



### Minutes of a Meeting of the Committee

**Date:** 9<sup>th</sup> July 2025

**Time:** 4.00pm

**Location:** Hilton Park Bowling Club

**Present:** Michael Broadbridge (President)  
Dorraine Stone (Secretary)  
Andrew Ryder (Treasurer)  
Dave Van de Ven (Men's Captain)  
Rob Fortini (Greens)  
Glenn Dwyer (Social)

#### Opening and Attendance

The Chair opened the meeting, welcoming all members. It was confirmed that the Ladies' Captain would not normally attend regular meetings but may be invited during the season as required. The Chair acknowledged the late invitation extended to Graeme Kibell, with a commitment to clarify his role in the transitional handover process.

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

#### Declaration of Interests

Each member advised that they had no conflict of interest.

#### Meeting Objectives and Agenda Overview

The Chair outlined the purpose of the meeting:

- Resolve 4–5 critical decisions affecting club operations and governance.
- Facilitate 5–6 in-depth discussions to guide future strategy and compliance.
- Close outstanding action items, particularly where topics overlap for efficiency.

Members were encouraged to contribute constructively to ensure timely decision-making.

**Acknowledgment:** The Committee expressed its sincere appreciation to Dorraine Stone for her hard work in enhancing governance documentation and implementing constitutional updates.

#### 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.

## Treasurer's Handover and Financial Controls

Incoming Treasurer Andrew Ryder has reported significant challenges in completing the full transition of Treasurer responsibilities. While outgoing Treasurer Graeme Kibell is assisting with the process, several critical systems and assets remain inaccessible. Additionally, Debbie Beesley, Treasurer prior to Graeme, still holds extensive access and authority over key functions that should now be transitioned.

### Key Issues Identified:

1. Bank Account Access:
  - Andy does not yet have full signatory rights to the club's bank accounts.
  - Temporary access is being managed via Deb, who remains an authorised signatory.
2. Access to Critical Systems and Records Still Outstanding:
  - Online banking credentials have not yet been transferred to Andy.
  - The club's password register remains unavailable.
  - Access to the accounting software is still pending.
  - The club laptop, containing historical financial records and software, has not been handed over.
  - ATO (Australian Taxation Office) online access remains registered under Deb's credentials.
3. Outdated Access Rights:
  - Deb, despite no longer holding a formal financial role, retains signatory status and control over several key platforms.
  - These access rights need to be revoked to ensure secure and compliant operations.

### Committee Resolution:

The Committee expressed concern over the delays and the associated operational and compliance risks. The following resolutions were agreed upon:

1. Mandatory Handover Deadline:
  - A complete handover to be finalised within 7 days.
2. Handover Requirements:
  - Completion and signing of all bank authority forms to establish Andy as a full signatory.
  - Handover of the club laptop, including installed accounting software and historical records.
  - Secure transfer of all credentials, including:
    - Online banking
    - Accounting software
    - Password register
    - ATO access
3. Access Revocation:
  - Debbie's access and authorisations to financial platforms, including the ATO and bank accounts, to be reviewed and revoked where no longer required.
  - This includes de-registering her from the ATO business portal and removing her signatory status.
4. Temporary Oversight Arrangement:
  - Oversight and support from Graeme will continue on a temporary basis until Andy has full, independent control of all required systems.

## Next Steps:

- Andy, Graeme, and Debbie to collaborate to ensure full completion of the above deliverables within the specified timeframe.
- The Committee will review progress at the next meeting and confirm closure of the handover and decommissioning of outdated access.

## Approval of SwiftPOS Accounting and Point-of-Sale System

The Treasurer presented a detailed proposal for implementing the SwiftPOS point-of-sale (POS) system to improve the club's accounting processes, inventory management, and bar operations. The system aims to modernise operations, reduce administrative workload, and improve accuracy.

### Key Points:

- Automation & Integration:  
SwiftPOS integrates with MYOB accounting software, automating financial transaction entry and reducing manual errors, streamlining reporting, and easing the burden on volunteers.
- Cost Overview:
  - Initial setup cost: Approximately \$7,000
  - Ongoing annual fees: Around \$2,500
- EFTPOS Terminals & Banking:
  - The club will continue using Commonwealth Bank for EFTPOS and banking services.
  - The existing EFTPOS terminals are compatible with SwiftPOS but are aging and may need to be upgraded in the future for improved reliability and performance.
  - The Committee agreed to explore terminal upgrade options with Commonwealth Bank in due course.
- Implementation Plan:  
A phased rollout will take place over two weeks, with comprehensive staff training to ensure a smooth transition and minimal disruption to club operations.

### Committee Resolution:

The Committee unanimously approved the purchase and implementation of the SwiftPOS system.

### Action Items Assigned:

- Andy will:
  - Finalise vendor contracts
  - Coordinate system setup and configuration
  - Oversee staff training
  - Manage the phased rollout
  - Begin discussions with Commonwealth Bank regarding potential EFTPOS terminal upgrades

## Membership Renewals, Eligibility, Access Controls, and Membership Card Terms

The Treasurer reported that approximately 70% of members have renewed their memberships for the upcoming season. Memberships expire annually on 30th June. Many members currently hold expired memberships, which affects their access to membership benefits.

The Club's automated card access system is functioning effectively. Members with expired memberships retain physical access to the club premises but are restricted from using their membership cards for bar purchases and other membership benefits until membership fees are paid.

## Discussion and Resolutions:

1. Membership Approval Process:
  - Full Membership applications will continue to require Committee approval.
  - Intermediate and Social Membership applications will be automatically accepted unless flagged for review.
2. Membership Eligibility and Rights:
  - Intermediate and Social members will be advised that they have no voting rights and are ineligible to participate in pennant competitions or club championships.
3. Grace Period and Card Access Suspension:
  - A 60-day grace period will apply following the 30th of June membership expiry date.
  - During this period, members may still enter the club, but their membership cards will be deactivated for bar use and other membership benefits.
  - If fees remain unpaid after the grace period, suspension of card services will continue until renewal is completed.
4. Communication and Transparency:
  - The club website and membership renewal invoices will be updated to clearly reflect the expiry date, grace period, and access suspension policies, along with membership rights by category.

## Membership Card Terms and Conditions:

The Committee noted that the following terms are printed directly on the physical membership cards issued by the Club:

- Membership cards are valid only while membership remains current and financial.
- Stored monetary value on cards may only be used for Club goods or services during active membership.
- Cards become invalid upon membership expiry; stored balances are non-refundable and non-redeemable in cash.
- Cards are non-transferable and remain the property of Hilton Park Bowls Club.
- Members are encouraged to renew prior to expiry to maintain uninterrupted access to card benefits.
- The nominated annual membership expiry date is 30th June each year.

## Action Items:

- Secretary to ensure card access systems align with these policies.
- Secretary to draft and distribute member notices regarding renewal deadlines and policy updates.
- Secretary to update the club website and renewal invoices to reflect the clarified policies and terms.

## Review of Constitution and Membership Cases

The Committee reviewed several individual membership cases requiring clarification in line with the Club Constitution:

Players attending Thursday Pairs and Weekend Scroungers: The Committee reviewed individual membership cases requiring clarification under the Club Constitution, specifically regarding participation in the Thursday Pairs and Weekend Scroungers events.

It was confirmed that, in accordance with the Constitution:

- Participants must be current members of HPBC, members of an affiliated Club, or invited guests of a member.
- Invited guests must take out a daily membership to participate.

- Players who have been suspended or expelled from the Club are not permitted to play during the period of their suspension or expulsion.

The Committee agreed that these conditions must be upheld for all winter competitions.

Action: Broadly to address with specific individuals as needed.

### **Behavioural Conditions on Membership – Case of Joe Bajic**

The Committee considered past behavioural issues related to member Joe Bajic. The committee decided to allow Joe to renew his membership, should he choose, with appropriate behavioural conditions and consequences for future poor behaviour clearly communicated.

To ensure a respectful and constructive approach, communication regarding these conditions will be conducted sensitively through Joe Bajic's partner.

Action Items:

- Michael Broadbridge to formalise the membership conditions in writing to Joe Bajic via his partner.

### **Cash Minimisation Project**

To improve financial security and streamline bar operations, the Committee reviewed and approved a new cash withdrawal policy with the following provisions:

- Cash withdrawals from the bar till will be limited to a maximum of \$20 per transaction.
- The committee noted that the transaction fee associated with the cash withdrawal must be passed on to the person making the withdrawal (i.e. the Club will not assume this cost).

The Committee emphasized that the primary objective is to increase club security and decrease the time and effort required by the Club Treasurer to manage cash.

Action Items:

- Bar Manager to coordinate staff training on the new withdrawal procedures.
- Secretary to email members and provide signage for the bar area.
- President to verbally communicate the change at the next Club Thursday Pairs competition
- Treasurer to monitor and report on the effectiveness of the new policy after implementation.

### **Bar Staff Salary Review and Recruitment**

The Committee reviewed current bar staffing levels and salary classifications, concluding:

- Donita Davids has been serving as Bar Manager on a probationary basis, performing duties at a higher pay level than currently classified. The Committee resolved to approve her promotion and backdate the pay adjustment accordingly.
- There is an urgent need to recruit additional bar staff, with particular focus on sourcing a person who holds approved manager status to ensure compliance and smooth operations.
- Recruitment efforts will include social media, online job platforms, and outreach to local venues to attract suitable candidates.
- Committee members will share responsibility for recruitment to ensure efficiency and thoroughness.

Action Items:

- The Executive Committee will coordinate Donita Davids' promotion and pay adjustment.
- The Secretary will draft a job advertisement for the recruitment of additional bar staff, with emphasis on finding an approved manager.
- Committee to collaborate on recruitment efforts and provide regular updates at future meetings.

## **Club Championships and Event Scheduling**

The Committee discussed concerns regarding the congestion of club events scheduled between February and April, highlighting issues such as member fatigue and calendar clashes.

Key points included:

- Exploring options to consolidate competitions where possible to reduce scheduling conflicts and member burnout.
- Ensuring preservation of traditional trophies and popular events, specifically the "Mixed Fours" season finale, to maintain member engagement and club heritage.
- The importance of finalizing and publishing the full season calendar as early as possible to encourage member participation and minimize confusion.

Action Items:

- Dave van de Ven to review and propose a consolidated event schedule for Committee approval.
- Dorraine Stone to publish the finalized season calendar on the club website and circulate via member communications as soon as possible.
- Ensure traditional and popular events are maintained within the revised calendar.

## **Television Infrastructure Upgrades**

The Committee noted that the current television setup is outdated and suffers from poor signal quality, despite recent improvements from a newly installed antenna.

It was agreed to:

- Plan to replace the multiple small TVs currently in use with a large screen display capable of sharing club information and live broadcasts more effectively.
- Explore opportunities to secure sponsorships or donations from electronics retailers to assist with funding the upgrade.

Action Items:

- Michael Broadbridge to investigate suitable large screen options and potential sponsorship opportunities.
- Provide progress updates at subsequent Committee meetings.

## **Strategic Projects Updates**

- **Synthetic Greens:**

Recognized as a long-term goal with no immediate progress expected. Any development would likely occur in 2-3 years, dependent on Council budget and approval.

- **Irrigation and Reticulation:**

Ongoing discussions with the Council regarding bore replacement and precinct-wide irrigation upgrades. Recent meetings with Council staff confirmed the bowling greens have the oldest bore in Fremantle, necessitating a capital works project to replace it.

Challenges include the high-pressure output of the bore damaging the irrigation system due to lack of pressure regulation. A new plan is being developed to upgrade all irrigation zones except potentially the greens, where innovative solutions from other clubs (such as specialized spraying techniques) are being researched.

Council representatives are currently measuring the precinct to formulate a practical and achievable upgrade plan that supports the broader precinct irrigation needs without immediate bore replacement.

- **Padel Sports Lease:**

The lease extension (proposed 20 years with a 10-year sublease) is under negotiation and requires Council approval. Council management emphasized the need to demonstrate significant community benefit from the Padel sports project beyond the interests of developers.

As part of this, a portion of lease payments collected by the club would be passed to Council to create a fund for Hilton Park precinct improvements, benefiting the wider community and supporting future projects. This approach appears promising to Council and is being pursued actively.

- **Club Maintenance Requests:**

Requests for floor repairs and window replacements have been submitted and are pending Council approval.

The floor condition is becoming a safety concern; a photo was forwarded to Council to emphasize urgency. The maintenance contact has escalated the issue to management for prompt action. Window replacement discussions are ongoing, with some budget reportedly allocated for this in Council plans.

Action Items:

- Continue engagement with Council on irrigation system upgrades and lease negotiations.
- Monitor progress of maintenance approvals and escalate as necessary.
- Review innovative irrigation solutions for the greens and update the Committee.
- Liaise with Council to ensure clear communication on strategic projects and their timelines.

## **Social Events**

The social chairperson, Glenn Dwyer, reported on his ideas for upcoming events:

- **Food Truck Monthly Event Proposal:**

The idea was raised to host a monthly food truck event at the club, targeting the second Wednesday of each month. The concept is to rotate different food trucks (Italian, Asian, etc.) to attract members and the broader community.

Challenges encountered include difficulties contacting food truck operators, many of whom require pre-orders due to financial risk and will not accommodate walk-up customers. This poses a problem for the casual, club-focused event format.

It was suggested to trial a single food truck operator first, testing feasibility and community interest before committing to a regular schedule.

Marketing and promotion beyond the membership base are deemed essential to attract sufficient attendance, drawing lessons from previous limited success with food truck events in the precinct.

- **Existing Social Event Opportunities:**

It was noted that several existing events and traditional calendar highlights (e.g., Melbourne Cup, Christmas in July) have either diminished or were not held recently, presenting opportunities to revive and enhance them.

Building on these events could generate stronger member participation and financial benefit without creating excessive workload.

- **Financial and Operational Considerations:**

A target financial return of approximately \$1,000 per event was discussed to justify the effort involved in organising social activities.

Events should offer popular food options with reliable vendor cooperation to ensure member satisfaction and repeat attendance.

Seasonal team lunches and dinners during the Pennant season were also suggested as informal social gatherings that could be integrated into the calendar.

- **New Year's Eve Event**

Dorraine and Pete Stone continue to organise the annual New Year's Eve event. Ticket sales are managed through presales on Eventbrite, supported by extensive promotion via social media channels. Dorraine confirmed that preparations for the upcoming event are underway.

#### Next Steps:

Continue exploring interest from food truck operators with minimal time investment.

Review previous social event calendars and consult with past organisers to identify successful initiatives and gaps.

Develop a tentative social calendar incorporating revived traditional events and potential new activities, balancing workload and benefit.

Plan promotional strategies to engage both members and the local community for broader participation.

#### **Aggregate Score Boards for Pennants**

The Committee discussed the need for aggregate score boards during pennant matches to clearly display team scores for players and spectators.

- It was proposed that two aggregate boards be provided, one for each grass green, sized approximately one inch in height and two rings wide, sufficient for clear visibility.
- The boards should be manually updated by designated players during matches.
- A potential supplier has been identified who can provide the boards, and sponsorship opportunities on the boards will be explored to offset costs.
- Placement of the boards is planned for visible locations, such as the corners of the greens.

The proposal was well received, with the Committee agreeing to proceed with sourcing the boards and finalizing sponsorship arrangements.

### **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, 13<sup>th</sup> August 2025

### **Minutes recorded by**

Dorraine Stone  
Secretary  
9<sup>th</sup> July 2025