



Hilton Park Bowling & Recreation Club (Inc.)

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Minutes of a Meeting of the Committee

Date: 11th November 2025

Time: 4pm

Location: Hilton Park Bowling Club

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

Opening and Attendance

The Chair opened the meeting, welcoming all members.

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

Review project progress, operational matters, membership, funding, and community engagement to ensure effective management and development of the club.

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 / Action Review

Synthetic Green Replacement – Funding

Discussion:

The committee discussed the long-term funding required for both the replacement of the existing synthetic green and the potential installation of a second synthetic green. It was proposed that two new dedicated reserve accounts be established to ensure adequate funds are accumulated for these future capital works.

A monthly contribution of \$750 per account was recommended, with the understanding that this amount will be reviewed regularly and adjusted as needed to meet projected costs. The committee noted that the objective is to build sufficient reserves to cover the club's share of the cost of a second synthetic green within the next three years.

Decision:

The committee agreed to proceed with contributions of \$750 per month per account. The accounts will be monitored, and adjustments will be made as required to ensure the funding goal is achieved.

Action:

- Establish two new accounts for synthetic green replacement funding.
- Implement monthly contributions of \$750 per account.
- Review account balances and funding progress periodically, adjusting contributions if necessary.

Winter Competition Finances & Green Fees**Discussion:**

The committee discussed the existing green fee structure, noting that members are currently charged \$3 per game. There was discussion regarding why members are charged green fees on top of membership fees, while other sporting clubs include this charge in their annual membership fee. It was acknowledged that a comprehensive review of the green fee model is required to ensure that fees accurately reflect the cost of green maintenance and contribute appropriately to overall cost recovery.

Decision:

- The Treasurer and President will review green maintenance costs in relation to revenue from green fees.
- The fee structure will be adjusted if required to ensure sustainability and cost recovery.

Action:

- Conduct a detailed comparison of green maintenance costs versus green fee revenue.
- Propose adjustments to the green fee structure if necessary.

Sponsorship Deposits & Signage**Discussion:**

The committee discussed the need to maintain an up-to-date sponsor list and ensure that all Sponsorship Packages are properly documented for reference, reporting, and signage purposes.

Decision:

The President will compile and maintain an updated list of sponsors, including relevant package details.

Action:

- Establish a system to track sponsor details, contributions, and signage requirements.
- Ensure the list is regularly updated and available to the committee for reference.

Equipment & Grounds Maintenance**Discussion:**

- The committee noted that the greens mower has been serviced.
- The City of Fremantle has verbally agreed to install automated reticulation, and they are currently finalising plans and costings to do so.

Decision:

- Continue to monitor equipment and grounds.
- Follow up with City of Fremantle regarding reticulation issues to ensure timely resolution.

Action:

- Maintain records of servicing and ongoing issues.
- Review progress at each committee meeting.

Club Security**Discussion:**

- The committee noted vulnerabilities at the side door. An interim measure of installing grates was discussed.
- Long-term security improvements were discussed, including obtaining quotes for a monitored security system.
- The President will discuss ongoing fencing issues with the new mayor to explore potential solutions.

Decision:

- The Greens Director will implement interim security measures and monitor effectiveness.
- The Treasurer will obtain quotes for a monitored security system for consideration.
- The President will follow up with local authorities regarding fencing improvements.

Action:

- Track progress of interim and long-term security measures.
- Report updates to the committee at the next meeting.

Website & Communications**Discussion:**

The committee noted that the website has been updated, including the advertisement of summer opening hours.

Decision:

Continue to maintain and update the website to ensure accurate and timely communication.

Action:

Monitor website content regularly and make corrections or updates as required.

Treasurer's Report**Discussion:**

The Treasurer presented a detailed financial report:

- Current monthly turnover: Approximately \$30,000.
- October P&L: Improvement from a loss of \$12,000 last year to a profit of \$42,000 this year.
- Revenue increase attributed to improved function management and tighter bar control.
- Function deposits have increased by approximately 57% compared to the previous year.
- Cash reserves: \$17,000 available.

Decision:

Continue to monitor bar operations closely to maintain efficiency and revenue performance.

Grounds & Green Usage**Discussion:**

- The Committee noted that while there are existing Monday volunteers, additional support is needed—particularly for grounds maintenance tasks such as weeding and general upkeep. With the recent loss

of a couple of regular volunteers, the Committee agreed that efforts should be made to engage more volunteers to ensure these essential duties are adequately covered.

- The committee discussed the current under-utilisation of the grass green, which is presently not in regular use. It was proposed that a weekly pennant match be allocated to the grass green to ensure consistent usage and support ongoing maintenance requirements.
- Scheduling: It was agreed that Dave van de Ven and Tony Maxwell will coordinate team usage to ensure the fair and efficient allocation of all greens. They will work together to develop a clear schedule that supports balanced usage and aligns with club requirements.

Decision:

- Continue efforts to fill Monday volunteer positions.
- Implement weekly grass green allocations to optimize usage and investment.
- Coordinate scheduling through designated team members to maintain fairness and efficiency.

Action:

- Monitor volunteer coverage and green usage weekly.
- Report updates and issues to the committee at subsequent meetings.

Club Events & Social Activities

Discussion:

- Friday competitions and semi-finals have been successful, with attendance continuing to increase.
- The committee noted the importance of inclusion of new members, including transgender members, in all club activities.

Decision:

- Implement a formal new-member welcome process to improve engagement and integration.
- The Social Director will begin planning for the Christmas party on the last Friday before Christmas, including theme, timing, and activities.

Action:

- Develop and document a new-member welcome procedure.
- Form a small planning group to organize the Christmas party and report progress to the committee.

Strategic Initiatives

Discussion:

- Lease discussion: The President will attend the upcoming council meeting to represent the club's interests.
- Padel courts project: Progress is being monitored, with updates to be provided as developments occur.
- Reticulation maintenance: Ongoing, with bi-weekly follow-up to ensure issues are addressed promptly.
- Lighting upgrades: Under consideration to improve energy efficiency and reduce long-term costs.

Decision:

- Continue monitoring all strategic initiatives and provide updates at future meetings.
- Prioritize initiatives that enhance club facilities, efficiency, and sustainability.

Action:

- Report outcomes from the council meeting regarding the lease.
- Maintain regular follow-up on reticulation, Padel courts, and lighting upgrades.

Inclusion & Diversity

Discussion:

- The committee emphasised the importance of inclusivity and the active engagement of new members in all club activities.
- A suggestion was made to hold a new-member meet-and-greet session that includes an overview of the club's facilities, activities, and opportunities for involvement.

Decision:

- Implement a formal new-member welcome and orientation process, including a meet-and-greet session to introduce them to the club and its community.

Action:

- Develop and schedule the meet-and-greet session.
- Ensure new members are provided with information and support to engage fully with club activities.

Action Items

Item	Decision / Approval	Responsible	Due Date
Synthetic green accounts	\$750/month contribution approved	Treasurer	Immediately
Winter competition fees	Review and adjust if required	Treasurer/President	Next meeting
Sponsorship tracking	Document sponsors packages, deposits, signage	President/Social	Next meeting
Security	Install grates and obtain monitored system quotes	Greens/Treasurer	Next meeting
Bar operations	Maintain current efficiency monitoring	Executive Committee	Ongoing
New-member welcome	Implement orientation session	Committee	Immediately
Christmas party	Plan event details	Committee/Social	Immediately

Close

The Chair thanked the committee for their input and contributions throughout the meeting. The meeting was adjourned at 4:43 pm on a positive note, with acknowledgement of the club's progress and the ongoing activity and engagement across all areas.

Next Meeting

4pm Tuesday, 9th December 2025

Minutes recorded by

Doraine Stone

Secretary

11th November 2025