



Hilton Park Bowling & Recreation Club (Inc.)

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Minutes of a Meeting of the Committee

Date: 11th June 2025
Time: 4.00pm
Location: Hilton Park Bowling Club

Present: Michael Broadbridge (President)
Dorraine Stone (Secretary)
Graeme Kibell (Outgoing Treasurer)
Andrew Ryder (Treasurer)
Dave Van de Ven (Men's Captain)
Rob Fortini (Greens)

Apologies: Glenn Dwyer (Social)

Opening and Attendance

Andrew Ryder was welcomed as the new Treasurer. Apologies were noted for Glenn Dwyer (overseas) and the Ladies Captain, Judy Dean, who is not required to attend committee meetings. Dave van de Ven will act as spokesperson in the Ladies Captain's absence. The Bar Chair position remains vacant, with Michelle van de Ven currently serving in an interim capacity. The duration of her acting role is yet to be determined. The committee extends its thanks to Michelle for stepping into the role and supporting the bar team during this period.

A quorum was present, and the meeting commenced at 4.05pm.

Declaration of Interests

Each member advised that they had no conflict of interest.

Minutes of Previous Meeting

The minutes of the previous meeting were reviewed and accepted as a true and correct record, with no accuracy concerns raised.

Minutes to be displayed on the Notice Board.

Matters Arising

A brief review was conducted to confirm all significant outstanding actions are accounted for. No issues were identified.

Hidden Treasures Music Festival Update

Planning for the Hidden Treasures Music Festival is progressing well. To date, 175 tickets have been sold, with total attendance expected to reach approximately 400 patrons. This event presents an excellent opportunity for the club to raise its profile, connect with the local community, and generate valuable income.

The City of Fremantle has requested approval to use a smoke machine during the event. All appropriate safety measures will be in place. Shaun Farrell will be asked to isolate the smoke alarm system if required and ensure it is re-activated post-event.

Given the limited kitchen space reserved for artists, catering will remain simple. A sausage sizzle will be offered, featuring sausages and onions in hot dog rolls, with approximately 300–400 sausages, 9 kg of onions, and sufficient rolls to be purchased. The BBQ will be set up outside the main entry for visibility and ease of access, with a wet-weather contingency plan in place.

Food will be priced at \$5 per serving, with payment options including cash, bar tokens, and EFTPOS via the Square terminal.

Volunteer support is strong, with 19 members confirmed to attend. Volunteers will wear maroon club polo shirts for easy identification. Shaun Farrell will oversee operations at the Can Bar, Graham Kibell will manage BBQ purchasing, setup, and service, and Dorraine Stone will coordinate all volunteers.

Dorraine Stone is handling liquor licensing compliance, checking beverage stock levels, and arranging top-up orders if necessary. Dan Murphy's has been nominated as a backup supplier. A \$1,000 cash float has been secured in preparation for the event.

POS System Upgrade and Operational Changes

The club is moving ahead with a major upgrade of its Point of Sale (POS) and EFTPOS systems to improve efficiency, reduce financial losses, and support a shift to a fully cashless environment. The current systems are outdated, costly, and difficult to manage, especially with the club's growing calendar of events. Two systems — SwiftPOS and ImPOS — have been thoroughly evaluated, but a final decision is yet to be made.

In conjunction with the upgrade, the club will simplify its loyalty program by phasing out the unsustainable points system while retaining the 15% discount for eligible members. This change will reduce complexity for staff and improve value for regular patrons.

Membership cards will also be upgraded from magnetic strip to barcode format, aligning with modern POS technology and enabling better event ticketing, member tracking, and promotional capabilities.

The club will purchase new hardware outright and continue using its current merchant service provider to avoid lock-in contracts and maintain flexibility. The upgrade will be funded through club reserves and revenue from upcoming events, such as the Hidden Treasures Music Festival, with no need for additional fundraising from members.

Next steps include selecting the final POS system, placing orders, scheduling installation, training staff, and informing members of the changes. The upgrade is expected to deliver improved reliability, financial sustainability, and better member experience, while positioning the club for future digital growth.

Transition to Cashless Operations

The committee discussed ongoing issues with managing Club finances, in particular handling large amounts of cash and the time and effort required by the Club Treasurer to account for incoming and outgoing cash. It was highlighted that the bar often runs out of cash due to members and patrons frequently requesting cash withdrawals alongside purchases. The committee agreed that current cash management processes place unnecessary stress on volunteers and staff, complicate operations, and increase security concerns.

To address this, the committee agreed that the club will transition to a fully cashless bar system with timing aligned with the implementation of the new POS system. The committee agreed that this will:

- **Increase Safety & Security:** Going cashless helps protect our volunteers and staff by reducing the risk of theft and loss.
- **Create Greater Efficiency:** Speeds up transactions and reduces admin and banking burdens.
- **Align with Modern Convenience:** Reflects how most people pay today—tap-and-go, mobile, or card payments.
- **Provide Greater Accountability:** Ensures accurate records for the club's finances and helps meet compliance standards.
- **Assist with Club Sustainability:** Saves time and resources for the club, allowing focus on members and the sport.

The Secretary will develop a communication plan to assist our members with the transition. Clear signage and announcements via newsletter and social media will support the change. The Plan will include two phases as per below:

Phase One (effective immediately): The bar will no longer offer cash-out services.

Phase Two (from the end of July 2025): All bar transactions will be card-only. Raffle tickets can still be bought with cash, but no cash handling will occur at the bar.

The committee agreed this phased, well-communicated approach will help ease the transition and improve volunteer management.

Membership Data Cleanup

A review of the membership database revealed many inactive members holding small legacy card balances, creating financial liability for the club. While these amounts are tracked in a trust ledger, no expiry policy currently exists.

Proposed actions include introducing expiry or inactivity clauses, leveraging the POS system upgrade to clean up records, sending renewal reminders to lapsed members, and seeking legal advice on handling unclaimed funds.

Bar Roster & Costs – Summary

Concerns were raised about inconsistent bar staffing and the current rostering, which is managed by Dee—the club's only Duty Manager—who sometimes reduces her own hours to save costs. The committee agreed better oversight is needed. Michael Broadbridge will follow up with Michelle and Dee to ensure future rosters are balanced, cost-effective, and meet club needs.

The committee also agreed to informally identify potential new bar staff or managers and encouraged members to approach experienced part-time bartenders who might be interested in casual work at the club.

Treasurer Handover

Graham and Andy are working together to complete the financial handover, making sure the Treasurer's responsibilities are clearly defined and smoothly transferred. A detailed duty statement for the Treasurer role will be sent to Andy for review to aid his onboarding. The committee agreed that if any gaps appear during the transition, other members will step in to help. The focus is on ensuring continuity in financial and administrative tasks, maintaining clear records, and keeping reports up to date.

Facility and Maintenance Oversight

Shaun Farrell has volunteered to take on the Facilities and Maintenance portfolio. He will manage the coordination of repairs and planned works. A maintenance logbook will be placed behind the bar for volunteers and staff to report maintenance concerns.

All maintenance issues, including leaking taps, faulty lights, or grounds upkeep, should be recorded in the logbook. Shaun will review the log regularly, determine priorities, and liaise with trades as required. This system aims to streamline communication and prevent minor issues from escalating due to inattention.

Key Register

Dorraine Stone is updating the club's master key register. Many keys have not been formally recorded, resulting in uncertainty around access permissions. A formal communication will be issued requesting that all keyholders notify the club of what they possess and return unused keys.

The committee supports a strict approach to key management going forward, including recording issue dates and expected returns. The updated register will improve security, especially with external hirers and third-party users.

Lease Progress

The lease renewal process with the City of Fremantle is nearing finalisation. Most of the proposed terms have been reviewed, discussed, and accepted. The remaining unchanged clauses were assessed and considered fair.

The draft lease document is being prepared, and once issued, will be signed by the appropriate office-bearers. Michael Broadbridge acknowledged the input of Dorraine, Graham, and Dave in steering this important matter.

Paddle Tennis Project & Bocca Soccer Facility Update

The paddle tennis group has begun on-site measuring and planning as part of the initial stages of their proposed development. They have been approved to proceed with detailed planning and engineering reports, which will be submitted to the local Council for formal approval. The group will contribute \$20,000 per year to the club through a sublease arrangement, providing a valuable new revenue stream.

Currently, Bocca Soccer occupies part of the facility without a formal lease or financial contribution. The area required for the new paddle courts overlaps with the space used by Bocca Soccer, and detailed planning has confirmed that integration of both activities is not feasible due to spatial and logistical constraints. As a result, Bocca Soccer has been advised that relocation will likely be necessary. The committee remains open to working with both parties and the City of Fremantle to support a smooth transition.

New Bore & Water Servicing

The City of Fremantle has agreed in principle to the installation of a new bore to enhance the club's water supply and support ongoing irrigation and landscaping needs. Given the scale and cost of the project, formal approval is still required. The City will assess the proposal for regulatory compliance and environmental impact before giving final consent. Once approved, the new bore will significantly improve the club's ability to maintain its grounds efficiently and sustainably.

Facility Upgrades

The City of Fremantle is moving forward with replacing the western-facing windows with double-glazed units. This upgrade will eliminate the need for external security bars, enhance building security, and improve insulation and temperature control. As part of the same project, the sliding door near the bar area will be slightly relocated. A fire safety review will be conducted to ensure the sliding door is adequate and is not required to serve as an emergency exit, confirming that the building's two other exits are fully compliant and sufficient for emergency egress.

This work has also prompted discussion about updating the club's internal flooring. The committee is considering installing new tiles behind the bar and potentially replacing the heavily worn carpet throughout the clubrooms. The existing carpet is over 20 years old and was originally sourced second-hand. Members will be encouraged to assist in identifying and sourcing suitable, cost-effective flooring materials. These improvements form part of a broader plan to modernise the facility, enhance aesthetics and comfort, and increase the club's appeal to both members and external users.

Membership Applications

The committee approved membership applications from Jimmy Jobey and Pete Larard. Jimmy is well known at the club and positively regarded, while Pete, transferring from Kardinya, was noted for his friendliness and good sportsmanship. Dorraine Stone will notify both, arrange payment, and issue membership cards.

The committee also discussed concerns about past conduct from some Kardinya members, reaffirming that all applications will be judged individually. To support a respected environment, all new members will receive the club's Code of Conduct and behavioural expectations.

Grants and Funding Opportunities

Andrew Ryder informed the committee that his partner, who has strong experience in local government grant writing, is willing to help the club identify and pursue grant opportunities. The club has previously secured a major grant for installing the synthetic surface, with funding split between the State Government, the City of Fremantle, and the club. However, a key challenge is that many grants require the club to provide a significant financial contribution, which can limit the types of grants the club can realistically pursue.

The committee discussed exploring grants for lighting upgrades, ground improvements, and technology enhancements. They noted that some grants cover equipment or projects with little or no financial input required from the club, making these particularly attractive options. Andrew's partner researched other clubs' successes with major projects like roofing, which could be relevant to the club. Smaller grants, such as those from Australia Post, were also mentioned for minor upgrades like tiles or carpeting.

Michael Broadbridge highlighted the importance of technological upgrades to improve membership and supported applying for grants in this area. Andrew confirmed the club has registered with a grants hub and will actively search for opportunities over the next three months.

While council funding may be limited, the committee agreed smaller grants around \$5,000 remain accessible and valuable, especially when they don't require club contributions. To move forward, Andrew will collaborate with his partner to create a wish list of suitable projects for grant applications. The club plans to continue monitoring and pursuing grants that align with its goals, focusing on initiatives that benefit members while keeping financial strain low.

Joe Bajic

An update on Joe's suspension was provided. Michael Broadbridge will review the original email and letter sent to Joe to confirm the exact suspension duration and details. It was suggested to follow up with Joe's wife to clarify his status and decide on the next steps.

Close

The Chair thanked the committee for their input and contributions. The meeting was adjourned at 5pm on a positive note, acknowledging the progress and ongoing activity within the club.

Next Meeting

4pm Wednesday, 9th July 2025

Minutes recorded by

Dorraine Stone

Secretary

11th June 2025