

April 8, 2026 PLBC Board Meeting Minutes

April 8 @ at Carol Jone's home, 94 Chipman Street, Cambridge

Attendees: Carol Jones, Lance Vibert, Pat Beaumont, Alison Blair, Gary Brown,

Regrets: Helen Baker, Elaine Habicher, Louise Guay

Minute Taker: Lance Vibert

- Declaration of Conflict: Carol – all clear, no conflicts
- Review and Approval of Minutes March 2nd – Motion/Gary Seconded/Pat
- Finance Update Review – Delayed to May meeting due to Elaine's surgery. Financial reports will be sent to board for review Mid-April.

New Business

- Short Mat Equipment Update: Pat: \$5200 received for 2 mats and double winder cart + mats, fenders and boards from St. George Lawn Bowling. Use of funds to be determined at a later date.
- Future of Short Mat program and location: Discussion raised concerning where to hold Short Mat Program next year. Suggestions included Preston Arena and Cambridge YMCA. Also suggested that fees be changed from \$5 per session to \$140 for the entire season. Seasonal rate suggested to try to establish a regular number of attendees to justify league and running costs.
- Pat handed various gift certificates and cheques over to Carol for various purposes previously identified (BP, Ernie's and a sponsorship).
- Governance Report: Alison, Carol
 - Discipline and Complaints Policy: Motion/Lance Seconded/Gary to accept.
 - Dispute Resolution Policy: Motion/Carol Seconded/Lance to accept
 - Bylaws: Are now under review. BCB template will be broken into portions and will be reviewed similar to method used for Governance. Sections will be sent out for Board approval.
- Memory Sticks: Lance
Distributed to Members in Attendance. Intended as storage for Board members for works in progress and working copies of documents in their area(s) of concern. Members' memory sticks are not intended for storage of official documents, and all finished documents should appear in the Records Retention Memory Sticks under the control of the Secretary.
- Ownership/Oversight of Website: Labelling required and format needs to be reviewed. – Gary to follow up with Chat GPT and share with members
- Ownership/Oversight of Google Drive: Formatting should be consistent across Files to be standardized with appropriate titles for files. This is a work in progress and will be added to Action Items for a later date.
- Electronic Filing of Forms e.g. membership forms: TBD in Fall
- Storage of Records: Lance - Storage of Records: The Secretary will have two Records Retention Memory Sticks. One will be for the Storage of Permanent Records, as per the approved Records Retention Schedule; and the second shall be used for the storage of all other documents filed by calendar year and will be deleted at the end of the Calendar Year in which they are filed. e.g.: Record from 2026 to be held for three years will be placed in the 2028 file.

- Safe: Lance - Purchased and brought to Carol for installation at Clubhouse by Stan. Stan will use Carol's key for installation and then return key to Carol. Lance will deliver Louise's key to her at the Clubhouse where she can also change the combination.
- Hired Student: Pat – Pat's grandson indicated interest. To be coordinated as to time and needs identified.
- Club Development Pillar: Carol - Information was distributed. First element is By-laws and needs to be our focus. The Centre for Ethics in Sports (CCES) training - BCB does not have a training provider for this yet. Mission, Vision and Values to follow By-laws.
- Update on BCB handbook: Carol – Currently out for print, and may be available in one to two weeks. Carol will monitor and order when available.
- Update on Bowling Items for Sale: Pat – Grippo, Measures, etc. - pending
- Update on Shirts: Carol – Information from Scrub Room in Fergus. One time fee of \$75.00 to create logo. Each logo will cost \$7.50 to \$9.00. Good quality shirt will be approximately \$37.00. Will provide a sizing run in both Men's and Ladies' shirts. Total cost with tax, just over \$50.00. Will also put crests on baseball caps or other, if desired. 2-to-3-week delivery window. No minimum order.

Crests can also be manufactured at the Old Library, Creative Centre. Create logo ourselves, cost based on thread used. Less expensive. Course on using machine on April 25th. Carol cannot attend that session but will look into further dates. To be further discussed next month.

- Club Coaching – Carol and Stan will try to register for May 31st sessuib; Gary will add to the next Newsletter.
- Reach to other groups of interest in the neighbourhood
 - Adults in Motion / Preston High School: Carol, Willy
 - Need to know start dates and length of program.
 - Adults in Motion: On Thursdays at 10AM
 - Preston High School
 - Details for the above to be firmed up by Willy.
- Involvement of Youth: Deferred until next year.
- Sponsor/Supporters "Give it a Try" Sunday Event: Moved to May 24th due to scheduling conflict. Carol will send out invitation letters in the next few days.
- May 7th Club Opening: Board will do Opening / Closing walkthrough
- Tuesday League Update: Pre-season interim update for Board.
- Bowls Buddies: Update – Pat suggested an information meeting before the season starts to establish a consistent message to be given by all Buddies. Who will contact prospective Buddies to be determined. Number of Buddies needed to be determined. Mary Witmer and Stan Jones have volunteered to be Buddies. Lance will be bowling Sunday, Monday, Tuesday, so has declined being a Bowls Buddy.

- **Updates**

- Still no news on Trillium or Seniors grants.
- PLBC is registered for Spotlight on Seniors on May 21st.
- Theme of National Bowls Day is “Bowl like a Pro”. PLBC is registered to receive the BCB Bowls Day Package.
- Mary Witmer and Sally DeLeonadis will jointly look after Kitchen.
- Carol is registered for the OLBA AGM on April 29th between 10AM and 11AM.
- Carol was contacted by Public Health for a safety inspection. They were advised of when the Club would be open but have not responded to this information.
- Carol and Lance will attend the District 7 meeting at Heritage Green on April 29th at 6PM.
- Review Action List:
 - Add Electronic Filing of Forms to fall 2026.
 - Add Website refurbishment to May 7th.
 - Add Update on Google Drive to May 7th.
- Club Opening and Closing procedure walk through with the Board May 7th after club opening.
- Next Meeting: May 7th 12:30 approx.
- Adjourn.....Motion/Alison Seconded/Gary
- **Next meeting** – May 7, PLBC clubhouse, 12:30pm

- **Action List**

Action	Date for Completion	Person Responsible
Proposed budget for 2025-2026	May 7 th meeting	Elaine
Club T-shirts – customized club polo shirts	May 7 th meeting	
Status of School Involvement	May 7 th meeting	Willy??
District 7 - Dates for Friday jitneys Members to borrow bowls to attend Friday jitneys i.e. meet at club, car pool	April 29 th District meeting	Carol
Bowls buddies - Create list of potential buddies - Contact potential buddies to see if willing to help out - Create list of how buddies can support new members - Assign a bowl buddy to new members (when registered)		
Update new Bowler Information per Feb 2 Board meeting	May 1 st , 2026	Gary
Review cost of bar beverages	May 7 th , 2026	Louise
Opening and Closing run through with the Board	May 7 th , 2026	Carol
Friday jitneys - Make it easier for members to borrow bowls to encourage participation i.e. meet at club, car pool		
Strategic Plan - Mission, Vision, Values - Long-term Budget - Emergency Fund – annual increase, amount??		Carol
League play - intention to play next season - Add registration dates to website for next season	September	
Tournament dates for next season in 2027 - Add to website	September	
Updates for AGM - Membership fees - By-law changes	September	Carol
Website review	September	Pat
Review and decide if need to apply for Student Summer Program	October	
Bring your children and grandchildren etc. day	Deferred to 2027	