



Pacific Indoor Bowls Club

Draft Minutes

Executive Committee Draft Meeting Minutes Sunday, February 18, 2024 (1:30 pm) PIBC

Present: Mary Ann Gillies, Sam Siu, Serge Pannu, Graham Mason, David Lewis, Jim Duholke, Norman Keung, Vince Mai, Eric Leung, Vanessa Siu, Judy Lawson (minutes)

1. **Call to Order:** 1:30 pm
2. **Regrets:** Diane Fulton
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.

Mary Ann welcomed our new board member Vanessa Siu to the team. Vanessa will take on the Food and Beverage position. Mary Ann spoke about the collaborative way the board works, but also about the importance of each director being responsible for their own portfolios. She asked that any concerns be brought to the relevant director and also asked that we resist the temptation of stepping in and dealing with issues ourselves unless it is our own portfolio, or it is an urgent situation that needs immediate action.

4. **Approval of Agenda:** Add to:

- 6.15 Building report - **MAG**
- 8.7 BBC AGM – **MAG**

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

5. **Approval of Minutes:** January 14, 2024.

MOVED: Jim, SECONDED: Vince that the minutes of Jan 14, 2024 be approved. CARRIED.

6. Matters Arising from the Minutes

- 6.1. Clarification of special events income – **completed**
- 6.2. Updated membership of MSFS Board – **completed**
- 6.3. Appointment of new board member, Vanessa Siu – **completed**
- 6.4. Update emergency contact list with Accurate Alarm - **completed**
- 6.5. National Championship award delivered to Linda Ng- **completed**
- 6.6. Monitors – adjustment to guidelines for the end of practice time – **completed**
- 6.7. Renewal of Wescan rental agreement – **completed**
- 6.8. Hosting Policy – **not completed** – to be taken up at March board meeting
- 6.9. Establishment of food and beverage team – **Vanessa** – see attached report.
- 6.10. Policy and Procedures Manual and Manual for Convenors and Monitors – **David/Eric** – **not completed** at this moment, to be followed up and completed in March or April, ready for next year.
- 6.11. Update on HVAC Unit repair - **Sam/Vince**
-Jones states they are waiting for parts in order to do the repair.



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-They are reviewing our system before giving us a regular maintenance contract proposal

Action item: Vince will get pricing from Jones after they review our machines and determine what kind of maintenance is required.

6.12. Update on water ingress repairs – **Jim/Vince/MAG for MSFS**

-see attached report.

-Need a roofing person to inspect and quote for the leak coming into the stairwell from the roof. This information will be shared with Phoenix & MSFS. Once the leak is fixed the drywalling can be completed.

Action item: Vince to get a quote for the repair of the roof leak.

6.13. Update on business cards – **Graham**

-Cards have been completed for Vince.

6.14. Update on member survey – **David**

-Approx. 50 people have done the survey online.

-Lots of feedback on leagues and practices.

6.15. Update on building inspection report - **MAG**

-MSFS has signed the contract with James Dobney. The inspector will meet with Vince onsite on Feb 29. The report will be ready by Mar 7.

-A copy of the report will be sent to the city as required by our contract.

7. Reports:

7.1. Treasurer's Report (see attached report)

-Financials look good right now.

-Account signatories have been updated on the accounts. Two signatories are required for any etransfer or cheque.

-we will be encouraging members to use etransfer or cheque for future transactions.

-we currently have \$181,000 in term deposits.

Action Item: Norman to update future reports to display interest rate and maturity dates of the term deposits for members info.

7.2. Secretary's Report (see attached report)

-will need to find volunteers to help with the upcoming school visits.

-still working on accessing the club voicemail.

7.3. Games Report (see attached report)

-discussion around the conditions of the green and when/whether we flip the carpet. This is a topic to be raised at the capital planning committee who meet next week.

-there have been requests from some members for a weekend league in the spring leagues session, unfortunately this is not possible because all the weekend dates are taken up by tournaments.

-the air blowers are purposely directed to circulate air throughout the club towards the exhaust system, therefore, members are asked not to turn off or reposition them.

Action Item: Eric to email monitors and convenors asking them to make sure the blowers are on and they have not been repositioned.

-the snow closure policy worked well but the make up games were an issue.

Action Item: Eric and David to create a policy about makeup games caused by club closures.



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7.4. Communications Report (see attached report)

- board members are asked to activate their new PIBC email accounts.
- The issue with the PIBC Facebook account has been resolved. Thank you to Vanessa for helping with that.

7.5. Membership Report (see attached report)

- kudos to the monitors for handling the makeup games and practice times so well.

MOVED: David, SECONDED: Vanessa that the Board thank Norman and Josephine for their superb service dealing with an incident of health and safety. CARRIED.

- discussion of lockers with missing keys.

Action Item: David to purchase some new locks to replace those with only one key.

Action Item: David to add the key process to the monitors and convenors manual

- discussion around corporate events and rentals: If we're doing more corporate events, maybe we should add corporate rental info to the website. We will discuss this in more depth in March when we discuss fees. We may need to increase rentals if we need money for repairs or future projects but they should be scheduled around league play.

7.6. Food & Beverage Report (see attached report)

MOVED: Vanessa, SECONDED: David that the board pay for Nancy and Vanessa to take the food safe course. CARRIED.

Action Item: Vanessa to find a new recycling receptacle for the beer cans to replace the cardboard box.

8. New Business:

8.1. Bowls BC Umpire Training request for facility - **David**

- discussion around the request for the use of the club lounge and 3 rinks on Mar 16.

MOVED: David, SECONDED: Jim to waive the fee for the umpire meeting. 1 In Favour, 9 Against FAILED.

MOVED: Eric, SECONDED: Vanessa to charge Bowls BC \$200 for the rental of the 3 rinks and the lounge for 3 hours of umpire training on March 16 from 1-4 pm. 9 In Favour. 1 Abstention. CARRIED.

8.2. Fire Safety Plan – **MAG**

- the COV and Parks Board have updated our fire safety plan which requires people being appointed to the following positions:

Fire Safety Director: Jim.

Assistant Fire Safety Director: Vince.

3 other contacts: David, Will Hall and Judy.

8.3. National Indoor Qualifiers – **MAG**

- Discussion around the decision by Bowls BC (BBC) to boycott the national tournaments including the National Indoor Singles qualifier.



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-2 strategies will be pursued:

Plan A: invite Harry Carruthers to our next board meeting and present the case to allow us to host and participate in the Canadian singles qualifier. If we make a compelling case, then Harry will take it to the BBC board.

Action Item: MAG to invite Harry Carruthers to attend our next Board meeting.

Action Item: for all board members to think of reasons why BBC should not boycott the indoor singles qualifier and send to Judy.

Plan B: we plan to host an indoor competition in lieu of the singles qualifier.

Possibly have BBC partner with us in this tournament

Action Item: Jim and MAG to start discussion/planning in case we decide to create our own tournament.

8.4. Greens Access – **MAG**

-a number of complaints have been received from members who cannot access the rinks for practice.

-current issues include equitable rink access to members in the daytime, visitors using rinks for extended periods.

-recent changes to practice times have made some improvement but still more is needed.

-discussion around trialling a rink scheduling software for a few rinks at a time, this discussion will be continued in April.

8.5. SGM – **MAG**.

-we will be holding an SGM on Mar 30

Action Item: MAG to discuss meeting structure with Serge.

8.6. New computer for the front desk – **MAG**

-Front desk PC is dying, running Win 2004

Action Item: MAG and Judy to work with Andre Dufour to look for a replacement PC.

8.7. **Bowls BC AGM Mar 23 11:30 – MAG**

-David, Jim and MAG will attend on behalf of PIBC.

Action Item: David to send membership numbers to Judy to send to BBC.

8.8. **MSFS AGM.**

- Sam, Jim and MAG will be attending

8.9. **Old bowling mats**

-Vince to sell the old bowling mats on behalf of PIBC.

9. **Date of Next Meeting:** Mar 10 at 1:30 in the PIBC lounge.

10. **Adjournment:**

MOVED: Graham, SECONDED: Jim that the meeting be adjourned at 3:50 pm. CARRIED.

Prepared by Judy Lawson, Secretary

Reviewed by Mary Ann Gillies, President

Pacific Indoor Bowls Club
Balance Sheet Prev Year Comparison
As of 31 December 2023

	31 Dec 23	31 Dec 22	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings				
Cash and Bank Balances				
Cash	160.00	281.80	-121.80	-43.2%
Chequeing Account - Event A/C	0.00	0.02	-0.02	-100.0%
Chequeing Account	15,030.29	14,006.59	1,023.70	7.3%
Saving Account	3,398.00	0.00	3,398.00	100.0%
Term Deposits	179,344.00	168,000.00	11,344.00	6.8%
Total Cash and Bank Balances	197,932.29	182,288.41	15,643.88	8.6%
Total Chequing/Savings	197,932.29	182,288.41	15,643.88	8.6%
Accounts Receivable				
Pledges Receivable				
Tournament Income	1,078.00	3,780.00	-2,702.00	-71.5%
Total Pledges Receivable	1,078.00	3,780.00	-2,702.00	-71.5%
Total Accounts Receivable	1,078.00	3,780.00	-2,702.00	-71.5%
Total Current Assets	199,010.29	186,068.41	12,941.88	7.0%
Fixed Assets				
Club Bowls				
Accum Depr - Club Bowls	-936.25	0.00	-936.25	-100.0%
Club Bowls - Other	4,681.25	4,681.25	0.00	0.0%
Total Club Bowls	3,745.00	4,681.25	-936.25	-20.0%
Furniture and Equipment				
Accum Depr - Furn and Equip	-31,130.43	-30,019.92	-1,110.51	-3.7%
Furniture and Equipment - Other	35,679.44	34,307.74	1,371.70	4.0%
Total Furniture and Equipment	4,549.01	4,287.82	261.19	6.1%
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	0.00	0.00	0.00	0.0%
Total Fixed Assets	8,294.01	8,969.07	-675.06	-7.5%
TOTAL ASSETS	207,304.30	195,037.48	12,266.82	6.3%

Pacific Indoor Bowls Club
Balance Sheet Prev Year Comparison
As of 31 December 2023

	31 Dec 23	31 Dec 22	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Deferred Income				
Corporate Event Deposit	200.00	0.00	200.00	100.0%
Total Deferred Income	200.00	0.00	200.00	100.0%
Total Accounts Payable	200.00	0.00	200.00	100.0%
Other Current Liabilities				
Accrued Revenue	500.00	0.00	500.00	100.0%
Fees Collected for Bowls BC	110.00	110.00	0.00	0.0%
GST Payable	225.94	-193.65	419.59	216.7%
Temporary Loan	0.00	20,000.00	-20,000.00	-100.0%
Total Other Current Liabilities	835.94	19,916.35	-19,080.41	-95.8%
Total Current Liabilities	1,035.94	19,916.35	-18,880.41	-94.8%
Total Liabilities	1,035.94	19,916.35	-18,880.41	-94.8%
Equity				
Restricted Funds				
Carpet Replacement Reserve Fund	70,000.00	60,000.00	10,000.00	16.7%
Contingency and Renovation Res	25,000.00	25,000.00	0.00	0.0%
Roof Replacement Reserve Fund	40,000.00	30,000.00	10,000.00	33.3%
Total Restricted Funds	135,000.00	115,000.00	20,000.00	17.4%
Retained Earnings	19,068.39	-20,000.00	39,068.39	195.3%
Unrestricted Net Assets				
Unrestricted Net Assets B/F	14,956.29	34,956.29	-20,000.00	-57.2%
Total Unrestricted Net Assets	14,956.29	34,956.29	-20,000.00	-57.2%
Net Income	37,243.68	45,164.84	-7,921.16	-17.5%
Total Equity	206,268.36	175,121.13	31,147.23	17.8%
TOTAL LIABILITIES & EQUITY	207,304.30	195,037.48	12,266.82	6.3%

Report from the Secretary – Judy Lawson
PIBC Board meeting February 18, 2024

School Visits

Prince of Wales School has booked 5 sessions in April and 1 session in May for Grade 10, 11 and 12 students.

- Grade 11/12 8.30am - 9.30am Wednesday April 3; Monday April 8
- Grade 10 block 2-3 12.30pm - 1.30pm Thursday April 4; Thursday April 11
- Grade 10 block 2-4 12.30pm - 1.30pm Tuesday April 30; Tuesday May 7

Thank you Serge for helping me get this sorted out and for offering to lead the last 2 sessions.

Office Computer

Thank you to Robert Ascroft for creating a generic account for the front desk computer in the office. Board members can use the account to access the computer and printer.

Club Voicemail

Thanks to Sam Siu for working on how to access our voicemail and resetting the passcode.

February 18, 2024

Games Director's Report

Thank you guys for helping out so that the Winter Leagues can run smoothly, especially during the week of the snow storm. Many thanks to Graham who organized the IGA Triples during the first week of January.

The Spring League Registration will be on 2/24, Saturday at 12:00 noon. Every member who wants to join needs to come and sign up. We need at least 5 or 6 people to help out. Please let me know if you are available.

On March 23 -24, we will have the PIBC Intermediate Singles Tournament. Graham will also be the convener of the game.

(We are supposed to have another Henselite Bowls Raffle in the first half of 2024, are we still doing it?)

Eric Leung

2 attachments

Director – Communications Report

Zoho email: To date, eight @pacificindoor.com emails have been created: communications@; info@; president@; secretary@; treasurer@; memberships@; games@; and facilities@

It was previously stated that the first five emails with Zoho were free. However, it turned out that once we created the sixth email, then they were no longer free. At \$15 each per annum, it is still a very affordable way to go and the webmail interface is working out very well. By comparison, a google workspace email costs \$105 each per year.

Facebook page: No progress has been made in trying to reach the administrator of the existing PIBC facebook page that has over 500 followers but has been inactive since 2020.

The alternative is to create a new page from scratch. The goal will be to have a page up and running in time for the Provincial Indoor Singles in April.

- Graham Mason
communications@pacificindoor.com

Members Services – Report

1. Member Engagement Survey

The **Member Engagement Survey** is now **open!** We encourage all PIBC members to participate and share their valuable insights. The survey will remain open until **March 5, 2024**. By completing the survey, members will have a chance to win **\$75 worth of prizes!** 🎁 We will **report back the findings** at the next board meeting.

2. Monitors for Practice

Throughout the month, our dedicated **volunteer monitors** diligently supported practice sessions despite the challenges posed by snow and the additional makeup games. Balancing regular practice sessions with makeup games required extra effort, and we commend everyone for rising to the occasion. As we move forward, we will carefully review our **makeup game procedures** to ensure smoother coordination in the future.

Unfortunately, during one of the practice sessions last month, a guest fell and hit her head, resulting in a health and safety incident. We promptly addressed the situation and are actively learning from this experience to enhance our practices. The incident was dealt with extremely well we owe big thanks to Josephine Lee and Norman Keung.

As part of our ongoing efforts, we recognize the need to finalize **health and safety procedures for monitors**. This includes ensuring that regular monitors have access to keys for efficient venue management.

3. Lockers

We appreciate members' feedback regarding the locker situation. Several members have reported **lost keys** or the absence of a backup key for their lockers. As I understand there is no master key for the locks, we will conduct a thorough **audit of all locker keys** to ensure accurate records. Additionally, we will explore the possibility of obtaining **additional keys** or purchasing new locks to enhance security and convenience.

4. Venue Booking Requests

We've had more **venue booking requests!** Here are the details:

1. **Corporate Event Booking:**

- A company requested to book our venue for an event with **50 attendees**. We provided them with a quote of **\$1500** for the booking. The company is currently considering our offer and will take it under advisement. I have asked them to provide 2-3 weeks notice as many volunteers will be needed.

2. **Bowls BC Umpires' Request:**

- Bowls BC umpires approached us with a request to use our venue for umpire training. They aim to maintain high standards for umpires in the Vancouver and District area.
- In recognition of the valuable work umpires contribute to our sport, there is a request to **waive the venue fee** for their training session scheduled on **March 16 in the afternoon**.
- While I personally approve of this request, we will seek **board approval** to finalize the decision.

3. **Member Services Research:**

- Our diligent **Member Services team** continues to research comparable venues and sports rental fees.
- Early findings suggest that we may be **undervaluing guest fees and rental fees**.
- We should further explore this as a **revenue generator** for the club.
- Research to inform future Hosting Policy.

As always, we remain committed to providing a welcoming and versatile space for various activities. If you have any additional requests or need further assistance, feel free to reach out!

Feb 8, 2024

Director's Report – Food & Beverage

Food & Beverage Team:

Upon onboarding, I had a chance to talk to both Nancy Leung and Linda Ng. Both ladies are staying onboard to help with the Food & Bev of PIBC.

Food & Bev replenishment for the PIBC will be taken care of by Linda (Beer & Wine), Norman (Water), and myself (Coffee, Pop, Sugar, Instant Noods, etc)

Additional help in the kitchen may be contacted as events are scheduled.

Inventory Tracking:

Taking the team's suggestion, a chart has been created to track the in and out of the kitchen inventory. The hope is that in a month or 2, we will have eyes on the usage and habits of our members.

There's 1 form in the kitchen and 1 in the storage room. I'll collect the data and put a report together for our March meeting.

From what I understand, cash in the kitchen may be removed, counted, and given to Norman by various members of the board (and Nancy). I'd like to ask that if you do remove cash from the kitchen, please log it on the log so that Nancy and I are aware.

Food Services @ PIBC?

From my conversations, there are no restrictions for PIBC to prepare food and sell it to the members. Sandwiches and soups are easy enough to do.

There are 2 concerns to fully be a "food safe" kitchen.

1. The use of the combi oven. The oven looks like it's never been properly cleaned inside, and as soon as you try to use it, a lot of smoke is generated from the grease. Since there is no exhaust fan in the kitchen, the smokiness tends to flow to the green and thus, fill PIBC. It may also be deemed a fire hazard with no exhaust fan.
2. The Heat Sterilizer/Sanitizer doesn't come up to temperature, so everything is currently hand washed.

During clean-up day on Jan 1st, a hot plate was discarded as it wouldn't turn on, Nancy mentioned that a replacement would be great if we decide to serve hot food again in the future.

Food Handler Certification

Food Safety Certifications are valid only for a maximum of 5 years from the date of issue (or as indicated on the certificate).

While Nancy and I have both taken the course and have been certified before, we are due for re-certification.

Via the Canadian Institute of Food Safety - Online courses & Exams are available only in English (**\$99.95 + Tax**). Includes unlimited rewrites and a CIFS membership which includes tools to implement food safety. The passing grade required is 70%

Via Go2HR - Workbooks are available in English-Chinese and exams are available in Chinese (**\$15.16 for the workbook in Chinese + \$95 for the course, Exam and certification + GST**). An Invigilator/Exam Proctor will be required for the exam portion of this Distant Education program. The passing grade required is 70%

For future reference, a 3-hour refresher course can be taken before certificate expiration and a min of 80% grade in the exam to be re-certified.

Vanessa Siu, Food and Beverage Director