

March 2, 2026 PLBC Board Meeting Minutes (Revised)

March 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,

Regrets: Willy B, Gary B

1. Declaration of Conflict – Carol

No declarations declared.

2. B&B Update

- Discussion regarding Dave's email with 2 suggestions re: B&B
 - Suggestion #1. Possibility to have a single person to become a 5th player on a team. Suggestion to have pay \$40 OLBA fee and then \$10 each night she plays.
 - Board's response
 - Good idea for the 5th player to pay \$40 OLBA fee as it would protect her and cover her OLBA insurance.
 - Suggestion of payment of \$10/night would create an administrative nightmare
 - 5th player could only play on one team and would not be allowed to spare on other teams.
 - The team of 5 could configure their team as they seem fit to a maximum of 4 players per evening.
 - Dave should make this clear to the 5th player.
 - Note: This decision only applies to B&B.
 - Suggestion #2 – Inquiry from 2 other teams to bring a whole team to join but slate is full. Suggestion to have the two teams put their names on the B&B spare list and they can spare 3 times (as OLBA) at no additional cost.
 - Board's response
 - No issue with this idea; however, would limit 8 people to only play sporadically up to 3 times per player.
 - Board recommended Dave to advise them that there is space to play 13 consecutive games as a whole team in the Sunday League.
 - They could spare for the B&B League as their \$40 OLBA fee would be covered via the Sunday League and they would not be limited to 3 times to spare per player.
 - This recommendation would provide these players with an opportunity to enjoy other club benefits not available to the B&B League for the same similar cost as the B&B league.
 - Lance will share the Board's recommendations with Dave.

3. Review and approval of February 2, 2026 Board minutes

Lance moved acceptance, Elaine seconded. Carried.

4. Finance Update

- Updated financial summary provided.
 - New sponsor provided \$40 to provide water for tournaments – One Source Moving.
 - Working balance \$35,938.33 + \$3,000 for GIC transfer = \$35,938.33
 - Elaine moved to accept financial update. Louise seconded. Carried.

- **Review of draft 2025-2026 budget**

- Includes year end actuals of 2023-2024 and 2024-2025 and anticipated expenses for 2025-2026.
- Board members are asked to review proposed budget and send comments to Elaine with a cc to all.
- Final proposed budget to be reviewed and approved at next board meeting.

5. New Business

- **Vulnerable Sector police check and/or Screening Renewal Form update**

- Police checks received for all current Board members.

- **Bar Report – Louise**

PLBC makes approximately \$2.50 on each alcoholic beverage. Recommendation to keep beverage costs the same as last year @ \$5.00 for beer and coolers. Subject to review May 1, 2026. Elaine moved to delay review to May meeting. Lance seconded. Carried.

- **Club Registration - Required Details – Helen**

- Members encouraged to go to the club on May 13th for registration and social evening from 6:00 – 9:00.
 - Members encouraged to bring in their registration forms and payment for that evening.
 - Encouraged to pay via e-transfer if possible.
 - If someone cannot attend members asked to please send their forms with a fellow bowler.

- **Tournament – Sponsor for water**

- Carol has contacted the sponsor who will provide water for tournaments. Dave has been advised accordingly.

- **Newsletter**

- Request for Gary to advise members of the following items in the next newsletter
 - Tuesday Triple League
 - Sunday league
 - March 13th registration and social evening
 - Club open houses
 - E-transfer address
 - Search for Kitchen Lead and/or Co-Leads (if needed)
 - Coaching training for those who are interested

- **Website and registration for 2025-2026**

- Club competitions – agreement that dates should be selected as early as possible.
 - Pairs, Men's singles, Ladie's singles, men's novice, ladies novice, triples
 - Suggested start dates Aug 3, 7, 10, 12, 14, 17 (dates to be confirmed)
 - Games must be completed by August 31st.
- Members to share suggestions with Pat for website to add and/or update
 - Pat will add Sunday League start, June 7, 3:00 – 5:00, for 13 weeks in calendar.
 - Pat will update mailing to remove Louise's contact information and note PLBC instead of Louise's name on website.
 - Tuesday Triple League link is www.prestontuesdayleague.ca

- **Registration/Membership Form – Helen**
 - Discussion regarding further changes to registration form
 - Add Sunday and Tuesday leagues
 - Decision to remove witness signature from form
 - Updated registration form to be uploaded to website.
- **Tournament registration update – registration status can now be checked on website.**
 - Aussie – 6 teams
 - Triples - 1 team
 - Men's Pair – 3 teams
 - Ladies Pairs – 0 teams
- **Short Mat Equipment – Pat**
 - Concern regarding low attendance to short mat over the 2025-2026 winter season as other local clubs now convene their own short mat program.
 - PLBC has the following equipment for 4 short mat rinks provided via grant funding
 - 1 short mat rink @ \$1,800 original cost, 3 short mat rinks @ \$2,069
 - 4 bumper boards @ \$385
 - 4 centre boards @ \$42
 - 8 yellow indoor jacks @ \$52
 - 1 original roller @ \$1,700, 2 double rollers @ \$1,356
 - Inquiry from St. George to purchase equipment for a couple of short mat rinks. Lance moved to sell 2 mats, double winder, boards for a total of \$6,000. Elaine seconded. Carried.
 - Pat will reach out to St. George per the above and will advise the board accordingly.
- **Governance Report – Alison, Carol, Elaine**
 - Review and approve change to the Screening Policy (remove Bartenders as a Level 2 risk so there's not a requirement for a criminal check). Updated policy shared by Alison Feb 14, 2026. Elaine moved to accept revised Screening Policy, Louise seconded. Carried.
 - Board review/approval of the following revised policies sent to members by Alison Feb 14, 2026:
 - Concussion policy
 - Lance moved to accept, Elaine seconded. Carried
 - Concussion protocol
 - Louise moved to accept, Pat seconded. Carried
 - Investigation Policy
 - Pat moved to accept, Elaine seconded. Carried.
 - Discuss use of Google drive/Drop Box as the repository for club documents
 - Recommendation is to no longer use 'Drop Box' due to limitations and only use Google Drive. Pat moved that we use Google Drive, Helen seconded. Carried.
 - Alison will notify Dave about this decision.
 - Alison will share the link with board members.

- By-law revisions update
 - Governance committee is reviewing by-laws starting with BCB and Heritage by-laws.
- **Storage of records – Lance**
 - For further discussion – Need to develop a plan to look at storage of records. Suggestion: Start with current year and related documents. Then plan to go back and scan previous year documents.

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.
 - If approved, who will purchase small locking file cabinet?
 - If approved, who will purchase memory stick for electronic file storage?
- All paper records are to be stored in the locked lateral filing cabinet until these documents are scanned and electronic versions are available.
- Suggestion to hire a summer student to help with tournaments, clean up, painting, scanning documents,
- Lance moved the above noted record retention schedule be adopted and, at the appropriate time, a locking fireproof container be purchased as well as memory sticks for future use. Louise seconded. Carried. Lance will purchase the locking fireproof container and memory sticks.
- Pat will look into hiring a student to scan documents to adhere to the record retention schedule noted above.
- **Club Development Pillar**
 - Carol to send a template from BCB to Louise and Elaine re: role of President, Secretary and Treasurer to review and provide comments.
 - Governance training
 - Guidelines from BCB re: developing Mission, Vision and Values to help board develop for the club. This will then be taken to the membership to approve.
- **Sponsor “Give Bowls a Try” Update May 31st, 2026 – Carol**
 - Dave has provided list of sponsors to Carol.
 - Carol has created an email distribution list and drafted a sample letter.
 - Peter has agreed to help out with this event.

- **BCB handbook for Laws of Lawn Bowls – Carol**
 - Pat moved to order 10 books to have available for purchase at the club based on cost recovery. Alison seconded. Carried.
 - Lance moved to have Pat look into other items such as measures, spray chalk, grippo, etc. to have available for purchase by members.
- **Suggestion to have tournament including all 3 levels of members: regular; Tuesday Triples, B&B**
 - Discussion confirmed that there is sufficient tournaments already scheduled that another tournament is not needed at this time.
- **Full club BBQ on a Saturday or Sunday in July and August**
 - Discussion confirmed that monthly Friday BBQs are sufficient and another BBQ is not required.
- **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
 - *Board response: To be discussed at next meeting.*
 - Bring a Friend activity – early in the season after our Open House perhaps 1-3 (before Sunday league starts)
 - *Board response: members are welcome to bring a friend anytime; therefore, this activity will be covered in other avenues.*
 - Bowls Buddies – start thinking of names to recommend as mentors
 - Bowls Buddies guideline available via OLBA
 - Pins are available at the club
 - Explain role of Bowls Buddies and etiquette
 - Encourage all members to wear their name tags
 - *Board response: Discussion re: potential bowls buddies. Added to Action List for further discussion.*
 - Make it easier for members to borrow bowls to encourage participation at Friday jitneys i.e. meet at club, car pool
 - *Board response: added to Action List below*
 - Thoughts about replacing flooring in porch or replace vacuum.
 - *Board response: Lance moved to purchase a new bagless vacuum for the club. Pat seconded. Carried.*
 - Website – share thoughts with Pat to add/update – *Board response: Suggestions shared during March meeting.*
- **Other Updates**
 - OLBA likely to raise fees and suggests clubs charge \$240 - \$325 for membership fees. PLBC fees align with this suggestion.
 - Coaching training – could connect with Heather from Milton to provide training for those who have completed the 1st coaching training session.
 - Canada Day Parade – Decision by board to pass on this event.
 - Club T-shirts – customized polo shirts under discussion for April's meeting

- **Action List**

Action	Date for Completion	Person Responsible
Proposed budget for 2025-2026	April 8 th meeting	Elaine
Club T-shirts – customized club polo shirts	April 8 th meeting	
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
Status of School Involvement		Willy??
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, 2026	Gary
Review cost of bar beverages	May board meeting	Louise
Opening and Closing run through with the Board	Mid-May	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	

- **Next meeting** – April 8, at Carol's home, 94 Chipman Street, Cambridge @ 2:00.