



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

ABN: 69 394 509 279

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### Minutes of a Meeting of the Committee

**Date:** 10<sup>th</sup> 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

The objective of this meeting was to review current operational matters, monitor financial and membership performance, progress key projects and governance actions, and confirm responsibilities and next steps to support the ongoing effective management 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 Brand Accounts

- The Committee discussed the ongoing requirement to open multiple synthetic brand accounts to manage Club finances more effectively.
- Clarification was sought on specific account requirements, including the number and type of accounts, signatories, and authorities.
- It was noted that while account authorities have been obtained, multiple savings accounts could not be opened as originally intended.

#### Action:

- A formal letter will be drafted to the bank authorising the Treasurer to open and operate the accounts. Chair to draft and submit the letter to the bank.

## **Security**

- The Committee noted that security improvements, including gates, grates, and a monitored system, are required to enhance club safety.
- No progress has been made to date. The Chair acknowledged accountability for delays in pursuing quotes and reviewing security options.
- The Committee agreed that obtaining quotes and reviewing security requirements remains a priority.

### **Action:**

- Craig Stanley to be contacted for advice on monitored security systems.
- If unavailable, alternative providers to be engaged to conduct a security audit and provide monitored security options for consideration at the next meeting.

## **SECRETARY REPORT**

### **Appointment of Full-Time Bar Manager & Event Coordinator**

Leanne Bryant appointed to the full-time Bar Manager & Event Coordinator role. Brings extensive hospitality and management experience, strong customer service, team leadership, and time management skills. Announcement prepared for members and staff. Current roster for next week to be managed by Michelle until Leanne commences. Leanne's start date confirmed as 17 December 2025. She will take over rostering and event coordination thereafter.

**Action:** Transition bar rostering and event coordination to Leanne upon commencement. Secretary to announce appointment to members and staff.

### **Operations & Events**

Operational stability maintained despite staffing disruptions. Holiday roster planning underway. Due to current staff shortage, no additional functions will be scheduled until 2026. Ongoing monitoring by Secretary to ensure coverage for all upcoming events. Maintain operational oversight and ensure all scheduled functions are covered.

### **New Year's Eve Tickets**

79 tickets sold online; sales expected to surge after Christmas.

### **Hidden Treasures 2026**

Club confirmed for Hidden Treasures 2026 on 18 June; venue hire \$2,500. Bump-in 17 June, event 18 June, bump-out 19 June. One staff member required for coordination. Bar Manager's presence will assist with smooth event execution. Club participation confirmed, logistical planning underway.

**Action:** Finalise staff allocations and event logistics closer to the event; Secretary to coordinate with Bar Manager for planning and execution.

## **TREASURER'S REPORT**

- Financial position remains strong with significant turnaround compared to the same period last year. Improved cost control and reduced financial leakage acknowledged.
- Accounting and reporting have been historically maintained via Excel spreadsheets; GST allocation is correct, but no formal debtors/creditors register exists, limiting reporting visibility.
- Inventory and scanning: POS system barcodes mostly in place; some require correction. Incoming Bar Manager, Leanne Bryant, intends to implement a full inventory system to improve stock control and reduce shrinkage.
- EFTPOS merchant fees currently approximately \$450–\$500/month (~\$6,000 annually).
- Begin setting up suppliers as creditors within the system to improve reporting and visibility of cash flow.

- Full inventory system to be implemented by incoming Bar Manager.
- EFTPOS surcharge to be introduced effective January; funds to support major club projects, including synthetic turf replacement.

**Action:**

- Contact Stuart to implement EFTPOS surcharge on tills and systems.

## **GENERAL DISCUSSION**

### **New Member Welcome / Induction**

- Recent new member welcome event had limited attendance.
- Need identified to improve induction process for new members.
- Proposal to develop a simple, standardised induction process and welcome pack, including:
  - Brief walkthrough of club facilities
  - Written information outlining club operations and expectations
- Bar Manager to take primary responsibility for induction, with support from the Secretary.
- Implementation to commence once Leanne Bryant starts as Bar Manager.

**Action:**

- Develop and implement induction process and welcome pack.
- Assign tasks to Bar Manager and Secretary for content preparation and rollout.

### **Club Merchandise / Welcome Pack Items**

- Consideration of introducing low-cost club merchandise (e.g., T-shirts, stubby holders, hats).
- Merchandise to be included in new member welcome packs and sold behind the bar to members.

**Action:** Brian Smith to investigate merchandise options, including potential travelling shirts, and report back to the Committee.

### **Christmas Function**

- Invitations distributed via email and WhatsApp; RSVP numbers remain low.
- Members must bring a gift to participate in the Secret Santa game.
- Event scheduled for Friday, 19 December 2025 at 1:00 pm.
- Introduce small incentives/prizes for categories such as Most Stolen Gift or Best Secret Santa Gift to encourage participation.

**Action:**

- Reminder emails and announcements to be sent during upcoming club sessions.
- Secretary and Bar Manager to coordinate event arrangements.

### **Sponsorship Audit and Tracking**

- Updated list of sponsorship payments prepared.
- Signage audit to be conducted, including photographing current sponsor signage.
- Review of sponsors receiving exposure without current contributions (e.g., Dulux).
- Develop a clear sponsorship structure (Platinum / Gold / Silver).
- Consider a prominent sponsor board at the front of the club.

**Action:** Glenn Dwyer to lead sponsorship audit and report findings back to Committee.

### **Memberships**

New Member – Warren Grellier: Full membership application and payment received via website. Full memberships ordinarily require a proposer and seconder, followed by Committee approval.

**Action:** Secretary to contact new member to confirm introduction and advise of formal approval process.

### **Functions and Operations**

- Double Booking (Friday): Two groups scheduled concurrently; one group allocated to alfresco area, the other to lower green. Operational risk relates to bar tabs management.
- Wristbands: Agreed to manage separate bar tabs for concurrent functions; maintaining stock for future events noted as beneficial.
- Upcoming Events:
  - 20 December 2025: One function approx. 100 guests; another approx. 22 guests.
  - New Year's Eve: 79 tickets sold to date; capacity approx. 300–330; event to utilise hall with stage, catering, and outdoor bar arrangements.
- Secretary/Bar Manager to oversee operational coordination for upcoming events.

**Action:** Secretary to confirm wristband requirements with function organisers and arrange purchase.

### **Men's Toilet**

Concerns were raised regarding persistent odour and inadequate ventilation in the men's toilet. Current mitigation involves keeping the door closed.

**Action:** Investigate and implement appropriate toilet freshening and ventilation solutions to address the identified issues.

### **Additional Key for Fran**

Request received to allow Saturday morning access for sandwich deliveries. Additional key approved for operational access, provided alarm procedures are maintained.

**Action:** Manager to check availability of spare keys or arrange key cutting while ensuring alarm protocols are followed.

### **Carpet Replacement**

Replacement scheduled for Q1 next year, with a defined window for uplift and installation.

### **Reticulation Works**

Works have commenced to improve coverage and consistency across affected greens and areas.

### **Sub-Lease Proposal (External Party)**

External party progressing their sub-lease proposal with Fremantle Council. Club not directly involved in the process.

### **Patio Replacement**

The patio replacement project is under the management of Fremantle Council. The club has been informed that measurements, quotes, and all construction responsibilities are being handled directly by the council.

### **Rainbow Bowls Event**

Proposal to host a new Rainbow Bowls event. Committee needs to ensure a fully inclusive and welcoming environment. Decision to host the event is on hold pending review of approach for inclusivity.

### **Aggregate Boards**

The aggregate boards have been functioning effectively, contributing positively to the club atmosphere and enhancing competitiveness during matches. Glenn has confirmed the lead is responsible for updating the boards. It was agreed that updates should occur every four to five ends to balance accuracy with efficiency.

and to avoid unnecessary interruptions during play. The committee noted that having a designated lead ensures consistency and accountability for board management.

### **Greens Management**

Melville Bowling Club has requested assistance from Dan to support their greens management. At this stage, no formal commitment has been made.

### **Competitions and Scheduling**

The Mixed Pairs event has been postponed due to scheduling pressures across Friday–Sunday fixtures. Friday night formats were reviewed, with strong participation observed even when only a single game was played. The committee discussed the need to evaluate how different formats affect member engagement and overall competition flow. An end-of-season review will be conducted to assess the effectiveness of current competition formats, participation levels, and scheduling arrangements.

**Action:** Committee to conduct a formal end-of-season review to determine what worked well and identify areas for improvement in future scheduling and competition formats.

### **Events and Engagement**

Recent social media posts and videos have received overwhelmingly positive feedback, including comments from members of other clubs. The overall club atmosphere is noted as strong and engaging, contributing to a sense of community and participation. The committee agreed to continue promoting club events and sharing updates online to maintain engagement and enhance the club's profile.

**Action:** Continue regular social media engagement, monitor feedback, and report any significant comments or suggestions for consideration at future meetings.

### **Action List**

<b>Task</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Status / Notes</b>
Draft and submit letter to bank authorising Treasurer to open/operate synthetic accounts	Chair / Treasurer	ASAP	Pending
Implement EFTPOS surcharge on tills/systems	Treasurer	Jan 2026	Pending
Contact Craig Stanley for monitored security advice; if unavailable, engage alternatives	Chair	Next meeting	Pending
Transition bar rostering & event coordination to Leanne Bryant	Secretary / Michelle / Leanne	17 Dec 2025	Pending
Finalise staff allocations & event logistics for Hidden Treasures 2026	Secretary / Bar Manager	June 2026	Planning
Develop & implement standardised induction process & welcome pack	Secretary / Bar Manager	After 17 Dec 2025	Pending
Contact new member Warren Grellier for introduction & approval process	Secretary	ASAP	Pending
Investigate low-cost club merchandise options	Brian Smith	Next meeting	Pending
Conduct end-of-season review for competitions	Committee	End of season	Pending
Investigate & implement men's toilet ventilation/freshening	Facilities Manager	Q1 2026	Pending
Arrange additional key for Fran (alarm protocols maintained)	Facilities Manager	ASAP	Pending
Conduct sponsorship audit & review signage	Glenn Dwyer	Next meeting	Pending

Task	Responsible	Deadline	Status / Notes
Develop clear sponsorship structure & consider sponsor board	Committee	Next meeting	Pending

### **Close**

The Chair thanked the committee for their input and contributions throughout the meeting. The meeting was adjourned at 4:37 pm on a positive note, with acknowledgement of the club's progress and the ongoing activity and engagement across all areas.

### **Next Meeting**

Tuesday, 13<sup>th</sup> January 2026

### **Minutes recorded by**

Doraine Stone

Secretary

10<sup>th</sup> December 2025