

February 2, 2026 PLBC Board Meeting Minutes (Revised)

Feb 2 @ 2:00 at Helen Baker's home 20 Berkley Road, Unit 501, Cambridge

Board members: Pat B, Elaine H, Lance V, Louise G, Helen B, Carol J, Alison B, Gary B

Absent: Willy B

1. Review and approval of January 5, 2026 Board minutes

Helen moved acceptance of the minutes, Lance seconded. Carried.

- Access to 'Members Only' section on website for posting of PLBC Board minutes. Password to 'Members Only' section is JackPreston.

2. Finance Update

- Working funds balance is \$32,527.57. Received 25 B&B registrations to date. \$894.24 for insurance to be paid by the end of February. Elaine moved acceptance of finance update. Lance seconded. Carried.
- Confirmation of time period for insurance coverage. Elaine confirmed the insurance coverage is February 1, 2026 to February 1, 2027.
- Budget for 2025-2026 – Elaine is drafting the 2025-2026 budget and will have the draft budget ready for the March meeting.

3. New Business

- **Declaration of Conflict** – Carol
 - No declarations of conflict identified.
- **Vulnerable Sector police check and/or Screening Renewal Form update**
 - Helen's police check has been completed. Willy has requested his police check.
- **Update re: Fee Discussion for B&B**
 - Fee will remain at \$140. However, there will be a \$50 fee for 'regular members' who will also join the B&B. Recommendation that 50% of in year bar profits for B&B will be given back to B&B for prizes, trophies, awards, etc. within the club. B&B to be considered 'B Class' like social members; B Class B&B.
 - New regular club members pay \$175. Returning club member fee is \$225. If regular members want to join B&B, their fee would be \$50 (revised from last year's fee of \$100).
 - Social member fee will remain at \$10.
 - Bring Forward in September for members to advise league convenors of their interest in joining the league in the following season.

- Elaine moved that PLBC will share the net bar profits 50/50 after the cost of the bar tenders has been paid. These funds are to be used within the B&B league. Lance seconded. 1 dissenting vote. Carried.
 - The formula for net bar profits to be shared is as follows:
 - Gross Alcohol sales from B&B League minus Cost of Alcohol = Net Profit
 - Net Profit minus Cost of Bar Tenders (Approx. \$600) = Shareable Amount
 - Shareable amount divided by 2 = Amount for each of Club and B&B League

- Lance moved that membership in B&B and TTL and any future leagues are based on space availability. Regular members who want to join B&B will pay a \$50 fee instead of paying the \$100 B&B membership fee. Alison seconded. Carried.
- Recommendations to include PLBC Newsletters in the 'Members Only' section.

- **Daytime League Play Survey – Lance and Pat**
 - Based on survey results, no sufficient interest for Thursday afternoon league unless we reach out to external groups.
 - Based on survey results some interest expressed for a Sunday afternoon league from 3-5pm for regular members.
 - Lance offered to assist and Pat was recommended to write the rules. Need to find a convenor to coordinate this league.
 - Lance to post a poster at the curling club to share information about the Sunday league.
 - Sunday league to run from June 7 – September 13 (including rain dates).
 - To be added to membership form.

- **Governance Report – Alison, Carol, Elaine**
 - Board review/approval of the following revised policies:
 - Code of Conduct Policy - Louise moved to approve the final policy. Elaine seconded. Carried.
 - Screening Policy – Elaine moved to approve the final policy. Helen seconded. Carried.
 - Policies under review: Concussion policy and Concussion protocol to be reviewed next.
 - By-laws to be reviewed before fall AGM which need to align with Ontario Not-for-Profit Corporation Act (ONCA).

- **Storage of records – Lance**

According to the Office of the Privacy Commissioner of Canada, record retention should be as follows:

 - Board Minutes...forever

- Any long-term agreements with the city.... forever
 - Financial Records... seven years
 - Records containing personal information (liability waivers, membership forms)... five years.
 - Any lists containing members names (volunteer activities, etc.) ...destroyed once activity past.
 - Plus....everything retained should be scanned electronically so hard copies can be destroyed and placed in files with dates for deletion as per the retention schedule.
 - Based upon the nature of the information, it all needs to flow from the particular party involved (treasurer, President, membership chair) to the Secretary for gate keeping and Storage.
 - Recommendation from Lance to purchase a small locking file cabinet to be placed at the Club for the use of the Secretary for the storage of items such as memory sticks with the above info., key control items, such as masters and any other suitable items.
 - To be discussed at next meeting – Need to develop a plan to look at storage of records. Suggestion: Start scanning current year and related documents. Then plan to go back and scan previous year documents.
- **Tournaments**
 - Not currently on OLBA site. Helen will update OLBA accordingly.
- **Membership Form**
 - Membership form should include areas of interest to volunteer, liability waiver
 - Suggestion to limit the teams/areas of interest to volunteer i.e. Kitchen, Greens, Social, Competitions, etc., mentoring for new members (need list of mentors)
 - Need to include consent to share contact information and/or photo
 - Need to include all leagues (based on availability) i.e. regular member, TTL, B&B, Sunday 4's league, 3-5 pm
 - Helen will draft the membership form and upload to the website.
- **Team descriptions, onboarding introduction**
 - Suggestion to include team descriptions in Newsletter prior to registration timeline so members are informed and will then sign up on registration night.
 - Onboarding introduction being drafted by Gary for new members. Suggestion to send to all members as well.
 - Carol to send current list of committees (to be renamed to Teams) to the board for review.
- **SAM** - Gary and Helen will attend the SAM webinar.

- **Pesticide Certificate Course** - Willy took the pesticide certificate course in Ridgetown. Cost of the course is \$214. Gary moved to have PLBC cover the cost of the course conditional on passing the course. Louise seconded. Carried.

- **What we do well, where we can improve summary discussion** – Carol
 - Need to include the youth but need to work around the school year. Suggestions: bring your children, grandchildren, neighbour children, high school students to attend the Short Mat or Indoor Bowling winter sessions, summer bowls camp/ Day Program
 - Invite sponsors to a bowls evening as a thank you for their sponsorship.
 - Bring a Friend activity – early in the season after our Open House perhaps 1-3 (before Sunday league starts)
 - Bowls Buddies – start thinking of names to recommend as mentors
 - Pins are available at the club
 - Explain role of Bowls Buddies and etiquette
 - Encourage all members to wear their name tags
 - Make it easier for members to borrow bowls to encourage participation at Friday jitneys i.e. meet at club, car pool
 - Thoughts about replacing flooring in porch or replace vacuum.
 - Website – share thoughts with Pat to add/update

- **Next meeting** – March 2 @ 2:00 at Helen's home.

Bring Forward Agenda Items:

- Interest from local schools/community groups: Preston Highschool interested, Preston elementary looking into it, and Adults in Motion. Willy to follow up with all 3 parties.
- Suggestion to have tournament including all 3 levels of members: regular; Tuesday Triples, B&B?? Deferred to next year.
- Fan replacement and/or replace broken shade for clubhouse porch update
- B&B – succession planning
- Calendar of events – set dates early and post on website to include tournaments, club championships, TTL playoffs, BBQ nights, fun tournaments for the club, tournament registrations – when to accept and last date for registrations.
- Mission, vision and values of PLBC discussion
- Week camp, school involvement, etc. to be further discussed i.e. Adults in Motion, Preston High, another local school etc. as a way to give back to the community.
 - Willy will reach out to these groups to gauge interest.
- Full club BBQ on a Saturday or Sunday in July and August
- Board to create strategy to incorporate/reaffirm Belonging in Bowls pledge.
- Suggestion to establish a long-term budget to plan for future expenses.
- Suggestion to do a run through of opening and closing requirements with the board before the next season starts.
- Bring Forward in September for members to advise league convenors of their interest in joining the league in the following season. Recommendation to include registration dates on the website so all members are aware.
- All membership fees and any changes are to be approved at the AGM.
- September – select tournament dates for next year.

Preston Lawn Bowls Club Summary Sheet

14-Oct-25 to 1-Feb-26

Balance Forward <<<< >>>> 32294.32

Revenue Items

Membership fees	0.00
Tournament Sponsorship	1000.00
Tournament Income w/o Sponsor \$ (fees-prizes-kitchen)	0.00
Grants	0.00
Scoreboard & Bench Ads	200.00
Donations	0.00
District Events (Pairs)	0.00
Kitchen Income	0.00
Clubroom Rental	200.00
Member Donations	0.00
Misc. Income	0.00
Short Mat Revenue	0.00
Bar Proceeds	434.58
B & B Fees (\$40/OLBA, \$100 weekly fee)	3500.00
Total of above Revenue Received During this Fiscal Year	5334.58

Expense Items

Fees Paid to District & OLBA	0.00
Tournament Expenses (District Pairs)	0.00
Kitchen Expenses	77.13
Honourariums	0.00
Grant Funding	0.00
Machine Maintenance & Repair	501.61
Seed & Fertilizer	0.00
Gas & Oil	80.59
Sand & soil & aeration	0.00
Other Greens Expenses	0.00
Property Repair & Maintenance	0.00
Building Repair & Maintenance	228.54
Bowls Equipment	0.00
Short Mat	50.00
Insurance - Club Property	0.00
Office Expenses	0.00
Computer & Electronics	508.50
Bank Charges	7.50
Misc. Expenses	47.46
Marketing	0.00
B&B Prize Money & Expenses	0.00
Bar Expenses	600.00
Total of above Expenses Paid During this Fiscal Year	2101.33

Anticipated Expenses to be Paid

Insurance	894.24
Grant 3	0.00
OLBA District Fees	0.00
B&B Prize Money and Expenses	0.00
Total of above Anticipated Expenses	894.24

Anticipated Revenue

From Square - not deposited yet 0.00

Balance Outstanding Cheques and Cash on hand. 0.00

Balance as shown in ledger books	35527.57
Bank Statement Balance	35527.57
Outstanding Transactions (Banking) - Reserve	3000.00
Total Current Funds Available	32527.57
Emergency Reserve Fund Set Aside - BMO GIC & Bank	15000.00
Anticipated Expenses to be Paid	894.24
Anticipated Revenue	0.00
Working Funds Available	31633.33