

# Warnbro Bowling Club

## Management Meeting minutes

<b>Meeting date:</b>	3rd April 2024			
<b>Venue:</b>	Warnbro Bowling Club	<b>Start/Finish</b>	1635	1735
<b>Invitees:</b>	Keith; Stacey; Ken; Tom and Peter			
<b>Minute Taker:</b>	Stacey			
<b>Apologies:</b>	Vera			

### Welcome to all attendees.

The Meeting Opened at 1635 and Keith thanked everyone for their attendance.

### Actions from the Previous Meeting:

Action	Assigned to	Status
Trolley required for New Coffee machine	Tom	Ongoing
Shelving for sea container has arrived ready to be installed	Tom	Complete
Shelf to fix in the Fridge closet to the dishwasher.	Tom	Complete
Cupboard shelf ladies' toilet causing the door not to shut.	Tom	Complete

#### 1. Bar Manager Report

- Stereo Speaker Playing up...

**Action:** Keith to raise with Executive committee and request if a quote can be undertaken for stereo system speakers internal and external.

- Stocktake completed 2<sup>nd</sup> April 2024. \$50000 SOH -\$1000, Break In, Transaction, Breakages.

Following Stocktake it was identified that some items that were taken following the break-in may not have been claimed.

**Action:** Stacey to enquire about adding these items and cost to the insurance claim.

- Functions ticking along.
- Gin night was successful.
- The Club has been approached for Kitchen hire 1 day per week (Monday) over a 5-week period to conduct Cooking Classes for Disability persons.

**Action:** Keith to check with Executive that the Club Insurances would cover this form of activity were it to go ahead

- June – July 8.30am- 2.30pm, \$50? per day, a good name for the club, and more people in the community in the club.
- AFL Tickets from CUB raffle is \$2 a ticket.
- Mother's day Lunch – flyer to be placed on the Noticeboard

## 2. Kitchen Report

Vera was away and no Report/update was provided however, general discussion in the group confirmed that the kitchen was operating well.

## 3. Greenkeeper Report

Ken delivered the Greenkeepers Report, and this attached to the Minutes

**Please note Ken will be heading off for holidays (dates to be confirmed)**

## 4. Bingo Report

Peter provided an update. Numbers are good 120-140 is consistent each Wednesday.

New Remote for Aircon arrived and the aircon is working well.

## 5. House Report

Tom delivered the House Report and this is attached to the Minutes;

**Please note Tom will be heading off for holidays (dates to be confirmed)**

### **Outstanding Matters:**

'B' Green light to be replaced – method to be used (scaffold/scissor lift) to have this light replaced is still being explored;

'C' Green Awning struts will require repair/replacement as the metal corrosion is severe – reviewing the most efficient way for this to be completed.

Out of Date paperwork and files – there is quite a lot of old paperwork housed in the Container. It is recommended that a review of all this paperwork is completed and the paperwork 'no longer required' for auditing purposes be disposed of.

Trolley required for the New Coffee machine

**Action:** Tom to measure and purchase a Trolley for the Coffee Machine.

## 6. Social Bowls report

Social bowls Committee?? Is this an option to consider??

## 7. General Business

- State Bowling Arm Friday 26<sup>th</sup> April – Sunday 28<sup>th</sup> April, no bowling over this time, need Volunteers, fresh rolls will be offered as pre-order in the morning.9.30 am start – 5 pm using 3 Greens. Evening Meals, Ted Spoke with Denise about what we offer and need to know beforehand. Wait on nominations.

**Action:** Keith to confirm State bowling Arm numbers and green Allocation

- Anzac Day Competition will be run by Les this year again. (thank you).
- Professional Comp is Now Elders sponsored event. 4<sup>th</sup> April at Cockburn the week after 11<sup>th</sup> April is at home A&B Green, the week after is Anzac Day, the week after final Safety Bay. The food will be roast rolls or sausage sizzle TBC.
- Comet Bay Competition Thursday 9<sup>th</sup> May 2024. Club will provide a bus for the travel this year.

It is noted that a committee has been formed for the Greens Replacement: Bill Baker, Elaine, Ken, and Dennis. April 2025 both A and B greens are to be replaced. Sourcing grants has commenced starting with Paul Papalia's office (they suggest go big on the grant).

Waiting on quotes and to meet with Reece Whitby to progress.

**Actions raised:**

Action	Assigned to	Status
Enquire about adding items and cost to the insurance claim.	Stacey	Open
Check with Exec that the Club Insurances would cover Kitchen hire for Cooking Classes	Keith	Open
Measure and purchase a Trolley for the Coffee Machine.	Tom	Open
State Bowling Arm numbers and green Allocation	Keith	Open

Thanks to all for attending Meeting closed 1735.

Next Meeting 6<sup>th</sup> May 2024 at 1600.

# GREENKEEPER'S REPORT

3<sup>RD</sup> APRIL 2024

- Ongoing maintenance carried out on greens, no major issues.
- Sweeper has now been serviced and fixed.
- I've cleaned and checked for any leaks or issues on roller – none identified.
- Intending to sweep and spray greens sometime during May – date TBA
- Some of the rink markers are deteriorating, will try to keep them going until new green(s) are installed.
- Big thanks to Tom Watson who has helped me get the greens ready for pennant play on Tuesdays, Thursdays and Saturdays. It's too much for one person to do and then play pennants. So once again, thanks Tom, I have appreciated all your help.
- Gardening crew still doing a great job under the guidance of Ross Webster – thanks to all.



Ken Meehan

Greenkeeper

## April 4<sup>th</sup> - Management Meeting - House Maintenance Report

### Jobs complete:

- Stereo leg replacement - *complete*
- Down lights over bar replaced - *one to be completed.*
- Kitchen fridge shelf repaired - *complete*
- Adjust shelf in ladies recess cupboard adjusted - *complete.*
- Repaired loose ladies toilet seat in function room - *complete*
- Re-installed toilet roll in ladies toilet in function room - *complete*
- Re-installed soap dispenser in ladies toilet function room - *complete*
- Repaired missing hinge bolt on glass dishwasher in bar - *complete.*
- Installed racks in sea container and bar office. Removed redundant gear. *complete*
- Repaired jack/mat cupboard door

### Jobs ongoing:

- 'B' green light to replace
- 'C' green awning legs need brackets to replace corrosion
- Out of date paperwork needs destroying by fire drum, out of fire season