



## Hilton Park Bowling & Recreation Club (Inc.)

ABN: 69 394 509 279

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### Minutes of a Meeting of the Committee

**Date:** 14<sup>th</sup> August 2025  
**Time:** 12.00pm  
**Location:** Hilton Park Bowling Club

**Present:** Michael Broadbridge (President)  
Doraine 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.

A quorum was present, and the meeting commenced at 12.05pm.

#### Declaration of Interests

Each member advised that they had no conflict of interest.

#### Meeting Objectives and Agenda Overview

- The Chair noted that the club had experienced significant activity since the previous meeting.
- The meeting's focus was to prioritise key items, provide updates on ongoing projects, review the action list, and ensure outstanding matters were addressed in a timely and structured manner.

**Acknowledgment:** The Chair extended thanks to Doraine Stone and Andy Ryder for preparing and providing all meeting paperwork. Their ongoing work and dedication behind the scenes were acknowledged and appreciated.

#### 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.

#### Personal Membership Card Matter

The committee reviewed an issue involving a member who was using their personal membership card to pay for drinks at a monthly function hosted at the club. The transaction resulted in the accrual of a large number of reward points which were then used for personal gain.

The issue was identified approximately 2–4 weeks prior to the meeting. Initial attempts to contact the member and other parties for clarification were unsuccessful. Responses were eventually received after persistent follow-up.

The member expressed a belief that receiving a “kick back” for organising the function was acceptable.

Following discussion, the member offered their resignation, which was formally accepted in writing.

All outstanding amounts on the personal membership card, including reimbursements for purchases made in an official capacity, were settled by the club. Membership fees for both the member and their partner were reimbursed.

Members were reminded of the importance of integrity, adherence to club policies, and compliance with proper procedures when organising functions and handling club finances to prevent similar issues in the future.

## **Projects and Facilities**

### **Facilities:**

- The tile project has been completed successfully.
- Installation of double-glazing and a new sliding door on the western side of the building is scheduled over two days starting Monday at 7:00 AM.

### **Sustainability:**

The Chair confirmed the club’s registration with an organisation that supplies recycled office furniture and carpet tiles, which will be used for future club fit outs to enhance sustainability.

### **City of Fremantle Lease:**

- The lease has been formally executed with the common seal.
- Padel developers are progressing with building plans, with completion and any required actions anticipated before year-end.

### **Grounds Maintenance:**

Discussions regarding bulk grass clippings are ongoing. Options under consideration include collection by Council or processing using a family-owned chipper.

## **Membership Updates**

### **New Members Approved:**

- Brad Jolly, nominated by Shaun Farrell
- Jake Farrell, son of Shaun Farrell
- Jack Hogan (pending confirmation of submitted form)

**Resignation Noted:** Dougie Watson, due to relocation to Cockburn; resignation approved.

### **Sponsorship**

It was noted that Julie Kibell previously managed sponsorships, and the committee recognised her significant efforts and achievements in securing sponsors.

Glenn Dwyer agreed that he would absorb the sponsorship portfolio underneath his role as social director. Glenn has secured Major Motors as a sponsor for the AG boards, with an approximate value of \$2,500–\$3,000.

Sponsorship details include:

- Boards: 1200mm x 1200mm, foldable legs, sandbag option for windy conditions, vinyl advertising space.
- Club to provide a written agreement confirming ownership, terms, and the provision of new vinyl stickers at the start of each season.
- Financial arrangement: Club to purchase boards and invoice Major Motors for sponsorship; potential \$500 Council grant to offset costs.

Glenn, the Chair, and Secretary are to finalise sponsorship proposals and formal agreements, including options for additional advertising opportunities.

### **Action List and Operational Updates**

- SwiftPOS system implementation is in progress. Email and card data have been received, and itemized product lists are being reviewed to determine stock requirements.
- Members are being prompted to use points via the bar supervisor. Communication regarding points usage and timelines will be monitored.
- Outstanding “amber” items on the action list are progressing toward “blue” status, reflecting ongoing resolution of pending tasks.

### **Player Participation and Conduct**

- Participation by a non-member during Thursday and weekend games was reviewed. No significant issues were identified, and attendance may continue socially. Monitoring will continue with no formal restrictions at this stage.
- A reinstated member’s full membership was confirmed. The member was reminded to maintain appropriate conduct, with conservative selection for play until performance and behaviour are observed over time.

### **Bar Operations**

- Cash handling and cash-out procedures were reviewed. No issues or complaints have been reported since the implementation of a \$20 cash-out limit.
- Bar staff salaries and performance were discussed, with ongoing review to ensure effective management of the bar, a key revenue stream.
- Current challenges include the absence of a formal Bar Chair and ensuring accountability among volunteers. Dee will continue in a supervisory role, with guidance to manage bar operations and functions effectively.
- A recent incident highlighted scheduling and access issues for bar staff during a function. Processes will be reviewed to prevent recurrence and ensure proper staffing and accountability.
- Interviews for casual bar staff positions will proceed, with the Secretary’s oversight to maintain quality and reliability.

Staff pay issues, including back pay, are to be resolved by the end of the week.

### **Financial Update**

- Year-to-date financial performance compared with the same period last year:
- Overall income up nearly 20%
- Wages reduced due to shorter opening hours
- Green fees down ~\$500 due to weather-related cancellations and fewer available play days
- Sponsorship income pending receipt
- Cash handling procedures, including POS and cash terminals, are operating effectively.

- Deposits for upcoming functions ranged from \$200–\$300.
- Discussion on electronic transaction fees (~\$12,000 annually) highlighted that these costs are absorbed by the club. All other businesses pass these costs on to the consumer. Given the financial position of the Club, the committee agreed that these transaction fees will be incorporated into purchase prices, effective from the commencement of the new POS.
- Membership points have cost the Club approximately \$12,000 per year. The committee agreed that the point system is to be phased out, effective from the commencement of the new POS.

### **Grants and Club Improvements**

Synergy grants opened recently and close on 2 September; eligibility for community amenities and health program initiatives to be assessed.

Potential projects include:

- LED lighting upgrades throughout the club
- Furniture and carpet upgrades (budgeted up to \$10,000)

Incorporation of Ladies Day and other community engagement events to support grant applications

### **Facility Maintenance and Safety**

- Pergola damage from recent storms noted; urgent attention required to prevent further risk.
- A quote of \$4,500 was received for a blind in the smoker's area to reduce smoke impact on non-smokers; project deferred due to cost.
- Smoking compliance, education, and designated area enforcement were discussed. No structural changes planned at this stage.

### **Pennant Season and Event Planning**

- Pre-season calendar prepared to avoid January conflicts, with concentrated activity in February–March.
- Suggested pre-season players' function: informal pizza gathering in mid-October following the football Grand Final to engage Pennant players and foster community interaction.

### **Close**

The Chair thanked the committee for their input and contributions. The meeting was adjourned at 1pm on a positive note, acknowledging the progress and ongoing activity within the club.

### **Next Meeting**

4pm Wednesday, 10<sup>th</sup> September 2025

### **Minutes recorded by**

Doraine Stone

Secretary

14<sup>th</sup> August 2025