on this option and have it ready before the Dec 9 registration day.

7.5 Secretary's Report – (Attached).

Action item: Judy to follow up with Dropbox to find out if storing items on a club dropbox impacts the amount of storage in a personal dropbox.

8. New Business

8.1 Board organization – Mary Ann

-see President's report (attached)

Action item: Eric to consider changing his title from Games Director to one that would be more recognizable to non bowlers, possibly "Bowling Director".

-Sam will be responsible for our part on MSFS as well as assisting Norman with the Treasurer's role.

Action item: each board member to work on creating a team and send names of their team to Judy, who will track them and make sure we're not utilizing the same members on all our teams.

Action item: Mary Ann and Judy to work on role descriptions and organizational structure.

Action item: Each board member to list duties they think they should be doing or that need to be reassigned and send the list to Judy.

8.2 Communication methods - Mary Ann

-see President's report (attached)

-the Board agreed to continue using Signal to communicate informally among the board members. We'll continue to do the business of the board at meetings so that we can keep a record of issues and actions.

-it was noted that if we create task specific email accounts, a downtime may be required for the website, in such case, this would occur during the Christmas holidays.

8.3 Capital planning – Mary Ann

- see President's report (attached)



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Recommend all board members read the 2018 depreciation report.

MOTION: Moved by David, seconded by Vince, to strike a new Standing Committee to be charged with developing a Capital Plan. The committee is to be chaired by the President. Carried.

-the topic of a building report was raised. Per our lease agreement, we are to get a building report done every 2 yrs. The cost of a report would be approx. \$4000 and the cost would be shared with Phoenix via MSFS fund (45/55).

MOTION: Moved by Eric, seconded by Diane, that Mary Ann request that MSFS move forward with obtaining a building report. Carried.

8.4 Member survey – Mary Ann

-see President's report (attached)

Action item: Board members to give David questions for the survey by end of December.

-Questions will be discussed at next board meeting. Responses will help with what to do next year.

8.5 Holiday monitors/practice times – Sam

- even though it's a quiet time, monitors have stepped up to cover most of the holiday period.

-a decision was made to close the club on the evening of Dec 23 but we still need a monitor for the evening of Friday Dec 22. It was agreed to Send out one more request to monitors, if no monitor for certain evenings, then we will close the club.

-it was agreed that if no-one is waiting to begin practice in the next time slot, the members already practicing do not need to leave the green. However, if someone comes in to practice within the first 15 minutes of the practice slot, then the monitor can move the other players to make room for new players.

Action item: Judy to write up this process and send to Sam and David to send out to monitors.

8.6 Footwear

It was noted that some members are wearing the same shoes outside and on the bowling greens. Members are reminded that outside shoes are not allowed on the greens.

8.7 Smoking

We've received complaints from members and from Phoenix Gymnastics about smoke inside the building. The exhaust fan in the clubhouse creates a negative pressure which draws outside air into the clubhouse. When people smoke outside the doors, the smoke gets drawn inside too.

-Members are reminded that they cannot smoke within 6 meters of our entrance or intake vents and to change their shoes if they have to go outside to smoke.

Action item: Judy to send out a newsletter item reminding members about footwear and smoking rules.

8.7 Mice

Reports of mice appearing from underneath the green.

Action item: Vince to contact pest control and get an estimate.



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8.8 Clubhouse review

Action item: Board members to send list to Judy of anything that needs cleaning, repairing, decluttering etc. Judy will pass the list along to the board.

8.9 Corporate rental

A request was received from a company wanting to rent the club for an evening in December. David is following up.

8.10 Director reports

It was agreed that for future meetings, the secretary will send out a request for reports to board members and typed reports will be submitted in soft copy 3 days in advance of the board meeting.

9. Date of Next Meeting:

Sunday, January 14, 2024, 1:30 PM at PIBC.

10. Adjournment:

The meeting was adjourned at 3:10 pm.

Prepared by Judy Lawson, Secretary

Reviewed by Mary Ann Gillies, President

PIBC Meeting 26-11-23

President's Report:

I want to thank each one of you for agreeing to serve on the board. I'm new to the board and I'm going to rely on your help as I get up to speed on the current issues and as we plan for the future. Most of the items I want to discuss will be taken up later in the agenda, but I have two items of correspondence to bring up.

1. I responded to an email from Sev Araujo, Manager of Commercial Relations at the Parks Board in which he asked us to confirm that Phoenix and PIBC were going to cost share the replacement of an HVAC unit that services Phoenix's offices upstairs. I informed Mr. Araujo that we have an oral agreement dating back to 2018 that each club looks after its HVAC units and we have 5 years of maintenance and repair records to support that agreement. I received an out of office reply from Mr. Araujo – he's away until Nov. 27th. I later received an email – copied to Mr. Araujo and other CoV staff - from Andrée Montreuil the Executive Director and Technical director for Phoenix which stated: "After discussing with Broadway Refrigeration, it is our understanding that the HVAC unit that needs to be replaced only services the office area at Phoenix Gymnastics. PIBC is not affected. VPG will pay for the replacement of the unit in full." So I think this issue is sorted out – not just the payment for this HVAC unit, but Phoenix's willingness pay for this unit is a confirmation of the agreement we have in place.
2. Following that email exchange with Mr. Araujo, I received an email from Theresa Shaw, Leasing Coordinator, Commercial Operations at the Parks Board. She was enquiring about our Certificate of Insurance which we are required to submit each year and asking for an update for the tenant information form. Serge forwarded her initial email to me last

week, so I was able to respond to Theresa that we will send both into her early next week. So, my question is, Sam, do we have the insurance form ready to go? Second, currently Serge as president and Sam as treasurer have been the club's emergency contacts with the CoV. I'm not sure that I'm best placed to be an emergency contact because I'm still working – if something happens when I'm on campus in class or meetings, I won't be able to respond in a timely manner. So can we have a volunteer to replace Serge?

New Business

8.1 – Board Organization – Two items here.

1. I said at the AGM that I believe in a team approach and I really meant it. I want us to work together in a way that is both effective and efficient and makes your workloads manageable. No one should have to feel overburdened by the volunteer work they do for PIBC.

One way of helping us spread the workload is for each board member to be responsible for one area of club business. I've spoken to most of you and just wanted to confirm the roles the directors have agreed to take on:

- Eric – Games Bowling?
- Graham – Communications
- Vince –Facilities
- David – Members Services
- Diane – Social
- Jim – Canadian Indoor Singles Qualifier

I've also suggested to each of you that you create your own team – a small group of club members who will help you in your areas of responsibility. Hopefully, this ought to both

help lighten your load and help us train people who may be able to step up and join the board in due course. Just let us know who you're approaching so that the same people don't end up being asked to be on several teams.

2. Judy and I will be working to put together role descriptions and an organizational structure that eventually we'd like to be able to place in the members section of the website. So we will be in touch with each of you about your areas of responsibility so that we can get those descriptions done and ready for discussion and approval at a later board meeting.

8.2 Communications methods

A couple of points here.

1. I don't have any issue with using Signal to communicate informally among the board members. We can certainly use it for emergency or time sensitive issues, but we'll continue to do the business of the board at meetings so that we can keep a record of issues and actions.
2. Email – I've asked Graham to explore whether we can get job specific email addresses without spending a lot of extra money to do so. I've two reasons for this: first, having specific addresses for each area of responsibility streamlines communication and makes the first contact the appropriate contact; second, record keeping is easier if we use task specific emails. Someone who is new to their role would have the email file of the previous person doing that role and that would help them get up to speed on issues.

8.3 Capital Planning – we know our building is aging and we know we are going to have potentially big expenses in the next few years. I'd like us to get ahead of the issues as best as we can. Two items here:

1. In the minutes of March 24, 2023 the issue of doing another building report was raised. Under our lease we are required to do a report of this nature every two years, so I would like to follow up with Phoenix to arrange this report. The minutes suggested that the cost would be \$4,000 and would be shared 45/55. We would use the new building report as a starting place to determine what building issues need our attention, but I'd also ask each of you to take a good look around the club and if there are any issues you note, to send those issues in to Judy who will keep a record of them.
2. I would like to strike a Capital Planning committee whose task will be to come up with a plan to submit to the board that will allow us to deal with the building issues in a proactive manner. The committee would use the 2018 building report, the new building report and the issues we've identified as the basis for developing a capital plan. The plan would include a ranked list of capital items needing attention, budgets for these items – including potential grants or fundraising to pay for the items – and a timeline for each item to be dealt with. The board would continue to be the decision maker.

Action: Under our By-laws we need a Motion to strike a new Standing Committee to be charged with developing a Capital Plan. The committee is be chaired by the President. Terms of reference for the committee, if the board approves its establishment, will be brought to the next meeting for approval.

8.4 Member Survey – I mentioned at the AGM that we would be sending out a member survey in the new year. The purpose of the survey is to get feedback from the members about what we're doing well, what we might do better, and what, if any, new activities they would like to have. I've asked David as member services director to take the lead on this. He will ask all of you for questions you'd like to see on the survey and at the next meeting I hope we can look at a draft survey and once we've approved the survey, we'll send it out both electronically and in paper.

Report to the PIBC Board of Directors

Date: November 26, 2023

Secretary - Judy Lawson

On Nov 24, 2023 our annual report was filed with the BC Societies.

Board members should all have received an invitation to join our dropbox folder. Please log in and familiarize yourselves with our bylaws, policies and procedures. If you have problems accessing it, let me know and I will try to help.