



Pacific Indoor Bowls Club

Executive Committee Meeting Draft Minutes
Wednesday March 19, 2025 (6:30 pm)
Pacific Indoor Lawn Bowling Club

1. **Call to Order:** 6:28 pm
2. **Regrets:** Norman Keung
3. **Land Acknowledgement:** PIBC acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.
4. **Approval of Agenda:**

MOVED: Amy, SECONDED: David to approve the agenda. CARRIED
5. **Approval of Minutes:** February 16, 2025 (Attached).

MOVED: Cheryl, SECONDED: Graham that the minutes of February 16, 2025 be approved. CARRIED.
6. **Matters Arising from the Minutes**
 - 6.1. Update on security cameras (see attached report) – **completed**
 - 6.2. Update on letter of support – **completed**
 - 6.3. Update on cleanliness reminders – **completed**
 - 6.4. Update on BBC Provincial Singles dates – **completed**
 - 6.5. Update on repair of wall crack at end of rink 5 and water ingress areas – **MAG – not completed** – to be taken up at a future board meeting
-an email has been sent to our contact at the CoV regarding the recent water ingress issues.
 - 6.6. Update on the railing behind the seating area – **Vince – not completed** – to be completed as part of summer maintenance
-will be done in May so as not to disrupt bowling.
 - 6.7. Update on club management software – **MAG**
-see attached President's report
 - 6.8. Update on Electronic Raffle Sales (ERS) companies – **MAG**
-no update at this time
 - 6.9. Update on broadcasting Provincials – **MAG**
-have not heard anything from Bowls BC (BBC)
 - 6.10. Update on Canadian Qualifier dates – **MAG**
-BBC has confirmed the PIBC has permission to host the Canadians. Bowls Canada board is now reviewing the option.
 - 6.11. Update on wax/grippo signage – **MAG**
-Vanessa Siu has agreed to make signage for the backboards.
 - 6.12. Update on PIBC Letter of Support for Josephine Lee's nomination to the Burnaby Sports Hall of Fame – **MAG – completed.**



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- 6.13. Update on Financial Support for club members representing Canada at International Competition – **MAG** – see motions included with agenda material
-the board asked the Chair to draft a policy on the establishment of an international competition bursary.

MOVED: David, SECONDED: Lisa that PIBC establish an International Competition Bursary to support members who are selected by a recognized provincial, national, or world bowls organization to participate in an international indoor bowls event.

Eligible members, including players, coaches, and team managers, may apply for a bursary of up to \$500 to help offset expenses associated with their participation. The bursary will be subject to available funding as allocated by the club.

MOVED: Eric, SECONDED: Amy to amend the motion to say that PIBC establish an International Competition Bursary to support members who compete at an event at PIBC and as a result are selected by a recognized provincial, national, or world bowls organization to participate in an international indoor bowls event.

Eligible members may apply for a bursary of up to \$500 to help offset expenses associated with their participation. The bursary will be subject to available funding as allocated by the club. CARRIED.

MOVED: David, SECONDED: Lisa to establish the international competition bursary with the amended motion. CARRIED.

Action Item: Graham to post the Bursary information on the website.

Motion to rescind:

No money was budgeted in the 2024-2025 budget for the decision made at the last board meeting to fund a player to attend the World Championships. Therefore,

MOVED: Graham, SECONDED: David that the board rescind the motion approved at the meeting on February 16th to provide a member with \$500 towards their expenses to attend the World Bowls Indoor Championship, in Aberdeen, Scotland. CARRIED.

Action Item: MAG to explain this decision to the member involved and to invite them to apply for the new bursary.

- 6.14. **Update on PCO – Vince/MAG**
-work has begun on the financial aspects of the tournament and fundraising is kicking off.
-the organizational structure is almost completed.
-we have applied for a hosting grant from the CoV.
-we have asked BBC to sponsor the cost of the umpires for this event.

- 6.15. **Update on runner mats – Eric/Vince**
-still under consideration

- 6.16. **Update on documentation of League rules – Eric**
-members can use approved brand name, clean lawn bowls shoes as sold by bowls dealers, or smooth-soled shoes with no defined heel.
-members are reminded to dry their shoes before putting booties on over them.
Action Item: Lisa to purchase disposable booties.



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- 6.17. **Update on membership list** (including code of conduct box and keys) – **Lisa/David**
-still need to fix the pivot table issue
- 6.18. **Update on refurbishment phase 2** – **David**
-ready to hang some of the photos of life members and presidents.
- 6.19. **Update on Sponsorship Policy** – **David**
– still need to make a few edits.
- 6.20. **Update World Bowls and Princess Cruise Raffle** – **David**
-no update at this time.
- 6.21. **Update on Summer session planning** – **David/Eric**
Action Item: Judy and Graham to promote the summer leagues on website and newsletter.
- 6.22. **Update on Wescan Bowls Raffle** – **Cheryl**
- Sales of tickets have been going well
- 7. Reports:**
- 7.1. **President’s Report (attached)** – **MAG**
-David is no longer able to participate in the kitchen committee so Judy will join Amy and Vince on that.
-Updates from the BBC AGM:
 - affiliation fee is less than last year.
 - Outdoor Provincials format will be similar to club tournament format.
 - Online conditions of play will be updated shortly
 - Each club is allocated a hosting grant by BBC for hosting a tournament.
 - Liquor liability insurance – adding \$8000 to the cost of the insurance to be divided up amongst the clubs.
 - Insurer will not put club coverage for nonliquor licensed clubs in writing.
 - Visitor insurance – drop in visitors are covered for 3 bowling visits only (clarify – does insurance cover visitors who are members of other clubs? – this might be clear from the insurance documents and if not, we will need to follow up with a question to Bowls BC)
 - Rentals who do not bowl are not covered and must therefore get their own insurance.**Action Item:** Norman to check insurance coverage regarding visitors.
Action Item: Judy to scan the Insurance Q & A sheet provided by BBC and upload to dropbox.
-SUMAC – all clubs will need to use it for Via Sport but we don’t need to give them names of members.
-BBC now has a treasurer
-BBC will draw on reserve funds to send the teams to Canadians this year.
- 7.2. **Treasurer’s Report (attached)** – **Norman**
- 7.3. **Facilities Director’s Report (attached)** – **Vince**
MOVED: Vince, SECONDED: David to approve the summer maintenance expenses listed in the Facility Directors report at an approximate total of \$6200. CARRIED.
- 7.4. **Membership Director’s Report (attached)** – **Lisa**
-Unable to accommodate more school groups in late April.
-Lisa will ask school to submit all their dates at once and then we can manage them better.



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8. New Business:

8.1. Greens Access – MAG

- Facilities Use committee to consider a better solution for this issue.
- MAG to join the Facilities use committee.

Action Item: Judy to add newsletter notice for members to sign in after they finish their league if they stay for practice.

8.2. Recycling - Lisa

- Plastic coffee pods were found in the food scraps/compostables recycling bin.

Action Item: Judy to place a notice in the newsletter for recycling food scraps.

9. Date of Next Meeting: to be decided.

10. Adjournment:

MOVED: David, SECONDED: Cheryl that the meeting be adjourned at 8:04 pm. **CARRIED.**

President's Report March 19, 2025 Board meeting

1. **Playing time** – this is an issue I wrote to you about on email and we have decided to ask members to adhere to the rules in place for practice for the rest of the Winter and for the Spring Session. I also raised this issue at the SAGM. However, we need to come up with some longer-term solutions which is what the facility users' committee is charged with doing. I'll be taking over from David as chair of that committee and will call a meeting of that group soon.
2. **Thefts from Kitchen** – I will meet with the kitchen committee and have them report back on this issue at the next meeting. Judy is joining the committee replacing David.
3. **Board meetings** – this is also an issue I wrote to you about on email, but I wanted to emphasize that following the basic rules of procedure I set out in that email will allow us to have more productive and more efficient meetings.
4. **Club management software** – I have asked six people to test the software with a deadline of end of March to provide feedback. I'll have an update on how we plan to proceed at the April board meeting.
5. **Canadian Qualifier** – I have had a reply to my email to Bowls Canada and they are interested in having us host the event on the dates we provided (Oct 20-25)
6. **Bowls BC AGM** – fees will go down this year as I informed you in an email earlier in Feb. Bowls BC has ended its boycott of Canadian Championships and will be sending 10 person teams to the outdoor Canadians which will take place in Edmonton at the Commonwealth Games Club in August. Bowls BC will cover players' costs. I may have other updates after David and I attend the BBC AGM on March 15th.

7. **Lighting** – In the member survey we conducted last year, one of the top items that members wanted addressed was the lighting over the greens. I tasked Alan Wass with finding a lighting firm that would come in and provide us with advice. He found Quantum Lighting (<https://quantumlighting.com/>) – a firm that specializes in retrofitting existing facilities and has proven track record. Paul Darlington, their VP for projects, visited PIBC on Feb 20th to assess our current lighting. He gave us a brief report which included two options – one inexpensive and one to create a full plan for lighting retrofitting. We’ve opted to do stage one of the inexpensive option – replace some of the existing light cover panels with specially tinted ones – to see if that improves the dispersal of lighting and reduction of glare. This test will likely cost us under \$1000, including the fabrication of the new panels. I’ll keep the board updated on this project.

Pacific Indoor Bowls Club
Statement of Financial Position
For the 6-month Period Ended

	Note	Feb 28 <u>2025</u>	Feb 29 <u>2024</u>
ASSETS			
Current Assets			
Cash and Bank Balances	1	\$ 70,362	\$ 21,728
Account Receivable	2	2,511	568
		<u>72,873</u>	<u>22,296</u>
Special Funds Assets			
Term Deposits at Bank	1	136,456	181,354
		<u>136,456</u>	<u>181,354</u>
Fixed Assets			
Furniture and Equipment	3	4,785	4,549
Leasehold Improvement	4	-	-
Club Bowls	5	2,809	3,745
		<u>7,594</u>	<u>8,294</u>
TOTAL ASSETS		<u>\$ 216,923</u>	<u>\$ 211,944</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable	6	\$ 11,324	\$ 9,970
Deferred Revenue	7	3,025	
		<u>14,349</u>	<u>9,970</u>
Internally Restricted Funds			
Carpet Replacement Reserve Fund	8	70,000	70,000
Roof Replacement Reserve Fund	9	40,000	40,000
Contingency and Renovation Reserve Fund	10	-	25,000
		<u>110,000</u>	<u>135,000</u>
Unrestricted Net Assets			
Balance at end of period	11	92,574	66,974
TOTAL LIABILITIES & NET ASSETS		<u>\$ 216,923</u>	<u>\$ 211,944</u>

Pacific Indoor Bowls Club

Statement of Operations

For the 6-month Period Ended

		Feb 28 <u>2025</u>		Feb 29 <u>2024</u>	
REVENUE					
Bowling					
Membership Dues	12	\$ 42,570		\$ 44,850	
Donations from Members		2,200		1,515	
League / Fees		6,611		5,514	
Provincial / National Tournaments		-		2,000	
Grant Received	13	418		-	
School Program		1,001		1,078	
Green Fees		<u>925</u>		<u>1,219</u>	
			53,725		56,176
PCO Tournament - net			9,703		
Other Sources					
Special Functions Income		686		459	
Lockers and Pro Shop Rental		2,462		2,553	
Miscellaneous Income		-70		91	
Profits on Food and Beverage		<u>1,029</u>		<u>607</u>	
			4,107		3,710
Bank Interest			<u>998</u>		<u>3,857</u>
Total REVENUE			<u>68,533</u>		<u>63,743</u>
EXPENDITURE					
Games and Functions					
Bowls BC Membership Fee		-		7,300	
Club Functions Expense		871		1,966	
Trophies and Prizes		248		776	
Bowling Accessories		<u>13</u>		<u>598</u>	
Total Business Expenses			1,132		10,640
Property					
Alarm Monitoring		367		367	
Club Refurbishing		9,001		-	
Electricity		2,702		3,180	
Janitorial and Cleaning		4,641		4,335	
Water and Utilities		314		244	
Waste Removal		1,109		1,008	
Repairs and Maintenance		<u>4,195</u>		<u>7,414</u>	
Total Facilities and Equipment			22,329		16,548
Administration					
Property Management Fees		300		300	
Permit and License		69		40	
Bank Charges		56		235	
Office Supplies		133		44	
Postage and Printing		24		162	
Telephone, Internet and Television		2,137		1,918	
Sundry Expenses		260		139	
Insurance - Property & Liability		<u>828</u>		<u>766</u>	
Total Operations			3,807		3,604
TOTAL EXPENDITURE			<u>27,268</u>		<u>30,792</u>
SURPLUS / (DEFICIT) at Period End			41,265		32,951
RETAINED SURPLUS FROM PREVIOUS YEAR			<u>51,309</u>		<u>34,023</u>
RETAINED UNRESTRICTED FUND			<u>92,574</u>		<u>66,974</u>

Pacific Indoor Bowls Club
Notes to Financial Statements
For the 6-month Period Ended

	Feb 28 2025	Feb 29 2024
1 Cash and Bank Balances		
Chequing Account	23,921	12,778
Saving Account	46,441	8,950
Term Deposits	136,456	181,354
	206,818	211,870
2 Account Receivable		
GST due to PIBC	1,485	568
School Programs	1,026	-
	2,511	568
3 Furniture and Equipment		
Cost B/F	35,573	34,177
Additions	4,785	1,396
Less: Accumulated Depreciation	35,573	31,024
	4,785	4,549
4 Leasehold Improvement		
Cost B/F	5,612	5,612
Additions	-	-
Less: Accumulated Depreciation	5,612	5,612
	-	-
5 Club Bowls		
Cost B/F	4,681	4,681
Additions	-	-
Less: Accumulated Depreciation	1,872	936
	2,809	3,745
6 Accounts Payable		
Fees collected for Bowls BC	7,584	7,410
League Prize Money Payable	2,540	2,560
Transfer from Operation	1,200	-
Total	11,324	9,970
7 Deferred Revenue		
PIBC Tournament Entry Fees collected	3,025	-
	3,025	-
8 Carpet Replacement Reserve Fund		
Balance at Beginning	70,000	60,000
Transfer from Operation	-	10,000
Balance at end of period	70,000	70,000
9 Roof Replacement Reserve Fund		
Balance at Beginning	40,000	30,000
Transfer from Operation	-	10,000
Balance at end of period	40,000	40,000
10 Contingency and Renovation Reserve Fund		
Balance at Beginning	25,000	25,000
Transfer from / (to) Operation	-	-
Balance at end of period	-	25,000

Pacific Indoor Bowls Club
Notes to Financial Statements
For the 6-month Period Ended

	<u>Feb 28</u> <u>2025</u>	<u>Feb 29</u> <u>2024</u>
11 Unrestricted Fund		
Retained Surplus at the beginning of year	51,309	34,023
Current Year Surplus / (Deficit)	<u>41,265</u>	<u>32,951</u>
Retained Surplus at end of period	<u><u>92,574</u></u>	<u><u>66,974</u></u>
12 Membership Dues		
Premier Members	17,280	18,360
Full Members	25,200	26,400
Social & Junior Members	<u>90</u>	<u>90</u>
	<u>42,570</u>	<u>44,850</u>
13 Grant Received		
City of Vancouver (Bike & Bowl Program) final balance	<u>418</u>	<u>-</u>
	<u>418</u>	<u>-</u>

Facilities Director Report

Summer maintenance will take place the first 2 weeks of May.

We will be doing these tasks:

Already approved items:

Install railing –\$4500

Drywall and paint area in emergency stairwell – shared expense with MSFS estimate is up to \$1000 (our share 45%)

New items to be done as part of summer maintenance:

Motion: that the board approve the following expenses for summer maintenance at a total of \$6200

Rationale for proposed expenses:

Bench(es) for men's locker room – these will replace the chairs used now and provide better seating for members when changing into bowling shoes – **cost \$200**

Carpet cleaning – this is required because of the two toilet overflows we have had from upstairs and because of the use of wax products on the carpet this season - **cost \$3000**

Floor cleaning – all areas with tile flooring - this is required annually to keep the floors clean and to extend their life – **cost \$1000**

Front door shades and player lounge glass tinting – since we are going to be open in summers we need to deal with the glare through the front door; the shading of the glass in players lounge will still allow spectators to see the action on the green, but it will allow us to open the lounge blinds and get natural light in the lounge without causing sunlight glare – **estimated cost \$2000**

Membership Report March 2025

Submitted by Lisa Bealle, Membership Director

March Schedule completed and updated including Spring League Convenors and March monitors.

Prince of Wales Secondary School Bookings are coming up that need monitors. bWED April 9, 16 8:30-9:30am. Currently only 2 volunteers

Another teacher/student group wants to come April 23 and April 30 8:30-9:30am (26 students each class) Is this feasible to get Volunteers?

A huge thank you to Anil who arranged and put out sheets for Volunteers and sent out email reminders to Volunteers for the School Group visits in Jan/Feb/March!! Anil will be away for April. Lisa to do this task for April bookings.

Will email Norman final numbers for invoicing purposes for School Visits.

Concerned for finding monitors for April – May need to put out call for monitors! Will start April Schedule to see where vacant spots are. May need reduced practice times.

Outstanding:

Fix the Master List as broken pivot link. Will update new list on Website and print copy for Front desk Binder when available.

Still working on who has Keys for Monitors and Conveners.

Future task: Training Session for Monitors on Procedures. Ongoing issues with some bowlers not getting on rinks.