

## **Minutes of Valverde management meeting held on wednesday november 28<sup>th</sup> 2012**

Present:

David Russell [Chairman ]

Maria Romano [Treasurer ]

Keith Henley [Captain ]

Jen Preece [Acting Secretary ]

Sue Hunt [Social Secretary ]

Terry Kerr [Fiscal Committee Chairman ]

The meeting opened at 2pm

### **1. The minutes of the last meeting and matters arising.**

- The minutes were accepted by the Committee
- Keith Henley has spoken to the open uppers with regard to new players. The open uppers will ensure that new players receive some tuition.
- Only three rinks on rollup days can be booked for matches, and players will draw for rinks. This has to be supervised by the Open Upper on rollup days.
- Maria Romano has obtained small receipt books and will provide them to all who collect money for events and games as necessary.
- ASCA have asked for a machine to measure blood oxygen levels. The committee agreed to this purchase and Maria will obtain a photograph from ASCA to let VBC members see what has been purchased.
- Maria stated that new regulations say we must now file a tax return each year. We have still had no answer from Finesco in spite of many requests regarding filing for the 2011 year so decided to seek an new accountant. Maria Romano's accountant will be asked to give us a quote for the work..
- The translation of the ACTA for the October AGM minutes has now been completed. The cost of 40 euros was agreed by the full committee.
- Jack Romano has submitted his bill for green maintenance. This included the hire of a scarifying machine, 4 tons of silica sand, granular fertiliser, and seeding. The cost was around 500 euros. It was agreed the committee needs to formally record the actual costs as the request submitted contained the rental for a large deep tining machine which may not be necessary. Maria will provide a detailed note but the full committee agreed that the work should proceed. It is scheduled for the closure over Christmas.
- The new cupboards for locking up club clothing and the rentable bowls should soon be in place.
- David Russell provided a trophy catalogue and suggested each member of the MC should choose a preferred, hopefully distinctive, design for small trophies , so that the club may order in small quantities rather than rush to obtain each one at the last minute. These trophies are for individual presentation at Club events and will be ordered with the club Logo but may be engraved with the event and the player's name

immediately after the event. Sue Hunt was the first to take the catalog for review.

- The restaurant has been given the green closure dates.(Friday December 14 to re-open Wednesday January 2)
- The new email circulation list for active members has been provided by Jeff Perry. It is to be used to advise all members of major problems or events. Jeff retains a longer list that reaches out to former members and inactive members to advertise the news letter for example.

## **2. New member co-opted to the MC**

Terry Kerr was officially welcomed to the management committee as a co-opted member.

## **3. VBC representative to BP sub committee to replace Keith Henley**

As Keith has been elected President of the Assembly of Bowls Portugal, he can no longer serve as VBC's representative on the BP development sub committee.

The VBC MC has received two nominations, Terry Kerr and Margaret Wilson.

Terry Kerr was asked to leave the room whilst the issue was discussed.

It was unanimously agreed that Terry Kerr be our representative, with Margaret Wilson in reserve, as they are both away frequently but for different periods.

The chairman will do a note to both candidates, confirming the decision.

## **4. Monthly reports for November**

- Keith Henley, Captain raised the issue of the position of the pergola. Currently the pergola causes part of the first three rinks to be constantly in shade. It is proposed to swing the pergola around ninety degrees. It was agreed unanimously that this was necessary for the long term benefit of these rinks and should proceed.  
The cost is estimated at around 400 €. With some work being done by our Greenkeeper. The initial work will commence whilst the green is closed over the Xmas period.  
Keith reported that the club is performing well in the Bowls Portugal leagues.  
Terry Kerr felt that the Bowls Portugal AGM was too concerned with the Internationals in which only some 20% of BP members show interest.
- Maria Romano, treasurer, reported that all fees have now been paid for the current year. It was agreed that the committee will discuss at each MCM a monthly statement showing the spend and income for the month plus the account balance.  
There is to be a raffle at the Xmas dinner dance, all guests are asked to donate a prize.  
The buying of gifts for special birthdays and other occasions was discussed. The committee agreed the gift for Carol Barnes and wished to thank Margaret Wilson for purchasing the gifts for this years Xmas dinner dance and authorised the expenditure.  
It was agreed however, that this issue needs more control and will be debated prior to any similar event brought to the Committee's attention  
The Portaloo requires cleaning, Terry Kerr will arrange. A suggestion to lock the portaloo after cleaning was rejected. It was agreed to try again to sell the portaloo but meantime Terry Kerr will contact the maintenance company when requested to occasionally empty the container to ensure that it is hygienic as it will be impossible

to prevent people using it.

Terry Kerr asked if we can have a budget projection for the year now that we know which members are staying at the club. Maria Romano agreed.

- Sue Hunt, social secretary, reported that the Xmas lunch at The Lemon Tree restaurant has been well supported. All monies have been paid to The Holiday Inn for the Xmas dinner and dance.

As there has not been enough interest for December, the suggested club quiz night has now been set for Saturday January 26<sup>th</sup>, when Brian Pullen will be back to organise it.

## **5. Sub Committee Reports**

Jen Preece, secretary, thanked Terry Kerr for his email regarding the AFPOP community site. Alan Preece has been in touch with AFPOP, and we will be advertising on the site.

It is hoped to report on club events in the local press.

The issue of a representative for the Bowls Portugal sub committee was dealt with earlier. The next Bowls Portugal meeting is in January.

## **6. Sponsorship**

Premier FX have agreed to provide 50% of the cost of another 30 shirts with the PFX logo. Club members who do not have shirts or who require further shirts should contact Roma Gilchrist or Pat Collins. Thanks were expressed to Peter Rexstraw of Premier FX for his support and it was agreed to invite him to our Xmas Dinner Dance. Also see note on garment supplies under AOB below.

## **7. New membership applications**

Two new membership applications have been approved, but we are awaiting payment of fees.

## **8. Any Other Business (AOB)**

- No new shirts will be ordered until Pat and Roma have done a complete survey of members to establish a record of sizes and fittings. They will then contact the current supplier to obtain a quotation for the minimum quantity required to maintain a low price and satisfy members actual needs, so that stock can be kept to a minimum.

PFX logo shirts will be required for matches where the club is playing a league game but the existing white cotton shirts can be used for rollups and friendly games.

Pat and Roma will be looking into name badges that can be switched between garments, rather than the more expensive and time consuming process of having names embroidered.

- Discussion took place on the use of drop mats to protect the grass. A visiting team recently refused to play on the mats as they were too light.

It was agreed that the mats should be taken up for league games.

David will look into the possibility of purchasing better quality mats that can be put down or taken up easily. The use of mats is essential due to the damage caused by bowlers who do not release the bowl correctly.

Members are to be encouraged to draw errant bowlers attention to persistent dropping and if necessary advise the Captain, so that he can have a quiet word with offenders.

- An analysis of the attendance at roll ups for the past 2 years was produced to see if a trend could be clearly seen. This will be put on the noticeboard for the interest of members, though trends are difficult to detect.
- It was suggested that bowling be extended to the afternoons. There could also be team practise in the afternoons. It was agreed that this be looked into next year.
- The difficulty in arranging club competition matches was also discussed. It was agreed to consider fixed competition days for next year.
- Seven day opening was discussed. This could be organised with a rota for opening. If all members were prepared to volunteer this could mean a very small individual commitment. The Chairman and Captain will confer on how this rota can be set up and organised.
- It was agreed that a training day once a month would be beneficial. This would take place in the afternoon after a rollup. Keith is to organise.
- The translation of the new constitution is under way and the Chairman will then organise a meeting with Valter Duarte (lawyer) to review the new ACTAS book and set a meeting with the Notary to certify the new constitution.
- Information has been obtained regarding the banks requirements for club signatories. this will be processed by Maria Romano as soon as possible.
- Jorge Paulo of Don Camillos has requested that the monthly fee of 50 euros for the VBC contribution towards the new storeroom and toilets commence as from January 2013. This was agreed by the full committee which also accepted that the €5.00 meal for club members and touring club lunches would rise to €6.00 from January 1.
- Terry Kerr asked if the club Code of Conduct is available. Jeff Perry has been asked to include it on the club website as it is in fact referenced by the club Constitution.
- It was agreed that the next Open Day be Sunday February 10<sup>th</sup>  
*When we all hope it will not rain like the last time!*

## **9. Date of next meeting**

Wednesday December 19<sup>th</sup>.