

November 19, 2025 PLBC Board Meeting Minutes

Nov 19 @ 3:30 at Helen Baker's home

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

1. **Review and approval of Oct 7, 2025 Board minutes** Lance moved approval of the minutes. Elaine seconded. Carried.
2. **Finance Update** – Update provided which is attached. Louise moved approval of the financial update. Gary seconded. Carried.
3. **New Business**
 - **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 will research this inquiry with the policy committee.
 - **Board Member Update – Carol**
 - Peter Short has resigned from the Board. Carol and Pat had a conversation with Peter to discuss his concerns. Peter has offered to lead the Social Committee next season.
 - **SAM – need 2nd person to be trained and help with data input – Helen**
 - Gary volunteered to take the SAM training and to assist Helen with data input.
 - **Contact person for OLBA and mailing address for PLBC – Helen**
 - Carol will be the OLBA contact. Carol's home address will be used as the mailing address for PLBC.
 - **Vulnerable Sector police check and/or Screening Renewal Form update**
 - Status of police checks for new board members Alison and Gary.
 - Gary and Alison forwarded their police checks to Carol.
 - Status of police checks for board members for whom police checks are over 3 years old: Carol, Helen, Willy and Pat.
 - Pat has completed her police check.
 - Carol and Helen are working on their police checks.
 - Louise to send reminder to Willy regarding need to get a new police check completed.
 - Status of Screening Renewal Form for Louise, Elaine and Lance.
 - Elaine completed October 9.
 - Louise completed October 10.
 - Lance completed November 18.
 - **Role of Safe Sport Officer (Bill Blake) – Carol**

- “An individual appointed by the Organization to administer certain complaints under this *Discipline and Complaints Policy*. The Safe Sport Officer (SSO) may or may not be a member of, or affiliated with, the Organization. The SSO will be the first point-of-contact for all discipline and complaint matters reported to the Organization.”
 - All members should be advised of the Safe Sport Officer position and the process to be followed should a complaint be raised.
 - Gary will contact Bill and will then include mention of the SSO position in one of the upcoming newsletters.
- Review of Proxy Form (attached) – Lance
 - Proxy form includes list of Board of Directors.
 - Lance will update the form. The final form will be posted on the website.
- Review of Opening and Closing Schedule (attached) – Carol
 - Board members will be asked to sign up to open and close the clubhouse throughout the next season.
 - Suggestion to do a run through with the board before the next season starts.
- Emergency Reserve Fund discussion – Lance
 - Building and property belong to the City of Cambridge.
 - Estimate to replace the roof for the Club house, bowls room, and garage would be approximately \$15,000. Machine maintenance and replacement costs can be significant expenses we well.
 - The Board recognized the need to increase the Reserve Fund, suggestion to increase the Reserve Fund by \$3,000. Pat moved to transfer \$3,000 to the Emergency Reserve Fund. Lance seconded. Carried.
 - The \$3,000 will be transferred to the GIC when the GIC renews in the spring.
 - Suggestion to establish a long-term budget to plan for future expenses.
- Review Updated Club Policies – Alison, Carol, Elaine
 - Policies will be updated before next season. After the Board has approved the revised policies, the updated policies will be saved to the website.
 - Whistleblower Policy – Board members provided their review comments/questions. Policy review committee will update the policy and share the final version with the Board.
 - Screening Policy **
 - Responsible Coaching Strategies Policy **
 - Code of Conduct **
 - ** Board members are asked to submit questions and/or comments regarding the remaining 3 policies to Alison, cc Carol and Elaine, by December 12 so the committee has time to review before our next meeting.

- Discussion of policy for refund for members who become ill and cannot play. Defer to next meeting.
- Daytime League Discussion – Defer to next meeting
 - Survey to membership to gauge interest before moving forward.
 - Who should write it?
 - What details should be included?
 - Discussion from previous meeting as follows:
 - Suggestion Thursday afternoon as greens would be prepped for coaching.
 - For full time members
 - Definition of team requirements to be determined. Suggestions of teams of 4, Aussie pairs, etc.
- Fee Discussion for regular membership, TTL, B&B and Social members. Defer to next meeting.

Next meeting – January 5, 2025 @ 2:00 at Helen's home 20 Berkely Road, Unit 501, Cambridge.

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
- 3 for Free – concerns re: insurance
- 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
- Review price structure and league format (separate meeting to be set to discuss further)
 - Suggestion to look at leagues i.e. bartenders, prizes, registration fees, Tuesday night majority only play 1 night a week – need to look at equity between both leagues
 - What is included in registration fee i.e. club social activities
 - Members who belong to that league are classed as B members and may not vote.
 - As they are registered with OLBA, they are entitled to play in OLBA sanctioned events, which would include Open Tournaments.
 - Based on past years they were welcome at club social events and were extended a special invitation to the Harvest Bowl.
- 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.
 - Review price structure and league format (separate meeting to be set for further discussion).
- Suggestion to establish a long term budget to plan for future expenses.

Preston Lawn Bowls Club Summary Sheet

14-Oct-25 to 19-Nov-25

Balance Forward <<<< >>>> 32294.32

Revenue Items

Membership fees	0.00
Tournament Sponsorship	0.00
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	346.02
B & B Fees (\$40/OLBA, \$100 weekly fee)	0.00
Total of above Revenue Received During this Fiscal Year	746.02

Expense Items

Fees Paid to District & OLBA	0.00
Tournament Expenses (District Pairs)	0.00
Kitchen Expenses	0.00
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	0.00
Bowls Equipment	0.00
Short Mat	50.00
Insurance - Club Property	0.00
Office Expenses	0.00
Computer & Electronics	508.50
Bank Charges	6.00
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	1794.16

Anticipated Expenses to be Paid

Grant 2	0.00
Grant 3	0.00
OLBA District Fees	0.00
B&B Prize Money and Expenses	0.00
Total of above Anticipated Expenses	0.00

Anticipated Revenue

From Square - not deposited yet	0.00
Balance Outstanding Cheques and Cash on hand.	0.00

Balance as shown in ledger books	31246.18
Bank Statement Balance	31246.18
Outstanding Transactions (Banking)	0.00
Total Current Funds Available	31246.18
Emergency Reserve Fund Set Aside - BMO GIC	12000.00
Anticipated Expenses to be Paid	0.00
Anticipated Revenue	0.00
Working Funds Available	31246.18