



# Pacific Indoor Bowls Club

## Draft Minutes

### Executive Committee Meeting Agenda Saturday, July 13, 2024 (5:00 pm) Granville Park Lawn Bowling Club

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

1. **Call to Order:** 5:00 pm
2. **Regrets:** Nil
3. **Land Acknowledgement:** Today we are situated at Granville Park LBC which acknowledges that it is situated on the unceded traditional territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations.
4. **Approval of Agenda:** Diane, Eric. CARRIED.

MOVED: Diane, SECONDED: Eric to approved the agenda. CARRIED.

5. **Approval of Minutes:** April 22, 2024 and June 2, 2024 (Attached).

MOVED: Jim SECONDED: Sam that the minutes of April 22, 2024 be approved. CARRIED.

MOVED: Vanessa, SECONDED: Diane that the minutes of June 2, 2024 be approved. CARRIED.

#### 6. **Matters Arising from the Minutes**

- 6.1. **Hosting Policy** – completed
- 6.2. **Weekly rate option for visitors** – completed
- 6.3. **Policy and Procedures Manual for Convenors and Monitors.** – Eric.  
MOVED: Eric, SECONDED: Jim to approve the manual and the snow closure games makeup policy as presented. Carried.  
  
The Locker key process will be addressed at a later meeting – David
- 6.4. **Snow closure games makeup policy (attached)** – Eric.  
See item 6.3
- 6.5. **Update on repair of wall crack at end of rink 5** – MAG  
We have a work order # with the CoV. Because the foundation is part of the structure, the CoV will take care of getting a contractor and then will bill MSFS.
- 6.6. **Update on HVAC Unit repair and maintenance quote from Jones** - Vince  
The first service will be in October. They cannot offer us a further discount on the maintenance contract.
- 6.7. **Update on water ingress repairs** –MAG  
see item 6.5



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- 6.8. **Update on summer maintenance – Vince**  
The club interior has been painted including the concrete floors and concrete stairs down to the greens.  
The floor cracks have been filled. The painter has recommended we do not cover the floor cracks with rubber bottomed mats/runners because they hold the water in and mould grows.  
Vince will look into new carpet for entry way to absorb any salt and moisture tracked in from outside and also options for replacing the runners.  
The vinyl floors have been stripped and waxed. We may need to make a maintenance schedule and include this type of thing as an annual requirement.  
The Greens have been shampooed.  
All washroom walls and floors painted.  
A lot of junk has been removed.
- 6.9. **Update on repair of lighting bollard - Vince/Judy**  
This was reported to the city in March, we have a case #, VPG has also reported it to the city.
- 6.10. **Update on new computer purchase – Judy**  
Nothing to report. Hold off until the Fall
- 6.11. **Update on purchase of AED – Judy**  
Nothing to report. Hold off until the Fall
- 6.12. **Update of plans for new tournament (attached) –Jim – see item 7.2 below**
- 6.13. **Update on BBC and BCB re Canadian National Singles Qualifier – MAG**  
After confirming with Bowls Canada (BCB) that PIBC is prepared to host the indoor qualifier on the dates of October 15 to October 19 on condition that Bowls BC cosigns the hosting agreement, BCB announced that the indoor qualifier would happen at PIBC without talking to Bowls BC (BBC). Harry Carruthers, the president of BBC, talked to the BBC board, the Board decided not to cosign the hosting agreement and so BBC sent out their notice stating they would not allow the event to be held in BC.  
There was a President's council meeting last week, the indoor qualifier was on the agenda.  
  
A question arose as to whether we have to pay BCB fees if we have not received an invoice. Decision to pay the fees based on last year's numbers.
- 6.14. **Update on rink scheduling software –David**  
A curling software package is being customized for our bowling club. It will allow for online registration, running leagues and tournaments too if we wish.  
**Action Item:** David to follow up on the one time charge from the software company.
- 6.15. **Update on Bike Rack – Vanessa**  
The bike rack has been installed. The bill has been paid and we need to submit photos and a report to the city in order to get our full grant.
- 6.16. **Update on redecorating plans – David/Diane**



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Have a had few meetings with the committee, most of work has been focussed on cleaning and organizing. Now starting to price out some items and making a priority list. One of the things they would like is a Wall of History for past presidents, life members and so on and a display for trophies, short term plans and long term plans.  
Have invested at least 50 hours cleaning.

### 7. Reports:

#### 7.1. President's Report (attached) – MAG

Amy Leung has agreed to lead the raffle ticket team.

As per our gaming/raffle licence:

- Board members and their immediate households cannot buy tickets.
- Purchasers must be 19 years old or over.
- The full purchase transaction must take place in BC.

Because the cruise was donated by Princess Cruise Lines, the full purchase price of every ticket goes to PIBC.

MSFS suggest we use the poor roof condition as an opportunity to begin early lease renewal negotiations since it does not make good sense to fix the building if we're not going to be the new tenants.

Suggestion to prioritize the restricted fund for the roof over the carpet.

#### 7.2. PCO Report (attached) – Jim

Thank you to Eric, Norman, Graham, Judy, David Sullivan and MAG for the work done so far.

Budget – beer and wine expenses will be removed.

The goal is to break even, possibly make some money. Many of the numbers are rough estimates. There will be a welcome reception at the Rosedale plus a hospitality room there every night. Confident we will get at least \$10,000 in donations from sponsors towards the tournament.

Livestreaming equipment – Bill Currie has researched equipment suitable for PIBC to livestream events. Renting is more expensive than buying our own. We would have better quality than previous filming by Bowls Canada. The 2023 Canadian indoor singles had 1300 viewers. \$1600 for lowest proposal, \$2300 for highest.

The higher expense equipment is better quality, 2 cameras and mixer to the broadcast quality will be much better. Bill Currie will also lend some of his personal equipment and will operate the equipment during the PCO.

If the national indoor qualifier comes back, we could possibly charge BCB for renting the equipment.

We still need to test the strength of our internet to make sure it can cope with the livestreaming equipment.

So far we have received 7 entries. 5 from V & D and 2 from outside V & D.

Limited to 12 from outside and 12 from lower mainland but can backfill from local teams if we're short of entries.

Spouses may have to pay to be included in the welcome reception, continental breakfast and snacks. **Action Item:** Jim to include this in the planning and budgeting.

A question arose as to why pairs then singles for registration? This is so the people from out of town can play both automatically if they want. Also, mixed pairs and open so that more women might enter.



# Pacific Indoor Bowls Club

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Jim left the meeting at 6:30

### 7.3. **Treasurer's Report (attached) – Norman**

Financial reports as of June 30, 2024 were presented.

**Action Item:** Norman to follow up on the payment from Bowls BC for the Provincial Indoor Men's and Women's singles tournament

Noted that we only show income from interest savings when they mature.

**Action Item:** Judy to look for invoice from Bowls BC and send to Norman

**Action Item:** Judy to send copy of insurance from Bowls BC to the CoV

The Affiliation fee of \$7300 - this is from last year. The last board agreed the club would absorb this cost.

After projected expenses we will be setting aside some funds in a term deposit.

It was requested that Norman add a footnote to all future financials that list when our investments mature and the interest rate they are getting. One matures in November and the other is in its 2<sup>nd</sup> year of a 3 year term.

**Action Item:** Norman to follow up on the \$20,000 that was moved out in 2023.

Painters etc will be paid

Suggestion to move \$20 - 30,000 from the reserve fund towards the painting expenses etc. Pay for it and reflect the expense in the income statement then reimburse the reserve fund from the raffle income.

8. **New Business:** None

9. **Date of Next Meeting:** August 31 at 6pm.

10. **Adjournment:** MOVED: Diane, SECONDED: Vanessa to adjourn the meeting at 6:50. CARRIED.

**Pacific Indoor Bowls Club**  
**Balance Sheet Prev Year Comparison**  
As of 30 June 2024

	<u>30 Jun 24</u>	<u>30 Jun 23</u>	<u>\$ Change</u>	<u>% Change</u>
Total Fixed Assets	8,294.01	10,233.82	-1,939.81	-18.96%
<b>TOTAL ASSETS</b>	<b><u>206,284.66</u></b>	<b><u>178,163.88</u></b>	<b><u>28,120.78</u></b>	<b><u>15.78%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Accrued Revenue	8,300.00	0.00	8,300.00	100.0%
Affiliation fees payable	7,300.00	0.00	7,300.00	100.0%
Fees Collected for Bowls BC	110.00	110.00	0.00	0.0%
GST Payable	-862.65	-230.52	-632.13	-274.22%
<b>Total Other Current Liabilities</b>	<b><u>14,847.35</u></b>	<b><u>-120.52</u></b>	<b><u>14,967.87</u></b>	<b><u>12,419.41%</u></b>
<b>Total Current Liabilities</b>	<b><u>14,847.35</u></b>	<b><u>-120.52</u></b>	<b><u>14,967.87</u></b>	<b><u>12,419.41%</u></b>
<b>Total Liabilities</b>	<b>14,847.35</b>	<b>-120.52</b>	<b>14,967.87</b>	<b>12,419.41%</b>
<b>Equity</b>				
<b>Restricted Funds</b>				
Carpet Replacement Reserve Fund	70,000.00	60,000.00	10,000.00	16.67%
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	33.33%
<b>Total Restricted Funds</b>	<b><u>135,000.00</u></b>	<b><u>115,000.00</u></b>	<b><u>20,000.00</u></b>	<b><u>17.39%</u></b>
Retained Earnings	19,068.39	-20,000.00	39,068.39	195.34%
<b>Unrestricted Net Assets</b>				
Unrestricted Net Assets B/F	14,956.29	34,956.29	-20,000.00	-57.21%
<b>Total Unrestricted Net Assets</b>	<b><u>14,956.29</u></b>	<b><u>34,956.29</u></b>	<b><u>-20,000.00</u></b>	<b><u>-57.21%</u></b>
Net Income	22,412.63	48,328.11	-25,915.48	-53.62%
<b>Total Equity</b>	<b><u>191,437.31</u></b>	<b><u>178,284.40</u></b>	<b><u>13,152.91</u></b>	<b><u>7.38%</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>206,284.66</u></b>	<b><u>178,163.88</u></b>	<b><u>28,120.78</u></b>	<b><u>15.78%</u></b>

## **Budget – Pacific Coast Open – October 2024**

### **Income**

<b>Entry Fees – Mixed Pairs</b>	<b>\$ 4,800</b>
<b>Entry Fees – Open Singles</b>	<b>\$ 3,200</b>
<b>Entry Fees – Qualification Tournament</b>	<b>\$ 400</b>
<b>Lunches 20/day @ \$10 each</b>	<b>\$ 1,000</b>
<b>Sponsor donations</b>	<b>\$12,300</b>
<b>Total Income</b>	<b>\$21,700</b>

### **Expenses**

<b>Umpiring</b>	<b>\$ 500</b>
<b>Snacks/coffee/tea</b>	<b>\$ 600</b>
<b>Beer and wine purchases</b>	<b>\$ 350</b>
<b>Lunches</b>	<b>\$ 300</b>
<b>Welcome Dinner</b>	<b>\$ -----</b>
<b>Awards to Winners</b>	<b>\$ 450</b>
<b>Stickers for Bowls</b>	<b>\$ 150</b>
<b>Live Streaming</b>	<b>\$ 1,600</b>
<b>Cash Prizes</b>	<b>\$15,000</b>
<b>Total Expenses</b>	<b>\$18,950</b>
<b>Net Profit</b>	<b>\$ 2,750</b>

## **Notes to Budget:**

- **PCO Entry Fees based on being sold out**
- **Qualification Tournament fees based on 20 entries**
- **The welcome dinner (est cost \$1200) will be added to the schedule later if there are the funds to pay for it**
- **A 50/50 draw would be another potential source of income**
- **IGA will be providing most of the lunch food**
- **I have left out beer and wine sales at least for now until we can look into the cost and feasibility**

## **Sponsors**

- **\$12,300 is David's current estimate of the total cash donations anticipated. In addition we will be the beneficiary of about \$4,500 in goods and services.**

**We have received \$4,806 in cash donations to date.**

## **Raffle**

**Income and expenses for the raffle are being accounted for separately**

**Pacific Indoor Bowls Club**  
**Profit & Loss Prev Year Comparison**  
September 2023 through June 2024

	Sep '23 - Jun 24	Sep '22 - Jun 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Bowling Income</b>				
Club Competitions	0.00	410.00	-410.00	-100.0%
League Fees	7,953.08	6,343.18	1,609.90	25.38%
Provincial/National Competition	2,000.00	7,654.29	-5,654.29	-73.87%
<b>Total Bowling Income</b>	9,953.08	14,407.47	-4,454.39	-30.92%
<b>Direct Members' Support</b>				
Donations	1,615.00	1,557.00	58.00	3.73%
<b>Total Direct Members' Support</b>	1,615.00	1,557.00	58.00	3.73%
Donations from sponsors	0.00	0.00	0.00	0.0%
<b>Investments</b>				
Interest-Savings, Short-term CD	5,863.39	0.00	5,863.39	100.0%
<b>Total Investments</b>	5,863.39	0.00	5,863.39	100.0%
<b>Membership Dues</b>				
Full Members	26,400.00	25,400.00	1,000.00	3.94%
Junior Members	0.00	100.00	-100.00	-100.0%
Premier Members	18,360.00	20,160.00	-1,800.00	-8.93%
Social Members	90.00	280.00	-190.00	-67.86%
<b>Total Membership Dues</b>	44,850.00	45,940.00	-1,090.00	-2.37%
<b>Other Types of Income</b>				
Grants Received	0.00	5,000.00	-5,000.00	-100.0%
Handling Charge	0.00	20.00	-20.00	-100.0%
Inventory Sales	187.38	220.95	-33.57	-15.19%
Miscellaneous Revenue	207.50	328.75	-121.25	-36.88%
Refreshment Sales	3,809.26	3,330.07	479.19	14.39%
School Program Income	2,177.00	336.00	1,841.00	547.92%
Special Events Income	428.57	896.19	-467.62	-52.18%
Other Types of Income - Other	450.00	0.00	450.00	100.0%
<b>Total Other Types of Income</b>	7,259.71	10,131.96	-2,872.25	-28.35%
<b>Rentals</b>				
Green Fees	1,787.87	1,523.81	264.06	17.33%
Locker Rentals	2,052.64	1,781.17	271.47	15.24%
Storage Rental	500.00	600.00	-100.00	-16.67%
<b>Total Rentals</b>	4,340.51	3,904.98	435.53	11.15%
<b>Total Income</b>	73,881.69	75,941.41	-2,059.72	-2.71%
<b>Cost of Goods Sold</b>				
Cost of 2023 Name Tags	104.33	0.00	104.33	100.0%
Cost of Food & Beverage	1,628.70	2,409.33	-780.63	-32.4%
Food and Snack Purchases	0.00	193.28	-193.28	-100.0%
<b>Total COGS</b>	1,733.03	2,602.61	-869.58	-33.41%
<b>Gross Profit</b>	72,148.66	73,338.80	-1,190.14	-1.62%
<b>Expense</b>				
<b>Awards and Grants</b>				
Prizes & Trophies	275.55	328.01	-52.46	-15.99%
Awards and Grants - Other	500.00	500.00	0.00	0.0%
<b>Total Awards and Grants</b>	775.55	828.01	-52.46	-6.34%
Bank Charges and Interest	259.77	18.93	240.84	1,272.27%



**Pacific Indoor Bowls Club**  
**Profit & Loss Prev Year Comparison**  
September 2023 through June 2024

	<u>Sep '23 - Jun 24</u>	<u>Sep '22 - Jun 23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Business Expenses</b>				
Permit and License	40.00	90.00	-50.00	-55.56%
<b>Total Business Expenses</b>	<u>40.00</u>	<u>90.00</u>	<u>-50.00</u>	<u>-55.56%</u>
<b>Facilities and Equipment</b>				
Alarm Monitoring	501.37	713.62	-212.25	-29.74%
Bowling Accessories	322.40	421.36	-98.96	-23.49%
Janitorial Services	5,675.00	4,800.00	875.00	18.23%
Janitorial Supplies	1,431.18	1,052.18	379.00	36.02%
MSFS-Building operating costs	1,896.70	0.00	1,896.70	100.0%
Repairs and Maintenance	16,289.34	4,499.85	11,789.49	262.0%
Water and Utilities	626.61	469.94	156.67	33.34%
<b>Total Facilities and Equipment</b>	<u>26,742.60</u>	<u>11,956.95</u>	<u>14,785.65</u>	<u>123.66%</u>
<b>Internet Web-site</b>	562.97	290.64	272.33	93.7%
<b>Operations</b>				
Electricity	4,946.13	4,720.00	226.13	4.79%
Management Fees	450.00	450.00	0.00	0.0%
Office Supplies	631.79	252.54	379.25	150.17%
Postage, Mailing Service	127.61	0.00	127.61	100.0%
Printing and Copying	162.17	199.75	-37.58	-18.81%
Sundries	184.76	395.25	-210.49	-53.26%
Telephone, Internet, Television	2,261.74	1,665.32	596.42	35.81%
Travelling	0.00	-3.86	3.86	100.0%
Waste Removal	1,443.82	1,596.47	-152.65	-9.56%
<b>Total Operations</b>	<u>10,208.02</u>	<u>9,275.47</u>	<u>932.55</u>	<u>10.05%</u>
<b>Other Types of Expenses</b>				
Advertising Expenses	250.00	250.00	0.00	0.0%
Insurance - Liability, WCB	0.00	587.00	-587.00	-100.0%
Insurance - Property	766.00	712.00	54.00	7.58%
<b>Total Other Types of Expenses</b>	<u>1,016.00</u>	<u>1,549.00</u>	<u>-533.00</u>	<u>-34.41%</u>
<b>Reconciliation Discrepancies</b>	0.00	0.00	0.00	0.0%
<b>Special Events Expenses</b>				
Championship Tournaments Costs	1,797.94	997.15	800.79	80.31%
Club Functions Expenses	1,564.69	1,463.89	100.80	6.89%
<b>Total Special Events Expenses</b>	<u>3,362.63</u>	<u>2,461.04</u>	<u>901.59</u>	<u>36.64%</u>
<b>Special Function Expenses</b>	-347.57	573.62	-921.19	-160.59%
<b>Total Expense</b>	<u>42,619.97</u>	<u>27,043.66</u>	<u>15,576.31</u>	<u>57.6%</u>
<b>Net Ordinary Income</b>	29,528.69	46,295.14	-16,766.45	-36.22%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Bank Interest	183.94	2,032.97	-1,849.03	-90.95%
<b>Total Other Income</b>	<u>183.94</u>	<u>2,032.97</u>	<u>-1,849.03</u>	<u>-90.95%</u>
<b>Other Expense</b>				
Affiliation fees	7,300.00	0.00	7,300.00	100.0%
<b>Total Other Expense</b>	<u>7,300.00</u>	<u>0.00</u>	<u>7,300.00</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-7,116.06</u>	<u>2,032.97</u>	<u>-9,149.03</u>	<u>-450.03%</u>
<b>Net Income</b>	<u><u>22,412.63</u></u>	<u><u>48,328.11</u></u>	<u><u>-25,915.48</u></u>	<u><u>-53.62%</u></u>

**Pacific Indoor Bowls Club**  
**Balance Sheet Prev Year Comparison**  
As of 30 June 2024

	<u>30 Jun 24</u>	<u>30 Jun 23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Chequing/Savings</b>				
<b>Cash and Bank Balances</b>				
Cash	0.00	219.76	-219.76	-100.0%
Chequeing Account - Event A/C	0.00	0.02	-0.02	-100.0%
Chequing Account	54,066.31	17,866.28	36,200.03	202.62%
Saving Account	5,321.54	0.00	5,321.54	100.0%
Term Deposits	132,010.00	149,344.00	-17,334.00	-11.61%
<b>Total Cash and Bank Balances</b>	<u>191,397.85</u>	<u>167,430.06</u>	<u>23,967.79</u>	<u>14.32%</u>
<b>Total Chequing/Savings</b>	191,397.85	167,430.06	23,967.79	14.32%
<b>Accounts Receivable</b>				
Function Rental	1,099.00	0.00	1,099.00	100.0%
<b>Pledges Receivable</b>				
Sponsorship Income	5,000.00	500.00	4,500.00	900.0%
<b>Total Pledges Receivable</b>	<u>5,000.00</u>	<u>500.00</u>	<u>4,500.00</u>	<u>900.0%</u>
<b>Total Accounts Receivable</b>	6,099.00	500.00	5,599.00	1,119.8%
<b>Other Current Assets</b>				
GST Receivable	493.80	0.00	493.80	100.0%
<b>Total Other Current Assets</b>	<u>493.80</u>	<u>0.00</u>	<u>493.80</u>	<u>100.0%</u>
<b>Total Current Assets</b>	197,990.65	167,930.06	30,060.59	17.9%
<b>Fixed Assets</b>				
<b>Club Bowls</b>				
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%
<b>Total Club Bowls</b>	<u>3,745.00</u>	<u>4,681.25</u>	<u>-936.25</u>	<u>-20.0%</u>
<b>Furniture and Equipment</b>				
Accum Depr - Furn and Equip	-31,130.43	-30,019.92	-1,110.51	-3.7%
Furniture and Equipment - Other	35,679.44	35,572.49	106.95	0.3%
<b>Total Furniture and Equipment</b>	<u>4,549.01</u>	<u>5,552.57</u>	<u>-1,003.56</u>	<u>-18.07%</u>
<b>Leasehold Improvements</b>				
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%
<b>Total Leasehold Improvements</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

