

January 5, 2026 PLBC Board Meeting Minutes

Jan 5 @ 2:00 at Helen Baker's home 20 Berkely Road, Unit 501, Cambridge

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

Regrets: Willy B

1. **Review and approval of Nov 19, 2025 Board minutes** - Lance moved to accept minutes, Alison seconded. Carried.
 - **Request from Dave for minutes to be posted per 2024 AGM minutes**
 - 2024 AGM minutes confirm the need for members to have access to minutes. Agreement to have approved minutes available at the club house in a binder so all members have access to Board minutes. Decision to post minutes to the website in the 'Members Only' section. Access to "Members Only" to be confirmed.
 - Suggestion to have an Onboarding document to be made available to all members.
2. **Finance Update** – Updated spreadsheet shared with the board, and attached to the minutes. Suggestion to send thank you and relevant pictures to sponsors i.e. Toyota sponsorship. Elaine will follow up with Dave accordingly.

Insurance invoice to be paid. Elaine will confirm what time period this insurance covers.

Per November meeting, an additional \$3,000 has been put on reserve to be added to GIC when it matures for a new total of \$15,000 'Emergency Reserve Fund Set Aside'.

Budget to be prepared for review for the next meeting.

Suggestion to seek grant funding to either concrete or pave the parking at the front of the property to provide accessible parking. It is possible that the City of Cambridge may get involved. Additional suggestion to cover sand reserves with a tarp to improve the looks of the property. Lance to email Dave regarding this suggestion.

Elaine moved acceptance of the finance update. Louise seconded. Carried.

3. New Business

- **Declaration of Conflict** – Carol
Members were asked to declare any conflicts – no declarations raised.

- **Social – Carol**
Peter agreed to continue as the Social Committee lead this year i.e. BBQs.
Suggestion to include Social and BBQ grouping on the registration form.
British night in the planning stages for this year.
Keys will be made available at the clubhouse for members when needed. Louise to make a set available in an envelope with a register for the keys.

- **Membership Fee Question**
 - Are Directors and/or Committee chairs required to be a full member or can the member pay the OLBA fee and be a social member?
 - Alison reviewed the by-laws and nothing is stated that a board member needs to be a full member which is the same with Heritage. Therefore, the Board has agreed that board members could pay the OLBA fee and social fee to continue to serve on the Board. Note: members must be full members to be able to vote at member meetings.

- **Vulnerable Sector police check and/or Screening Renewal Form update**
 - Status of police checks for board members for whom police checks are over 3 years old: Carol, Helen, and Willy.
 - Criminal Record check received for Carol.
 - Screening Renewal Form received for Lance.

- **Fee Discussion for regular membership, TTL, B&B and Social members.**
Regular membership Fee \$225
Information taken from OLBA confirms that membership fees for regular membership are in line. Carol moved that membership fee of \$225 for regular membership remain the same. Pat seconded motion. Carried.

Social Fees \$10 – Lance moved to keep Social Fees at \$10. Louise seconded. Carried.

Tuesday Triple League Fee \$175 which includes \$40 OLBA fee. New member fee will remain the same at \$175 and returning members will pay \$225. Pat moved. Lance seconded. Carried. Lance will send communique to see who is interested in returning and or joining the TTL in the new season.

Beverage and Bowls League \$140

Includes \$10/night for 10 week season and \$40 OLBA fee. Pat moved that B&B fee remain at \$140 with no prize money to be given back from membership fees. Prize money to be raised separately. Elaine seconded. Carried.

Club bowling events will be open to full members first, with at least 2 weeks to register before it may be open to others, if spaces are available. Gary moved. Lance seconded. Carried.

- **3 for Free** – Per OLBA, “the 3 times is a per season limit, not a lifetime. Thus from a purely insurance perspective they are covered. I do think the club should do some record keeping to follow up on folks who seem to come 3 times a year every year”. Suggestion from the Board is to have the spares for B&B pay a nominal fee. A guest fee could be implemented. These funds could be used as needed for the B&B league. Note: All funds received must be reported and included in the PLBC finances. Carol will share this information with Dave.
- **Discussion of policy for refund for members who become ill and cannot play.**
 - If a member withdraws within the first month due to illness a full refund less OLBA \$40 fee will be implemented. After the first month, refund will be prorated less \$40 OLBA fee. Lance moved, Gary seconded. Carried.
- **Daytime League Play**
 - Pat and Lance will work with Patsy to set up the survey.
 - Additional questions to be sent to Lance and Pat by January 12, 2026.
 - Lance and Pat will draft the survey to be sent to the membership.
 - Thursday afternoons 1- 3, if not Thursday, are they interested in joining another league i.e. Tuesday night league or on the weekend
 - Set up as a league (not jitney)
 - Questions – name, are you interested, list types of format, pick own team or register as a single to be placed on a team
- How long is PLBC required to maintain paper copies of the waiver forms?
 - Lance will reach out to OLBA and/or BCB.
- Distinction between 2 PLBC Officer Positions
 - Safe Sport Officer (SSO)– Bill Blake
 - Discipline and complaints
 - Club Safety Officer (CSO) – Carol Jone
 - Safe facility, club code of conduct, respond to safety concerns,
 - First aid kit and AED available
- **Registration Form**
 - Suggestion to include descriptions of the various committees and related responsibilities.
- **PLBC: What we do well, Where we can Improve** list of items from board
 - Thank you to members for submitting their perspectives.
 - Full list shared with board members to be discussed at the next meeting.

- **Potential dates for 2025-2026 events**
 - May 18th First day of play
 - May 19th Tuesday Triple League Open House
 - May 28th – Open House
 - June 6th – National Bowls Day

- Request to replace cork boards with magnetic white boards. Helen moved, Lance seconded. Carried

- **Next meeting**
February 2, 2026 @ 2:00 pm at Helen's home

Bring Forward Agenda Items:

- Governance Report – Alison, Carol, Elaine
 - Whistleblower Policy – final version
 - ** Policies to be updated based on Board member comments.
 - Screening Policy **
 - Responsible Coaching Strategies Policy **
 - Code of Conduct **
- 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.
- Creation of Onboarding document for new members to be shared with all members.

Preston Lawn Bowls Club Summary Sheet		
14-Oct-25 to 4-Jan-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)		0.00
Total of above Revenue Received During this Fiscal Year		1834.58
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		32027.57
Bank Statement Balance		32027.57
Outstanding Transactions (Banking) - Reserve		3000.00
Total Current Funds Available		29027.57
Emergency Reserve Fund Set Aside - BMO GIC & Bank		15000.00
Anticipated Expenses to be Paid		894.24
Anticipated Revenue		0.00
Working Funds Available		28133.33