

**Torquay Bowls Club Inc.**  
**2016 Annual General Meeting**  
**Minutes of Meeting – Monday 2<sup>nd</sup> May 2016**

**Order of Business**

1. **Attendance:** 49 affiliated members
2. **Opened:** By Board of Management Chair Mac Smith at 7:00 PM
3. **Welcome**
  - I. Welcome extended to those attending their first AGM.
  - II. Assuming an annual meeting has been held each year this is the 91<sup>st</sup>, thus making 2024 the centenary year of the club. With this in mind the Board has commissioned the writing of the Club's history. We are fortunate that the preserved minutes commence from 1940 and know those written before this date were destroyed in a fire that raged through Torquay in 1940
1. **Vale:** One minute silence was held for the following late members who represent a now disappearing generation whose past devotion to the club has been a major contribution to what it is today.  
2015: Frank Wilcock; John Liddicut; Casey van Berkel; Muriel Rathmill; Peggy Wainwright and Ian Tyack;  
2016: Rupert Julien.
2. **Apologies:** – Ian & Maureen Gribble; Kevin McCormack; Kathy Grogan; Hazel & Philip Price; Graham Jeffery; Helen Casey; Murray Monteith; Roma Julian; Alan Young; Bev & Peter Teggelove; Rob Wells; Lindsay Harrington; Judy Hibberd; Pat Cross.
3. **Confirmation of the minutes of the previous AGM:** (Minutes were posted in club house on BOM display prior to meeting)  
Resolved: The minutes of the 2015 Annual General Meeting is confirmed.  
R Canning/B Dobson (unanimous)
4. **Business arising from these minutes:** NIL
5. **Correspondence:** NIL
6. **Chairperson's report:** [Refer to Annual Report]

Your Board began the 2015-16 year understanding that growth within our club had reached a point where we needed to consider a best approach to managing our day to day operation.

The appointment of a General Manager was made and shortly afterwards a blueprint outlining new strategies was drafted and a number of changes implemented.

As you are aware our GM resigned and left us with the immediate challenge of ensuring impact to club activities was kept to a minimum.

Very pleasingly board members, club staff and many of our wonderful volunteers offered their services which enabled us to maintain continuity of our services.

A huge thank you to all involved.

I must stress that volunteers are still the heart and soul of our club!

Yes, we now do have to run more like a business, but we always need volunteers to contribute..... we are still first and foremost a bowls club and everything should be driven by a desire to serve the needs of the bowling members. During times of great change, clubs can easily lose sight of this prime objective and we should endeavour to assure members that we all have this intent front and centre.

To our many sponsors, our heartfelt gratitude, your support is instrumental to the successful running of our bowling events throughout the season.

Given the traffic on the greens recognition must be given to the amazing ability of our greenkeeper Billy Hamshere for providing us all with brilliant greens throughout the season, he really is a master.

It was a wonderful year for our Pennant teams culminating in a magnificent final series for three of our divisions. For all three teams to bring home flags was a superb effort.

Within the club our Twilight group have again had a very successful season. It is great to see so many enjoying their midweek competition and it was also good to see more and more of them participating in

club championship events.

Achievements for the year include;

- Purchase of Portable stage – used for functions and entertainment evenings
- Mobile Bar – used specifically on Twilight Bowls nights and corporate events
- Industrial Ice Machine
- New Balcony Furniture
- CCTV installed – 16 cameras operating both inside and outside of clubhouse
- Club Security updated – new safe codes, strict control and registration of club access keys etc.
- New flagpole and TBC Flag
- Upgrade to the Audio System
- Twilight Honour Board
- Commercial Table purchased for food preparation in the TBC kitchen
- Improved Raffles on Friday nights
- Commander phone system installed – we still require further phone lines in/out of the club
- Appointment of a Summer Bowls Co-ordinator – to oversee social barefoot bowls throughout the holiday season and to provide instruction/supervision of patrons on the greens – this role commenced in December 2015
- Documentation of TBC Club History and Archives underway – thanks to Ian Gribble and Colin Hibberd
- Appointment of Phil Girvan (Operations Manager) and Leanne Salisbury (Barefoot Bowls & Functions Co-ordinator). Both Phil and Leanne have absorbed a number of responsibilities previously managed by the GM.
- Based on the number of visitors books used, we have had in excess of 30,000 visitors through our doors since March 2015.

Challenges ahead:

- The need for a 3<sup>rd</sup> green
- The 2<sup>nd</sup> phase of our building development
- Replacement of tables and chairs in the function room
- An extension of the club bar
- Extension of toilet facilities in club house area
- Provision of Storage facilities
- Enclosing back Veranda behind the Bistro

These are but a few of the proposed activities on our wish-list.

At the moment I believe the club has never been in fine shape, the overall operation is running smoothly and financially our club is in a very sound position.

Finally, I must thank all members of the Board who have all been of immense support to me in my role as Chairman.

Resolved: That the Chairman's report and the Annual report as tabled be accepted at the meeting.  
M Smith/W Canning (unanimous)

7. Treasurer's report and presentation of audited financial statement: [Refer to Annual Report]

Resolved: That the Annual Financial report and Auditors report be accepted and approved at this meeting.  
N Webster/C Hibberd (unanimous)

8. Schedule 1, Regulation 15: Form 1 - *Associations Incorporation Reform Act 2012* Sections 94(2)(b), 97(2)(b) and 100(2)(b)

Resolved: That Schedule 1, Regulation 15: Form 1 - *Associations Incorporation Reform Act 2012* Sections 94(2)(b), 97(2)(b) and 100(2)(b) is approved by this meeting.

W Canning/D McKenzie (unanimous)

9. Nomination of life member:

According to the Constitution and the Operational policy of the Board, after receiving the nomination of Kevin McCormack as a life member of this club from T Gall and M Jackson, the Board resolved with the necessary number of votes in favour to recommend that the nomination should be presented to the members at this meeting.

After discussion from the floor, the following motion was put forward -

Resolved: That a secret ballot be used as the voting process for Life Membership.

Moved: W Canning/K Sproat

7 (for) and 30 (against)

Motion defeated

The Chairman put forward the Motion re Life Membership and asked for members to vote by a show of hands.

Resolved: That Kevin McCormack who has rendered distinguished service to the Club be appointed be appointed by this club as a life member”

40 (for) and 0 (against)

[Unanimous]

10. Election and confirmation of Office Bearers for 2016/2017: see attached list of office bearers.

Returning Officer Jim Boucher, declared the election of office bearers and announced the filling of other vacancies.

Resolved: That this meeting note the appointment of the newly elected office bearers.

Moved: J Boucher/D Mariager (unanimous)

11. Recognition of Club Champions for 2016/2017:

Whilst recreating Honour Boards it became apparent the club had no formal way of recording championship winners. The Board decided that the AGM was the best vehicle for doing this and hopes that future Boards will continue the practice.

This Annual General meeting notes and recognises the achievements of the following members - see attached list.

12. Appointment of Auditor: The Treasurer N Webster moved the appointment of the auditor for 2016/2017.

Resolved: That Colin Helwig of C J Helwig and Associates, of 128 High Street Belmont Victoria be appointed as Club Auditor for 2016/2017.

Moved: N Webster/J Boucher (unanimous)

13. Date of next meeting: - May 1<sup>st</sup> 2017

14. Meeting Closed:

The meeting concluded at - 7:40 PM

## **Recognition of club champions for 2015/2016 and advanced achievements at bowls**

### **Bowls Championship Results - 2015/2016**

Women's Pairs:	Winner – Sandra Skene / Wendy Sanderson R/Up - Janice Pekin / Karen Harrington	
Men's Pairs:	Winner – Mac Smith / Paul French R/Up - Wayne Canning / Geoff Grigg	
Women's Singles:	Winner - Karen Harrington	R/Up – Lyn Kitchin
Men's Singles:	Winner – Alan Sampson	R/Up – Wayne Canning
Men's Veterans:	Winner – Alan Sampson	R/Up – John Mayne
Mixed Pairs:	Winner – Jean Luke / Robert Grubb R/Up – Bev Teggelove / Wayne Canning	
Triples:	Winner – Gary Banks, Mac Smith, Paul French R/Up – Peter Cox, Wayne Monaghan, Peter Anderson	
100 Up:	Winner – Lance Avent	R/Up – Gary Wakefield
Minor Singles:	Nick Peter	R/Up – Peter Forbes

### **Regional Event Results - 2015/2016**

Regional O/60's Singles: Winner – Alan Sampson  
Regional O/60's Pairs: Winner – Alan Sampson/Daryl Kitchin  
State O/60's Pairs: R/Up – Alan Sampson/Daryl Kitchin  
Regional Mixed Pairs: Winner – Alan Sampson/Karen Harrington  
Champion of Champions: Winner – Karen Harrington

### **Twilight Bowls Singles Champions for season 2015/16:**

Ladies Singles Champion: Gillian Pritchard R/up - Effie Wake  
Thursday Singles Champion: Bernie Convery R/up - Glen Turnbull  
Wednesday Singles Champion: Peter Forbes R/up - Matt Malone

## Election and Confirmation of Office Bearers 2016/2017

<b>Classification</b>	<b>Position Holder[s]</b>	<b>Comment</b>
<b>CHAIR DIRECTORATE</b>		
<b>Chairperson of Board</b>	<b>Mac Smith</b>	Responsible to members, Presidents and Directors responsible to Chair
Equal Opportunity	Mac Smith	By default
<b>SECRETARIAT</b>		
Secretary to the Board	Rosemary Canning	Secretary responsible for the processes used by officers listed below but direct manager for tasks
Secretary to the Committee	Rosemary Canning	Board approved subdivision of Secretary Role
Administration Manager	Ian Gribble	
Technical services	<b>Vacant</b>	
Training Manager	Gary Banks	
Twilight Secretary	Gail Hannan	
<b>FINANCE DIRECTORATE</b>		
Treasurer	Nic Webster	Treasurer responsible for the processes used by officers listed below but direct manager for tasks.
Finance Manager[s] [Bowls]	Gwenda Grigg	
<b>PERSONNEL DIRECTORATE</b>		
Personnel Director	Philip Price	
Volunteers Manager	Ken Sproat	
Membership Manager	Philip Price	
<b>BUSINESS DIRECTORATE</b>		
Business Director	June Macrae	
Clubhouse Reservations Manager	Leanne Salisbury	
Bar Manager	Phil Girvan	
Reservations Database Manager		
Bar Nominee	Phil Girvan	
Provedore Manager	Claire Crameri	
<b>MARKETING DIRECTORATE</b> [Sponsorship, Promotions and Communications]		
<b>Marketing Director</b>	<b>Tony Gall</b>	
Communications Manager	Col Hibberd	Newsletters and Newspaper column
Social Manager [Normally responsible to Player services]	<b>Vacant</b>	
Sponsorship Manager	<b>Vacant</b>	
<b>PROPERTY DIRECTORATE</b>		
<b>Property Director</b>	<b>Vince Balestra</b>	
Property Manager	<b>Vacant</b>	
Greens Manager	<b>Vacant</b>	
Club House Closure Manager	Peter Slater	
Garden Manager	Claire Crameri	
<b>WEB PAGE DIRECTORATE</b> [Appointed Director]		
Web Director	Karen Harrington	
Web Page Manager	Karen Harrington	
<b>GRANTS &amp; DEVELOPMENT DIRECTORATE</b> [Appointed Director]-		

Grants Director	Chris Lewis	
Grants Manager	Chris Lewis	
Development Manager	Chris Lewis	
<b>TWILIGHT DIRECTORATE</b>		
President	Bernie Convery	
Vice President	Mick Slater	
<b>Finance</b>	<b>Ian Bennett</b>	
Teams	Gillian Pritchard	
Match	Eileen Williams, Julie Higgins, Ian (Frosty) Miller, Ian Bennett	
Championships	Matt Koefed/Matt Malone	
Sponsorship	P Thompson	
Greens	Michael Carey (Wed), Wally & Karen Wiener (Thur)	
Catering	Kevin Halley	
Raffles and In-House Organization	Vacant	
<b>DAY DIRECTORATE</b>		
<b>Day President</b>	<b>Karen Harrington</b>	Co-ordinator of Pennant Bowls
Manager of Pennant Bowls Subcommittee [Tuesday]	To Be Elected	Karen Harrington; Beryl Scott; Wendy Sanderson; [1 year] <b>Janice Pekin; R Bolitho [2 years]</b>
Manager of Tuesday Bankers	Claire Crameri	For approved members
Manager of Pennant Bowls Subcommittee [Saturday]	To Be Elected	Alan Sampson; Paul French; [1 year] <b>William McLelland; [1 year] Colin Hibberd; Ken Sproat; (2 years)</b>
Manager Saturday Bankers	<b>Vacant</b>	
Manager Indoor Bowls	<b>Vacant</b>	
<b>PLAYER SERVICES</b>		
Coordinator of Player Services	Janice Pekin	
Manager of Player servicer	Janice Pekin	
<b>SOCIAL BOWLS</b>		
Coordinator of Social Bowls	Jim Boucher	
Manager of Social Bowls Wednesday	William McLelland	W Chaffey, J Boucher, W McLelland, J Touhey, <b>Judith McKay</b>
Fixture Book Manager	<b>Vacant</b>	
<b>CHAMPIONSHIPS AND TOURNAMENTS</b>		
Coordinator of Championships and tournaments	Geoff Grigg	G Grigg, M Grinter, R Grubb L Plant, L Kitchin
Manager of Championships	Rob Grubb Gwenda Grigg	
Manager of Tournaments	Geoff Grigg	