

## Darwin Bowls and Social Club

### Minutes of the Board of Management meeting held at Darwin Bowls and Social Club on 15 April, 2025

	Meeting opened at 6 pm	Action
1	<b>Present-</b> Andy Cruse (AC), Julian Richards (JR), Shirley Campbell (SC), Greg Cooper (GC), Barry Orr (BO), Hilary Hunter (HH), Marty Garnett (MG), Pete DeGreenlaw (PD) Adrian Monro (AM)	
2	<b>Apologies</b> Nil	
3	<b>Previous minutes</b> Accepted by JR and BO.	
4	<b>Business Arising</b> <ul style="list-style-type: none"> <li>• <b>Circulation of Memo re “giving back”</b>- Information is on The DBC Facebook page and club Notice Board. An email to all Full and Pensioner members will be sent out reminding members that to receive financial support from DBC to attend competition events, members are required to give back by helping the club for three hours.</li> <li>• <b>DBC Patron-</b> WIP</li> <li>• <b>NT Sports Vouchers</b> – DBC has been approved to participate in the School Sports voucher scheme. A DBC Junior member has redeemed his vouchers and is using them at the club.</li> <li>• <b>Constitution Committee</b> – five members have volunteered to join a committee to review the Constitution so that any changes can be put to the 2025 DBC AGM. AC is to Chair the committee. Contact details for the members to be sent to AC.</li> <li>• <b>Club Map</b> – AC to contact MG for assistance to complete the work,</li> <li>• <b>Pensioner Membership eligibility</b> – the Constitution Committee (CC) will clarify the criteria for all membership categories</li> </ul>	HH BO  HH  AC  HH AC MG  AC & CC
5	<b>Reports &amp; Correspondence</b>	
5.1	<b>Managers’ Report (JW)</b> <ul style="list-style-type: none"> <li>• The manager reported that the club is looking good</li> <li>• Staff Leaving -Tilly will be leaving in just under two weeks and Lou Lou will be leaving in a month</li> <li>• A new staff member will start work next week</li> <li>• The Bar Manager is running down stock so that a new Manager is able to restock</li> <li>• A request for a shade cloth cover to be put over the door leading to the ice machine. MG will arrange</li> <li>• Approval sought to have one of the beer lines fixed, cost just under \$300. Approval given by the Board</li> <li>• EFTPOS machine – has been repaired and is working</li> <li>• RSG certificate. DBC will pay the cost of the certificate for bar staff, however, if bar staff do not remain employed at the club for longer than 6 months, they will be required to pay the club back the cost of their RSG certificate. The cost will be deducted from the staff members salary. Bar Staff will be asked to sign a Deduction Form when they commence employment so they are aware of their financial obligation to the club</li> <li>• Quiz night- AM reported that the night has good potential. Corrine will be approached to run the quiz night and AM will provide the questions</li> </ul>	MG  AM
5.2	<b>Treasurers Report (report provided by BO)</b> <ul style="list-style-type: none"> <li>• March Financial report circulated by BO on 15 April. Some discussion around the reports,</li> <li>• Bar sales are up 15% on March 2024 sales, wages are a key expense, YTD is behind where the club would like to be but the figure is in black</li> <li>• Carnival Sponsorship is on track</li> <li>• Carnival entries are going well. Nightcliff to be used as a “spillover” if sufficient numbers, bowlers will rotate so all teams play at DBC</li> <li>• Request made that some funds raised from the Carnival be returned to the club so facilities can be upgraded / repaired. BO agreed.</li> <li>• RV Park, meetings held with DCC and Crown Lands. Work continues on the application</li> </ul>	AM  AM

5.3	<b>Green Keepers Report (MG)</b> <ul style="list-style-type: none"> <li>Report from the Green Keeper is attached</li> <li>Two of the edges on the undercover green are ready to be replaced by MG and his team. MG sent the quote from Berry Bowls to all Board Members. Motion passed at the last Board meeting to proceed</li> <li>Lights to be replaced. There is a limited number of replacement globes available and they are expensive. There may be a Government Grant that could assist in the purchase of the replacement globes</li> <li>Thank you to the Team who work with MG – they are doing a great job and the club is in good shape.</li> </ul>	MG MG DC BO
5.4	<b>Bowls Report (SC &amp; PD)</b> <ul style="list-style-type: none"> <li>New membership applications ratified by the Bowls Committee. AM to allocate membership numbers and update Back Office, HH to update BowlsLink and add member number discs into the Barrel for the membership draw.</li> <li>Di Wear Memorial Day raised over \$9,000:00 – all funds are donated to the NT Cancer Council. A big thank you to all involved in the day</li> <li>Pennant List – JR working on this</li> <li>May Day pairs – JR working on this event</li> <li>Friday Morning Bowls – the organisers have requested that they be allowed to run raffles on Friday mornings. All funds raised will be banked and put toward paying for the Friday morning bowlers Christmas lunch. The Board agreed to this with the condition that all the raffle self-funds all prizes for the raffle.</li> </ul>	AM HH  JR JR
5.5	<b>House and Social Report (GC)</b> <ul style="list-style-type: none"> <li>The payment square has been damaged which has created a lot of follow up, plus to activate the square a six-digit number is sent to the previous Bar Managers mobile phone. Work continues on the payment square.</li> <li>Lockers – new lockers to be installed when the doors to the Women’s bathroom is repaired and re hung</li> <li>An electrical conduit to be secured by MG</li> <li>Carnival Shirt, CFS can supply, cost \$70. The Carnivals main sponsor, Darwin Galvanizing, will be named on the shirt (all sponsors will be named but DG will be more prominent) Darwin Bowls Club to be written on the collar of the shirt</li> </ul>	GC  MG BO
5.6	<b>Correspondence (HH)</b> <ul style="list-style-type: none"> <li>An audit of the memberships was completed in early April</li> <li>Marian McLauchlan has agreed to fill in as the Board Secretary for the months of June, August and September while HH is away. HH to hand over templates etc to Marian.</li> </ul>	HH
6	<b>General Business</b>	
6.1	<ul style="list-style-type: none"> <li>Condition of Managers Office - requires work to repair and clean. HH to consult with AM and organise with SC</li> </ul>	HH SC
6.2	<ul style="list-style-type: none"> <li>Gambling Licence for Bar Staff (delt with under Bar Managers Report)</li> </ul>	
6.3	<ul style="list-style-type: none"> <li>Bar Manager Position to be advertised via Seek as little response to ads that are currently out. Board Secretary to be replaced on the interview panel by GC. GC has vast experience in hospitality and Bar industry</li> </ul>	BO
6.4	<ul style="list-style-type: none"> <li>Greens Keeper and Bar Manager to be kept “in the loop” with events/competitions</li> </ul>	
6.5	<ul style="list-style-type: none"> <li>Agreement reached with Board members that a letter be sent to Nightcliff offering the use of DBC undercover green for Tuesday night bowls when, due to wet weather, the event would be cancelled at Nightcliff.</li> </ul>	HH
6.6	<ul style="list-style-type: none"> <li>Club gossip – no Board member had heard any gossip around the club about members health issues.</li> </ul>	
6.7	<ul style="list-style-type: none"> <li>Discussion around sub committees sending minutes of their meetings to The Board</li> </ul>	
7	<b>Business without notice</b>	

7.1	Club Security – BO was asked if all of the codes in the club have been reset since to previous Manager and Assistant Manager have recently left the club. To be attended	BO
7.2	Early Opening for Bar – JR asked if it is possible to get permission to open the Bar at 9am during the Carnival as this could boost bar sales	MG
7.3	Life Membership – MG spoke about the work put into the club by two members and nominated them for Life Membership All Board members supported both of the nominations Motions to be put to the 2025 DBC AGM	HH
8	<b>Meeting closed</b> at 7:35pm Next meeting to be held on Tuesday 6 May, 6pm at Darwin Bowls Club	