

October 7, 2025 PLBC Board Meeting Minutes (Revised)

Oct 7 @ 6:00 at PLBC

Board members: Pat B, Elaine H, Willy B, Lance V, Louise G, Helen B, Carol J, Alison B, Gary B, Peter S, Brent Harwood (previous board member), Dave Allen (previous board member - absent)

1. Review of Sept 1, 2025 Board minutes and September 22, 2025 AGM minutes

- Louise moved to accept Sept 1 Board minutes. Carol seconded. Approved.
- Sept 22, 2025 AGM minutes – Request to send minutes out to members prior to the next AGM for member review. Request to also include proxy option for next AGM. No changes to AGM minutes; therefore, AGM minutes to be sent to membership.

2. Finance update – Update attached. Request to close out square soon so records can be closed for the season. Elaine moved for the financial update to be accepted. Lance seconded. Discussion around ‘Emergency Reserve Fund Set Aside – BMO GIC’ which is to be discussed at a future meeting. Approved.

3. Board Positions to be allocated

- Past President – Pat Beaumont
- President – Carol Jones
- Vice President – Lance Vibert
- Treasurer – Elaine Habicher
- Secretary – Louise Guay
- Membership Chair – Helen Baker
- Brent moved to accept the above slate of officers. Gary seconded. Approved.

Committees to be created

Recommendation to allocate members to various committees and ask them to elect a chair for each committee. Helen has a list of people who have indicated which committee they would like to join. Communication will be key between the committees and the board; therefore, board liaison would be a good role to put in place for these committees. Duties for each committee will be refined and shared. Committee creations to be discussed at a future date.

- Social Committee – Peter Short
- Kitchen Committee –
- Facilities/Property Chair – Stan Jones
- Outdoor Landscaping -
- Tournament Chair – Helen Baker
- Competition Chair -
- Fundraising/Grant Applications – Dave Allen and Bill Blake
- Bar Coordination – Louise and Marc Guay
- Communication Chair – Gary Brown

4. New Business

- Welcome to the new board members: Alison, Gary and Peter. Keys were distributed to the new board members. As Brent will no longer be on the board, his keys were returned. Key for the gate to be cut and given to Alison.
- Vulnerable Sector police checks required for new members to PLBC board
 - Need letter from President to request Police Check.
 - Carol will send the letter to the 3 new board members (Alison, Gary and Peter), and four board members for whom police checks are over 3 years old,
 - Board members who have current police checks will need to complete a Screening Renewal Form.
- Website Design
 - Dave will continue to work on the new website. Pat and Lance also have access to directly make additions and changes.
 - Core plan for website is \$150/year or \$12.50 monthly. Five people can have editing access.
 - Recommendation to set up website with a 3 year plan.
 - Preference to use Google Docs for tournament registration if possible.
 - Updates to be sent to the website committee (contacts to be confirmed) i.e. fees for 2026, membership forms, scheduled events, etc.
 - Pat moved to set up website with Wix at \$150/year for 3 years. Lance seconded. Approved.
- Bar
 - Remaining stock to be sold to members at cost. Remaining pop to be donated to the hospital.
 - Lock on bar fridge to be fixed by property chair.
 - Liquor license has been renewed for 4 years. Clarification on serving options i.e. only beer and wine or expanded to include coolers to be confirmed.
- Leagues for 2026 season
 - Beverages and Bowls (Dave Allen)
 - Has been set up as a separate league from the club similar to a rental.
 - Need a vision for the league for succession planning.
 - Tuesday Triples League (Lance Vibert)
 - Trying to recruit 4 more teams to have a full slate.
 - Well organized.
 - Review price structure and league format (separate meeting to be set for further discussion).

- Facility Rental cost for member discount (to be discussed with new executive)
 - Contact is Lance to confirm cost and availability
 - \$200 for up to 20 people for use of whole facility including bar tender. Additional \$20 per person after 20 people.
 - \$50 for member rental with facility to be left as found i.e. clean.
 - A board member should be assigned to open and close the facility for all rentals.
 - Poster re: rental has been uploaded to the website.
 - Lance to create a rental poster/information for member rentals.

- Winter Season – communicate to advise members
 - Short mat – covered under “Short Mat” as PLBC pays a \$50 fee for ‘Short Mat’.
 - Emidio Medeiros and Dan Greener will coordinate Short Mat.
 - Pat Beaumont will be the communication link.
 - Starting October 15 1:00 – 3:00 at 777 Lawrence Street, Cambridge. \$5/day fee

- Refund for members who become ill and cannot play.
 - Recommendation during 2025 season was to refund full fee less OLBA fee as 2 members were unable to play shortly after submitting and paying their registration fees.
 - Executive to discuss at a later date to finalize policy going forward.

- Daytime League - interest in having another league? Day? Weekend??
 - 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.
 - Need to reach out to members to gauge interest before moving forward.
 - Suggestion re: week camp, school involvement, etc. to be further discussed i.e. Adults in Motion, local schools, etc. as a way to give back to the community.

- Tournament Dates (suggested dates based on this year’s schedule but moved to Wednesday – gives break between tournaments so Wednesday night jitneys will not be cancelled 2 weeks in a row)
 - Aussie pairs – June 17
 - Open Triples (2Nv) – July 15
 - Men’s Pairs – Aug 5
 - Women’s Pairs – Aug 17

5. Clubhouse closing date

- Wednesday, October 22 @ 10:00
- Communique to be sent to members to advise of closing date to request help.

6. Year End Banquet

- November 4 at Ernie's for a buffet
- Email to be sent to members to save the date.

7. Health and Safety Concerns

- Request from 2024 was to have lawn bowling play the short way on Mondays and Fridays and try the long bowl on Wednesdays.
- Mat can be moved up to the hog line before the start of each end.
- Where possible, when using the green mats efforts were made to move them up. However, on Friday, September 26, play was set up the long way to alleviate traffic on the green near the clubhouse.
- A motion was made to reinstate the following pledge with all members. "The OLBA adheres to the principles of Safe Sport which protects the right for everyone to enjoy the sport at whatever level or position and to participate in a safe and inclusive environment that is free of abuse, harassment or discrimination. The welfare of everyone involved in the sport is a foremost consideration. To this end the OLBA has adopted a Screening Policy as a vital part of ensuring a safe sporting environment". It was determined that a motion is not required since the pledge is already incorporated by OLBA and is part of the 'Belonging in Bowls' which is followed by PLBC.
- All members have signed the 'Belonging in Bowls' pledge to make everyone feel safe and welcome which aligns with the above request.
- Suggestion to look at ways to have the pledge reaffirmed such as including it in the membership form, create a document to have members sign the pledge, etc.
- Recommendation to move the mats up when playing the long way.
- Suggestion to include 'values' in future communiques to increase awareness.
- Board to develop a strategy to incorporate and/or reaffirm Belonging in Bowls pledge.

Meeting adjourned at 8:58 pm. Helen moved to adjourn. Brent seconded. Approved.

Next meeting – November 19 @ 3:30 at Helen Baker's home 20 Berkley 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
- Fees for league players
- 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.
- Opening and closing the club each night
 - Need schedule, list of what to check i.e. turn off AC, rakes locked, etc.
- Document/binder storage in new bookshelf i.e. ‘How To Book re: Harvest Bowl’, minutes, other documents?
- Discussion re: Emergency Reserve Fund Set Aside – BMO GIC.
- 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.
- Refund for members who become ill and cannot play.
 - Recommendation to refund full fee less OLBA fee at this time. Dave motioned full refund less OLBA fee. Executive to discuss to finalize policy going forward.
- 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.

| Preston Lawn Bowls Club Summary Sheet | | |
|--|-----------|-----------------|
| 02-Oct-24 to 7-Oct-25 | | |
| Balance Forward | <<<< >>>> | 42424.91 |
| Revenue Items | | |
| Membership fees | | 14795.00 |
| Tournament Sponsorship | | 750.00 |
| Tournament Income w/o Sponsor \$ (fees-prizes-kitchen) | | 1444.58 |
| Grants | | 18125.00 |
| Scoreboard & Bench Ads | | 1225.00 |
| Donations | | 3300.00 |
| District Events (Pairs) | | 0.00 |
| Kitchen Income | | 880.00 |
| Clubroom Rental | | 702.50 |
| Member Donations | | 0.00 |
| Misc. Income | | 920.24 |
| Short Mat Revenue | | 0.00 |
| Bar Proceeds | | 11407.31 |
| B & B Fees (\$40/OLBA, \$100 weekly fee) | | 8880.00 |
| Total of above Revenue Received During this Fiscal Year | | 62429.63 |
| Expense Items | | |
| Fees Paid to District & OLBA | | 6110.04 |
| Tournament Expenses (District Pairs) | | 0.00 |
| Kitchen Expenses | | 1298.96 |
| Honourariums | | 7000.00 |
| Grant Funding | | 19278.78 |
| Machine Maintenance & Repair | | 1735.76 |
| Seed & Fertilizer | | 2178.39 |
| Gas & Oil | | 42.06 |
| Sand & soil & aeration | | 0.00 |
| Other Greens Expenses | | 200.00 |
| Property Repair & Maintenance | | 13303.97 |
| Building Repair & Maintenance | | 140.15 |
| Bowls Equipment | | 0.00 |
| Short Mat | | 86.52 |
| Insurance - Club Property | | 894.24 |
| Office Expenses | | 346.79 |
| Computer & Electronics | | 252.51 |
| Bank Charges | | 120.50 |
| Misc. Expenses | | 637.34 |
| Marketing | | 314.23 |
| B&B Prize Money & Expenses | | 1100.00 |
| Bar Expenses | | 5803.77 |
| Total of above Expenses Paid During this Fiscal Year | | 60844.01 |
| Anticipated Expenses to be Paid | | |
| BWTX Canada \$500 rec'd Sept 2024 | | 0.00 |
| New Horizons | | 275.00 |
| OLBA District Fees | | 222.00 |
| B&B Prize Money and Expenses | | 0.00 |
| Total of above Anticipated Expenses | | 497.00 |
| Anticipated Revenue | | |
| From Square - not deposited yet | | 0.00 |
| Balance Outstanding Cheques and Cash on hand. | | 0.00 |
| Balance as shown in ledger books | | 32010.53 |
| Bank Statement Balance | | 32010.53 |
| Outstanding Transactions (Banking) | | 0.00 |
| Total Current Funds Available | | 32010.53 |
| Emergency Reserve Fund Set Aside - BMO GIC | | 12000.00 |
| Anticipated Expenses to be Paid | | 497.00 |
| Anticipated Revenue | | 0.00 |
| Working Funds Available | | 31513.53 |