

SUMMARY NOTES FROM THE VALVERDE BOWLS CLUB MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 25<sup>TH</sup> JANUARY 2012

Present: David Russell, Chairman  
Jan mcGlynn, Secretary  
Jeff Perry, Treasurer  
Tom Sanderson, Vice Captain

Apologies from: Guy Gomes, Sue Hunt, John Freeman

1. Minutes of the last meeting - no comments.

2. Monthly reports for January:

**Captain's report:** John has prepared a report, which was circulated to the Committee, and which is attached to the original of these minutes.

**Treasurer's Report:** Jeff has prepared a report, which was circulated to the committee, and which is attached to the original of these minutes. David Russell has formally resigned from his position as Deputy Treasurer now that Helen Armour has taken over. David was thanked for all his past work. There was a Fiscal Committee meeting on Friday, 20<sup>th</sup> January and the minutes have been sent to the Management Committee by Email. The Jardim Vista issue is now closed.

Vendap: This firm are contracted to clean the Tardis once a month. The internal cleansing is carried out by Jorge's staff. Jeff and Guy will liaise to pin down a satisfactory process for payment of Vendap bills.

It was agreed the subject of repayment to the Founder Members be reviewed at a later date.

Membership applications: 2 new membership applications have been received from ex-Amendoeira players, Jennifer and Alan Preece. These applications were approved and Jeff will send them the welcome letter when they pay their membership subscriptions.

Jeff said he will copy the management committee members whenever he updates the membership register.

**Secretary's report:** Jan reports that she is endeavouring to promote our club, by publicity in the local newspapers/magazine, which have produced some phone calls from interested people. Jan has also given bowling and accommodation details to Paul Rawlings, who will forward them to a French club, who are interested in visiting our club, and the Algarve in 2013. Jan agreed to send a letter to Peter Browne, who has kindly donated his bowls and bag to the club, being unable to play any more. Jan showed those present the print out of the proposed pennant, that she and Guy had sourced from a firm in Portimao, at a cost of 3.55€ each. These will be ordered and collected by Guy in readiness for our forthcoming touring teams. Jan said she had recently sorted out the books, and Irene Kerr has taken 2 bags of old books, to the charity shop. We do need another bookcase, and Irene has said she will keep her eye open at her charity shop for one. Regarding touring teams, Jan reports we have 21 confirmed tours this year, with 2 to be confirmed. Sue will deal with the food for the touring groups, and Jan has forwarded details of the individual reps. to her.

It was reported that Ken Rawlins has volunteered to open the club on Thursdays if needed, but it was pointed out that at the moment the Australian Pairs are being played on that day, so no additional manning is necessary.

**Social Secretary:** nothing to report. David believes the Valentines' Day competition preparation is coming together, and we may have a buffet on this day. John Freeman is organising the bowls event.

**Facilities Manager:** Guy reports that the maintenance company want to apply a light sand top dressing on Friday 4<sup>th</sup> February. This is a roll up day and it was thought the maintenance should be done in the afternoon. Tom agreed to talk to Guy about this. Guy believes we are getting value for money with our present green crew.

David showed those present the proposed new club sign and said he intended to try and get a discount by allowing the company to show their logo. Regarding the Constitution working party, the work is almost finished and will then be shown to the Management Committee for their approval. David said the minutes of the last Don Camillo meeting have been circulated.

3. **Job Descriptions:** It was thought that job descriptions for the various club posts should be prepared. Jeff has drafted one for the Deputy Treasurer and for the Social Secretary and David has prepared one for the Facilities Manager. These have been reviewed and accepted by the current post holders, and will now be circulated for review by the rest of the committee.

4. **Club Discipline:** There has been some concern about the behaviour of a club member and David and Tom agreed to speak to the person concerned.

5. **Action List:** Jeff has undertaken to update this. Actions outstanding were discussed and dates agreed for completion. It was agreed Guy approach the company providing our pennants, regarding key rings which were seen on the last visit, and which could be suitable for our club. Specimen to be obtained if possible. Stickers/pens are already in hand.

EuroFinesco sponsorship, Tom dealing with this and will ask them to visit a.s.a.p. Some discussion followed on what we would want sponsored, e.g. shirts etc.

Regarding the damaged David Hills banner, David R reports he is not sure when this will be repaired. Jeff will check with David Hills when he visits to discuss club insurance. Sue is dealing with the BP finals day catering. David is dealing with the new sign for the front of Don Camillo. A briefing on green fees needs to be held with the "Open Uppers". The pergola work has commenced.

6. **Club Archives:** Some discussion followed on this subject in relation to how Management Committee members store their records. No changes were thought necessary in the short term.

7. **Members' suggestions:** An idea had been verbally put forward by a member, regarding the possibility of arranging a social function at the restaurant, i.e. bridge evening, scrabble etc. with a meal. This to be discussed at a later date.

8. **A.O.B.:** David explained we were paying DC staff the sum of 5€ p.h. to keep the club house clean together with the Tardis. When the touring teams arrive, the Tardis needs to be spotless and the clubhouse cleaned and aired.

Jeff reports that he believes BP will ask us to run a St. Georges' day event on 23<sup>rd</sup> April.

Jeff has also spoken to Worldwide Brokers, who are interested in speaking to our members and/or sponsoring an event. So far nothing further has been arranged.

9. **Date of next meeting:** Wednesday 29<sup>th</sup> February 2012, at 2 p.m.

