



## 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> October 2025

**Time:** 4pm

**Location:** Hilton Park Bowling Club

**Present:** Michael Broadbridge (President)  
Andrew Ryder (Treasurer)  
Dorraine 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 4pm.

### 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

- There were no significant outstanding issues reported.
- Most ongoing projects are progressing according to prior plans, with minor issues addressed as they arose.

### Treasurer's Report

The Treasurer provided a detailed financial report:

- Current Position: The Club is in a stable financial position. Operating expenses are being met without requiring additional funds.
- Sponsorship Receipts: All invoices for current sponsorships, including the Gilberts sponsorship, have been cleared.
- Synthetic Green Replacement Fund: The Treasurer proposed establishing a dedicated savings account to fund future synthetic green replacement, suggesting monthly contributions of \$1,000.

- Outstanding Payments: All payments for recent purchases and services have been made, with no overdue accounts.

Discussion:

- Members discussed the importance of segregating the replacement fund to ensure funds are available when needed, avoiding reliance on general revenue.
- Questions were raised regarding the possibility of adjusting green fees slightly in the future to maintain sustainability; it was agreed that this would be reviewed annually.

Decision: The establishment of the dedicated savings account for the synthetic green replacement fund was approved.

### **Green Fees and Competitions**

- Green Fees: Current rates remain at \$3 per player. Members agreed that fees are fair but suggested periodic review.
- Competitions: Winter competitions were reviewed; participation rates were high, and members expressed satisfaction with scheduling and course conditions.

Discussion:

- A query was raised about offering small incentives for higher participation, such as minor trophies or recognition, which was positively received.
- It was noted that careful management of competition finances is essential to ensure costs do not exceed revenue from green fees and entry fees.

Action:

- A financial review of winter competitions will be conducted to ensure green fees remain appropriate. Recommendations for adjustments, if any, will be presented at the next meeting.

### **Sponsorship**

- Current sponsorships, including Major Motors, remain in place.
- Installation of sponsorship signage was discussed; it was confirmed that signage must comply with council requirements.

Discussion:

- Members emphasized the need to confirm sponsorship deposits prior to ordering or installing signage.
- Suggestions were made to improve visibility of sponsor recognition in club communications and social media.

### **Grants**

- LED lighting grant application has been submitted.
- Additional quotes may be sought to ensure value for money.

Discussion:

- Members discussed the potential impact of the grant on operating costs and energy efficiency.
- It was agreed that successful grant outcomes would be communicated to members in the next communication to promote transparency and engagement.

### **Grounds and Equipment**

- The mower requires servicing, with estimated costs between \$500 and \$1,000.

**Discussion:**

- Members discussed prioritizing maintenance to avoid unexpected breakdowns during the competition season.
- Suggestions included scheduling mower servicing outside peak club activity periods to minimize disruption.

**Decision:** Formal quotes for mower servicing will be obtained and approved before scheduling work.

**Security**

- The alarm system is currently operational but unmonitored.
- Committee members will review overall security, including side-door access and potential enhancements.

**Discussion:**

- The need for monitoring and potential alarm upgrades was highlighted.
- Members discussed options including CCTV integration and formal access control measures.

**Action:**

- The Committee will review additional security measures, including monitored alarms and physical protections. Recommendations will be presented at the next meeting to enhance the safety of members and club assets.

**Club Events and Social Activities**

- Winter Competitions: Positive feedback from members, particularly regarding scheduling and community engagement.
- Upcoming Events:
  - New Year's Eve celebration with live entertainment confirmed.
  - Melbourne Cup planning underway, focusing on catering, logistics, and member engagement.

**Discussion:**

- Members discussed volunteer support for events, noting the need for clear roles and responsibilities.
- Ideas for increasing participation included early promotion and themed activities to engage families and new members.

**Action:**

- Continue promoting events to maximise member engagement and community involvement.

**Communications**

- Current channels include WhatsApp groups and noticeboards.
- The Committee will improve communications through website updates and structured email notifications.

**Discussion:**

- Members noted that not all members actively use WhatsApp, highlighting the need for multiple communication channels.
- The Committee agreed to update the club website with a full event calendar and implement streamlined email notifications. This ensures members are informed and can plan attendance in advance.

**Action:**

- Secretary to manage website updates and email communications on an ongoing basis.

## Summer Opening Hours

The Committee proposed the following summer hours:

Day	Hours
Tuesday	12:00 pm – 10:00 pm
Wednesday	2:00 pm – 10:00 pm
Thursday	12:00 pm – 8:00 pm
Friday	2:00 pm – 11:00 pm
Saturday	12:00 pm – 8:00 pm
Sunday	2:00 pm – 7:00 pm (volunteer coverage from 11:00 am if available)

Discussion:

- Members agreed these hours balance operational efficiency with member accessibility.
- Volunteer coverage requirements were emphasized to ensure smooth operation during extended hours.

## Other Business

- Replacement of broken Tremel kit items has been completed. Remaining equipment is in good condition.
- Bar staffing schedules were reviewed to ensure sufficient coverage and efficient operation.
- Members highlighted ongoing operational monitoring to identify improvements in service, maintenance, and communications.

## Action Items

Action Item	Responsible Officer	Target Date
Establish savings account for synthetic green replacement	Treasurer	Next Meeting
Review winter competition finances and green fees	Committee	Next Meeting
Finalise sponsorship deposits and signage	Treasurer/Social	ASAP
Service greens mower	Greens	Within 2 weeks
Review club security and side doors	Committee	Next Meeting
Update website and email communications	Secretary	Ongoing
Confirm and advertise summer opening hours	Committee	ASAP

## Close

The Chair thanked the committee for their input and contributions. The meeting was adjourned at 4.45pm on a positive note, acknowledging the progress and ongoing activity within the club.

## Next Meeting

4pm Tuesday, 11<sup>th</sup> November 20254

## Minutes recorded by

Dorraine Stone

Secretary

14<sup>th</sup> October 2025