

Minutes of Valverde management meeting held on Wednesday January 30th 2013

Present

David Russell [Chairman]

Maria Romano [Treasurer]

Keith Henley [Captain]

Jen Preece [Secretary]

Sue Hunt [Social Secretary]

Terry Kerr [Fiscal Committee Chairman]

The meeting opened at 2.10pm

1. The minutes of December`s virtual meeting and matters arising.

- The minutes were accepted by the Committee.
- Jeff Perry is to be asked to send the photograph of the charity presentation to Alan Preece for inclusion in the Portugal News.
- The budget for 2013 is now complete and has gone to the Fiscal Committee.
- The trophy catalogue has been passed on to Keith Henley
- The portaloos have been emptied and locked. Jack Romano has offered to store it in his yard until such time as a buyer is found. This offer was accepted.

2. Monthly Reports

- Keith Henley, Captain, reported on the talk given by Sylvia Boon, England Coach, on Wednesday January 23rd. The talk was well attended and notes were taken by Margaret Wilson. Sylvia explained how to coach new people to the game of bowls. She also discussed the rules of bowls, and everyone found it extremely helpful. It is proposed to now set up a monthly training session, to be held after a morning roll up. Volunteers will be needed to be trainers and observers. It was felt that we have sufficient skills within the membership to accomplish this. It was suggested that Margaret Wilson`s notes could be circulated, also, training notes provided by Terry Kerr. It was also suggested that using video could be useful.
- Keith reported that moving the pergola around ninety degrees had made a considerable difference to the green. The grass is now growing really well in the area that was in shade. It was felt that the greens need to be swept in the mornings to remove the water. It was agreed to try to get a suitable brush from the UK.
- The club is not doing very well in the various leagues but it was agreed that most members were enjoying taking part. It was felt that training sessions would help to improve play. It was suggested that there should be team training, perhaps with a specific league rollup occasionally.
- Maria Romano, treasurer reported that figures for the month up to that day showed a slight overspend but that income received that day would redress the balance.
- The committee agreed to pay a bill of 582euros for chemicals for the green.

- There was discussion on the refund to founder members of monies as agreed at the A.G.M. The total agreed to be repaid was 7000euros plus 5000 euros to Henry Parlour in payment of his first call loan. Jeff Perry has produced a table showing the monies to be paid which amounts to 89euros per 1000euros. The committee felt that this was a strange amount and agreed instead to pay 7.5% of the original loans. Any member who does not wish to take their money can leave it in the club to be set aside for the clubs benefit. Such payments will be anonymous.
- Maria produced the welcome letter to be sent to all new members of the club. David has produced a list of what information new members need. There was some discussion on the objection procedure. Terry Kerr asked if this was a black ball system. David clarified that any member wishing to object to the acceptance of a new member should object to the chairman or captain. These objections to be discussed at a management committee meeting.
- Sue Hunt, social secretary, reported that the quiz night has been arranged for Thursday February 7th. Around fifty members and guests are to attend.
- There will be a valentines fun competition and meal on Wednesday February 13th. Sue will send out an email to members.
- David asked if the schedule for the touring teams has been organised. Keith advised that Penny has this well in hand.
- It was agreed that the system for the Open Day on Sunday February 24th should be the same as in October last year. All members are to be asked to bring snacks and a drink, and as many guests as they can. Alan Preece to be asked to put a proper advertisement in the Portugal news.
- Sue was asked to provide a monthly schedule for Flor.

3. Sub Committee reports

- Terry Kerr reported on the Bowls Portugal Sub Committee meeting. Terry has been elected as chairman of the sub committee. He wishes to make meetings more transparent with minutes available to Bowls Portugal members. It is felt that members of the Management Committee have too great a workload and that there should be delegation of jobs to other committees.
The sub committee is to have terms of reference. It has also been suggested that the Bowls Portugal website be more informative.
It has been suggested that Bowls Portugal should have a disciplinary procedure, this will be discussed.
It has been agreed that Val de Luz can play all their home fixtures at the away clubs. The Val de Luz players will not pay green fees.
- Terry Kerr reported on the Valverde Fiscal Committee meeting. The committee have accepted the revised budget proposal. They have discussed the problem of the Valverde financial year not coinciding with the tax year. Valverde will change their financial year. There was discussion on strategy, including seven day opening, training days, job descriptions for committee members and delegation of jobs to other club members. The committee asked about the club code of conduct, David stated that

this has now been implemented. There was also discussion on appropriate dress code. The fiscal committee is also keen to determine the exact amount of debts the club has to ensure that the reserve held is sufficient.

- The Clothing Sub Committee have had a very good written quote for club shirts. These will be a poly cotton mix and cost 14.50euros. They are awaiting samples.

4. New Membership Applications

The club has six new members. David has produced new membership cards and also amended our information leaflet which now includes our voucher scheme.

5. Any Other Business

- Margaret Wilson has found a supplier for scorecard holders at £4.50 each but there is an £8.75 shipping cost for six scorecards. Sue is to check whilst she is in the U.K. if she can get them at a similar price and bring them back with her.
- David has found a sponsor for bookmarks. These will be provided free and we can have our details on one side. We can then give these to touring teams. David needs someone to write the text for us.
- Terry Kerr suggested that a good complimentary gift is a small towel with a belt clip. Maria will check with a supplier for costs.
- The question of individual receipts for all monies paid in was queried. It was felt that the daily cash sheet should be sufficient for green fees. Maria is to check with the accountant.
- David requested that all files emailed should be **doc** not docx and **xls** not xlsx please.
- (this makes it easier for those who have older copies of MS office to download and read)
- Jack Romano is to provide a quote for a plastic sheet to enclose the west end of the pergola to prevent the wind blowing notices off of the boards.
- George has offered to set up wireless in the restaurant if we will pay half the cost. A majority of the committee felt that there was no advantage to the members in doing this.
- A sheet clarifying all green fees is to be produced for the notice board.

6. Date of the Next Meeting

Friday March 1 2013