



Annual General Meeting

Saturday 25 July 2020

1pm

Tokoroa Bowling Club

AGENDA

- 1. Welcome**
- 2. Obituaries**
- 3. Apologies**
- 4. Notices of General Business Items**
- 5. Confirmation of Minutes of Annual General Meeting held on 27 May 2019**
- 6. Presidents Report**
- 7. 2020 Financial Statement**
- 8. Election of Officers**
- 9. Confirmation of appointment of Reviewer**
- 10. Confirmation of 2020/2021 Subscription**
- 11. Consideration of any Remits**
- 12. General Business of which notice has been given - (must be presented in writing before 1pm)**



MINUTES OF THE ANNUAL GENERAL MEETING
of the
TOKOROA BOWLING CLUB Inc
held at the Tokoroa Bowling Club Pavilion
on Sunday 26 May 2019 @ 10.30am

WELCOME: President Bill Garrick welcomed members to the Annual General Meeting and asked that we observe a minute's silence to honour those members who had passed during the past year:

Tony Edgar, Gordon Harris.

PRESENT

C. Sullivan , S. Joyce, A. Garrick, B. Smout, F. Boyd, V. Proctor, W. Garrick, W. Boyd, D. Ward, B. Hewson, J. Savage, N. Edwards, T. Ivimey, R. Sullivan, P. Slattery, G. Norris-Palmer, G. Jones, P. Jones, M. Jones, R. Murphy, L. Murphy, M. Albutt, H. Frost, M. Bowers, N. Risbridge, R. Olsen, T. Cotter, B. Cody, L. Sullivan, Michael Lyttle, Muriel Lyttle, Brett Lyttle, M. Bowers, Heather Cox, M. Dobbyn, N. Edwards, K. Egan, R. Gardiner, Robin Ireland, Judy McPhee, J. Savage, Harold Veza, Kath Nepe

APOLOGIES

Michelle Clarke, Maria Howe, Kath Kendall, Carol Cox, Monica Henley, Diane McQuade, Les Broadhurst, Jan Eccles, Geoff Twigg, Dennis Hale

Moved that the apologies be accepted - K. Sullivan/ B. Garrick (Carried)

MINUTES OF LAST AGM

Moved that the Minutes of the AGM held on 28 May 2018 as tabled are a true and correct record - M. Jones/B. Garrick (Carried)

MATTERS ARISING FROM THE LAST AGM MINUTES - Nil

PRESIDENT'S REPORT – prepared by Vice President Ann Bernard

The 2018/2019 season has been marred by illness and difficulties which affected several members of our club and also the running of the club. Very soon after the start of the season our president Bill Garrick became unavailable for the season due to serious illness and I had to take over the reins.

Unfortunately, soon after this our Match Convenor stepped down from all duties. We were very lucky that an older member of our club was willing to fill the void that was left behind and with the cooperation of him and some others and the help of the people in and outside the committee, we kept the ship afloat. I thank you all for that.

The weather really cooperated this season and as a result the tournaments and the championships were all running quite smoothly.

Several bowlers of our club have done really well inside our club and also in outside competitions. It was very pleasing to see, that the "newer" generation of bowlers is starting to come to the fore in the championships. The tournaments attracted a pleasing amount of visitors from other clubs and even other regions (Taupo and Rotorua). Our kitchen Manager, Ann Manthey, is always succeeding in creating a hospitable atmosphere at tournaments. Several years now, our Club has been taking part in the Tri-Series between Rotorua, Taupo and Tokoroa. This year we came home twice with the "winnings"; a feat that had been unheard of in recent years. And this much to the delight of our "newer" bowlers, who took part this year.

Business House bowls was also really successful this season and I thank everybody who helped to keep this part of our competition also running well.

I am confident that our new committee will work hard to keep our club running well, and I wish them all the best for the coming season.

Moved That the report be received - M Olsen / B Lyttle (Carried)

FINANCIAL REPORT

Some discussion on the Shadex cloth and options for replacing it.

Moved - That the Financial report for 2018/19 season be accepted - L Murphy/M Albutt (Carried)

ELECTION OF OFFICERS 2019 / 20

POSITION	NAME	PROPOSER	2 ND
President	Bill Garrick	Ann Bernard	Glenda Norris-Palmer
Vice-President	Heather Cox	Ann Bernard	Glenda Norris-Palmer
Secretary	Lynley Murphy	Ann Bernard	Russell Murphy
Treasurer	Lynley Murphy	Kath Kendall	Russell Murphy
Catering Manager	Ann Manthey	Kath Kendall	Russell Murphy
Match Convenor	Russell Murphy	Lynley Murphy	Kath Kendall
Club Captain	Neville Risbridge	Russell Murphy	Kath Kendall
Welfare Officer	Norm Edwards	Bill Garrick	Ann Bernard
Committee	Dennis Hale	Bill Garrick	B Smout
Committee	Larry Sullivan	Ann Bernard	Bill Garrick
Marketing and			
Fund Raising	Nil		
Publicity Officer	Nil		

All nominations were accepted by the meeting and approved by acclamation. It was noted that a further two members can be co-opted onto the Board if need be.

SUBSCRIPTIONS

Russell Murphy has confirmed that Bowls Waikato (and Bowls NZ) will apply a slight increase in capitation fees in line with the increase in CPI. It was also pointed out that although first year bowlers are not required to pay any membership fees, we as a Bowling Club are required to pay capitation fees for their membership. After much discussion it was decided that First Year Bowlers would pay a fee of \$40. The annual subscriptions for full playing members would remain unchanged.

Moved – that the Annual Subscription for Full Playing members remain at \$85 per annum and that a subscription of \$40 be introduced for First Year Bowlers – R Murphy / K Nepe (Carried)

GENERAL BUSINESS

Russell Murphy –new Match convenor –

- will introduce a new bowls format for Sunday tournaments, to seriously lift the standard of bowlers. The Summer series will be held over Christmas. Looking for helpers on Wednesdays and Saturdays.
- Coaching – Propose to have coaching every fortnight, in evening hours.
- Reintroduce leads and twos to have meaningful tournaments.

Muriel Lyttle -

- the Champ of Championship Triples finals for women were played at Frankton Railway Bowling Club, Hamilton. This is not appropriate for the finals, lighting was poor; and date was changed. Bowls Waikato need to get proper scheduling of finals.
- Big 'thanks' to Ann Manthey in the kitchen for her wonderful catering throughout the season.
- New bowlers – can they put their names on tournament lists.

Brett Lyttle –

An umpire from Raglan (Eileen Stephens) is willing to come and talk about rules - need an umpire here

Michele Albutt –

- Annual Anniversary tournament – can it revert to fours? – Russell Murphy assured that it already has been done.
- Business House bowls – reported that this was successful this season.

- Clubs NZ – Tokoroa Club is again hosting the nationwide women’s’ tournament in November 2019.
- Tokoroa Club – AGM is on 30 June 2019 at 11am.

Cath Sullivan - proposed that new persons be available to do the BBQ on Thursday evening Business House bowls.

Morrie Olsen -

- queried whether the Club would have drawn teams for their open tournaments? Discussion followed.
- Queried whether Arapuni and Tokoroa Bowling Clubs could work together in setting out tournament dates etc. For instance, Arapuni Bowling Club works in with Putaruru Bowling Club on such matters.
- Michele Albutt – asked that it go on record, that she is not in favour of drawn teams.

LIFE MEMBERSHIPS

At the last Board meeting on 16 May 2019, it was approved that Life Memberships be awarded to **Stan Joyce** and **Robin Ireland**, for over 45 years each of service to the Tokoroa Bowling Club (Inc.). Frame Certificates were presented to both members.

Meeting closed at 11.35 am. Followed by prize-giving and happy hour.

TOKOROA BOWLING CLUB INCORPORATED

FINANCIAL REPORT
FOR THE 13 MONTHS ENDED 30 APRIL 2020

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TOKOROA BOWLING CLUB INCORPORATED

STATEMENT OF TRADING PROFIT AND LOSS
FOR THE 13 MONTHS ENDED 30 APRIL 2020

		<u>2019</u>
<u>BUSINESS HOUSE</u>		
<u>INCOME</u>		
Sponsorship	1,000.00	1,000.00
Registration Fees	620.00	-
Weekly Entry Fees	4,965.00	6,623.00
Raffles	2,038.40	-
Barbeque	885.78	-
	-----	-----
	9,509.18	7,623.00
<u>EXPENSES</u>		
Prizes	2,328.08	5,183.05
Barbeque Costs	563.70	-
Final Night Catering	500.00	-
	-----	-----
Total Cash Expenses	3,391.78	5,183.05
	-----	-----
<i>NET SURPLUS BUSINESS HOUSE</i>	6,117.40	2,439.95
	-----	-----
<u>TOURNAMENTS</u>		
<u>INCOME</u>		
Sponsorship	3,000.00	3,950.00
Entry Fees	2,684.80	3,545.00
	-----	-----
	5,684.80	7,495.00
<u>EXPENSES</u>		
Prizes	2,290.00	4,643.00
Other	1,358.89	-
	-----	-----
	3,648.89	4,643.00
	-----	-----
<i>NET SURPLUS TOURNAMENTS</i>	2,035.91	2,852.00
	-----	-----
<u>2019</u>		
<u>CLUB DAY</u>		
<u>INCOME</u>		
Entry Fees	1,992.00	2,858.00
<u>EXPENSES</u>		
Prizes	1,198.00	-
	-----	-----
<i>NET SURPLUS CLUB DAY</i>	794.00	2,858.00
	-----	-----
<u>CLUB SHIRTS</u>		
<u>INCOME</u>		
Sales	1,275.00	900.00
<u>EXPENSES</u>		
Purchases	1,276.27	900.00
Less Closing Stock	58.01	-
	-----	-----
	1,218.26	900.00
	-----	-----
<i>NET SURPLUS CLUB SHIRTS</i>	56.74	NIL
	-----	-----

TOKOROA BOWLING CLUB INCORPORATED

STATEMENT OF INCOME AND EXPENDITURE
FOR THE 13 MONTHS ENDED 30 APRIL 2020

INCOME

Net Surplus – Business House	6,117.40	2,439.95
- Tournaments	2,035.91	2,852.00
- Club Day	794.00	2,858.00
- Club Shirts	56.74	-
Subscriptions	6,640.00	5,235.00
Championship Entry Fees	1,315.00	1,321.00
Raffles	1,715.10	3,407.70
Centre Prize Money	245.00	144.00
Donations	1,780.01	-
Miscellaneous Income	95.00	344.00
Interest Received	14.27	14.74
	-----	-----
TOTAL INCOME	20,808.43	18,616.39

EXPENDITURE

Accounts Review Fee	471.50	-
Affiliation Fees	3,950.00	4,440.29
AGM Expenses	249.64	-
Bank Fees	10.00	-
Catering Costs	1,540.82	2,252.82
Centre Events	665.00	190.00
Honours Board/Engraving	478.40	701.95
Hospitality & Gifts	242.91	-
Membership Cards	692.88	-
NZ Turf Institute	1,104.00	-
Opening Day Expenses	176.67	-
Repairs & Maintenance – Buildings	1,431.65	435.02
- Greens	2,844.97	-
RSA Contra	0	1,200.00
Telephone Costs	807.69	726.70
Travel Expenses	442.00	813.00
Sundry Expenses	841.06	419.58
	-----	-----
TOTAL EXPENDITURE	15,949.19	11,179.36
	-----	-----
NET SURPLUS FOR THE PERIOD	\$ 4,859.24	\$ 7,437.03
	=====	=====

STATEMENT OF MOVEMENTS IN EQUITY
FOR THE 13 MONTHS ENDED 30 APRIL 2020

		<u>2019</u>
<u>EQUITY AT THE START OF THE PERIOD</u>	22,512.90	15,075.87
<u>EQUITY INCREASED BY:</u>		
Net Surplus for the Period	4,859.24	7,437.03
<u>EQUITY DECREASED BY:</u>		
	NIL	NIL
	-----	-----
EQUITY AT THE END OF THE PERIOD	\$ 27,372.14	\$ 22,512.90
	=====	=====

TOKOROA BOWLING CLUB INCORPORATED

STATEMENT OF FINANCIAL POSITION
AS AT 30 APRIL 2020

2019

<u>MEMBERS EQUITY</u>	\$ 27,372.14	\$ 22,512.90
	=====	=====
<u>CURRENT ASSETS</u>		
ANZ Cheque Account	0	17,147.67
ANZ Savings Account	0	6,005.58
Westpac Cheque Account	12,324.35	-
Westpac Savings Account	0.01	-
Cash on Hand	2,979.00	-
Stock – Club Shirts	58.01	-
	-----	-----
	15,361.37	23,153.25
<u>CAPITAL ASSETS</u>		
Shade Cloths	6,039.39	
Toilet Upgrade	4,286.54	
Scoreboard Upgrade	1,729.26	

	12,055.19	-
	-----	-----
TOTAL ASSETS	27,416.56	23,153.25
	-----	-----
<u>CURRENT LIABILITIES</u>		
Sundry Creditors	44.42	640.35
	-----	-----
TOTAL LIABILITIES	44.42	640.35
	-----	-----
TOTAL NET ASSETS	\$ 27,372.14	\$ 22,512.90
	=====	=====

TOKOROA BOWLING CLUB INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE 13 MONTHS ENDED 31 APRIL 2020

GENERAL

REPORTING ENTITY

The Tokoroa Bowling Club Incorporated was incorporated in November 1967 under the Incorporated Societies Act.

PREPARATION

This is a Special Purposes Report prepared for management and members.

MEASUREMENT BASE

The measurement base adopted is historical cost.

PARTICULAR

- The club qualifies for exemption from Income Tax.

- The club is not registered for GST and therefore the figures shown are GST inclusive where applicable.

- These financial statements have been subject to independent review. Please refer to the Reviews Report.

CHANGES

There have been no fundamental changes in accounting policies. All accounting policies have been applied on a basis consistent with last year.

However the following should be noted:

1. These financial statements are for a 13 month period to 30 April 2020, in order to bring them into line with the Balance Date stated in the Club Constitution.

2. A new format and presentation has been adopted this year.

The effect of the above is that the recording of comparative figures may be somewhat misleading.

3. The financial statements now show expenditure on Capital Assets in the Statement of Financial Position. Previous capital assets purchased may have been treated as expenditure in the Statement of Income and Expenditure.

TOKOROA BOWLING CLUB INCORPORATED

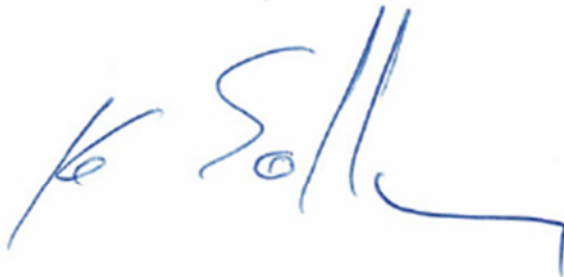
ACCOUNTANTS REVIEW REPORT
FOR THE 13 MONTHS ENDED 30 APRIL 2020

I have reviewed the financial statements of Tokoroa Bowling Club Incorporated for the 13 months ended 30th April 2020, in accordance with the Review Engagement Standards (New Zealand). A review is limited primarily to enquiries of personnel and analytical review procedures applied to financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express an adult opinion.

Special Purpose reporting has been used for management purposes and as a result may not be suitable for another purpose.

In common with other organisations of a similar nature, control over cash revenues prior to being recorded is limited, and there are no practical review procedures to determine the effect of this limited control.

To this extent the Club must rely upon the integrity of its officers. Subject to this comment, in my opinion following my review, nothing has come to my attention that causes me to believe that the accompanying Financial Statements and Notes do not give a true and fair view of the clubs activities for the year ended 30 April 2020.

A handwritten signature in blue ink, appearing to read 'K Solly', with a stylized flourish at the end.

KEN SOLLY & ASSOCIATES
Chartered Accountants
Putaruru and Tokoroa
2 July 2020

ELECTION OF OFFICERS

President

Kathryn Kendall Nom by Lisa Clarkin 2nd by Jamie Kendall

Vice President

Heather Cox Anne Manthey Kathryn Kendall

Secretary

Lynley Murphy Neville Risbridge Russell Murphy

Treasurer

Lynley Murphy Neville Risbridge Russell Murphy

Committee

Norm Edwards (Welfare) Neville Risbridge Carol Cox

Dennis Hale Kathryn Kendall Robin Ireland

Anne Manthey (Catering) Heather Cox Kathryn Kendall

Daphne Marsh (Marketing) Neville Risbridge Maria Howe

Ngaire Taitoko Neville Risbridge Carol Cox

Maia Wilson (Match) Neville Risbridge Maria Howe

Confirmation of Appointment of Reviewer

Confirm the appointment of Ken Solly as the Reviewer for the 2020 – 2021 season.

Moved Lynley Murphy / Kathryn Kendall

SUBSCRIPTION – 2020 / 2021

Our subscription of \$85:00 for full playing members is allocated as follows:

Bowls NZ Capitation Fees	\$38.16
Bowls Waikato Capitation Fees	\$32.32
Tokoroa Bowling Club	\$14.52

As this has been the breakdown over the last few years and we have survived, the Board proposes that 20/21 subscriptions remain the same for all classes of membership as follows:

Full Playing \$85:00 Casual/Social \$30:00 1st yr \$40:00. Student (U19) \$15:00

REMITTS

The following remits have been submitted:

REMIT #1

Move that : "*Clause 25.1 **Financial Year:** The financial year of the Club shall end on 31 March of each year*" be amended to read "*Clause 25.1 **Financial Year:** The financial year of the Club shall end on **30 April** of each year*"

Reason: On reviewing the Club Constitution, it was noted that Clause 19.4 **AGM Business** stipulated that the AGM shall receive the Boards report for the financial year ending 30 April whereas Clause 25.1 stipulates that 31 March is the balance date. Therefore, one of these clauses will need to be altered.

During a discussion with our Reviewer – Ken Solly – he indicated that he felt that 30 April would be the preferred balance date as we have finished our playing year at that date – whereas as at 31 March we are still playing competition. Balance dates are usually set when the activity of the business / club is at its lowest and for us that would be 30 April rather than 31 March. This year's accounts have been prepared under Clause 19.4.

Moved: Lynley Murphy (on behalf of the Board)

REMIT #2

Move that: "*Clause 19.4 (c) : receiving the audited statement of accounts and balance sheet*" be amended to read "*Clause 19.4 (c): receiving the **reviewed** statement of accounts and balance sheet.....*"

Reason: Our accounts are no longer audited but are only reviewed. This is just a tidy up of the constitution

Moved: Lynley Murphy (on behalf of the Board)

REMIT #3

Move that: "*Clause 2.1 **Interpretation: "Membership Year"** means each twelve-month period from 1 July to 30 June*" be amended to read "*Clause 2.1 **Interpretation: "Membership Year"** means each twelve month period from **1 November to 31 October***"

Reason: Clause 8.1 **Annual Subscription** stipulates that the fees are due and payable to the Club on the first day of November whereas the Interpretation says the membership year is 1 July. This remit is purely to tidy up the constitution so that both remits have the same date.

Moved: Lynley Murphy (on behalf of the Board)

REMIT #4

Some confusion has arisen over the categories of membership. Our constitution is based on a model put out by Bowls NZ and is designed for stand-alone clubs whereas we are an adjunct of the Tokoroa Club. Some of the Membership Clauses do not apply to our situation.

For your information, a Full Playing Member is defined as a person who shall be entitled to all playing and other privileges and advantages of full membership of the club and particular have the right to hold office in the club and to speak and vote at Club General Meetings Playing Members have the right to enter any applicable bowling competition, tournament or match held by the Club or if selected to represent the Club in Centre Sanctioned competitions, tournaments or matches. A Playing Member also includes Life Members and Student Members.

This remit seeks to remove the ambiguous term Non-Playing member and to achieve this we need to rescind several Clauses pertaining to the definition of membership and replace them with simpler clauses in line with those categories listed in our handbook.

➤ **Moved to rescind the following:**

*Clause 2.1 **Interpretation: Casual Member** – means a person who participates in any bowling event or competition held by or at the Club who is not a Playing Member or a Non Playing Member*

*Clause 2.1 **Interpretation: Non-Playing Member** – means a person who does not wish to play Bowls in Centre Sanctioned Events but wishes to enjoy an ongoing association with the Club. Non-Playing members shall be entitled to participate in social and pavilion activities and shall have the right to participate in Club Bowling Events but shall not play in Club Tournaments and events leading to club representation at Centre or National Events. They shall have the right to speak but not vote at Club General Meetings. A Non-Playing member may also be an Honorary Member*

❖ **And replace with:**

*Clause 2.1 **Interpretation: Casual / Social Member** – means a person who does not wish to play Bowls in Centre Sanctioned Events but wishes to enjoy an on-going association with the*

Club. Casual/Social Members shall be entitled to participate in Club Bowling Events but shall not play in Club Open Tournaments or any events that leads to club representation at Centre or National Events. They shall have to right to hold office in the club and to speak and vote at Club General Meetings.

➤ **Moved to rescind the following:**

*Clause 6.1 (b) **Membership Categories – Non Playing Members** as described in Rule 2.1 (Interpretation)*

*Clause 6.1 (c) **Membership Categories – Casual Members** as described in Rule 2.1*

❖ **And replace with:**

*Clause 6.1 (b) **Membership Categories – Casual / Social Members** – as described in Rule 2.1*

➤ **Moved to rescind the following:**

*Clause 6.2 (c) **Sub-Categories of Membership: Non Playing Members – Honorary Members** – if any Playing Member is unable through illness or other cause to play bowls and such member has taken an active and prominent part in the affairs of the club, the Board may appoint such member as an Honorary Member for such period as it shall think fit. Except for the bowling privileges which they cannot enjoy, Honorary Members shall have the same rights and privileges has Full Members.*

*Clause 6.2 (d, e, f and g) **Sub-Categories of Membership: Casual Members** – Every Casual Member is entitled to:*

- *play in events for which they have registered;*
- *participate in other non-playing activities at the Club as determined by the Board; and*
- *attend and speak at General Meetings of the Club if permitted to do so (by the Board or by the person chairing the General Meeting) but Casual members are **not** entitled to vote at General Meetings*

❖ **And replace with:**

*Clause 6.2 (c) **Sub-Categories of Membership: Casual/Social Members** – Every Casual / Social Member is entitled to:*

- *play in events for which they have registered;*
- *participate in other non-playing activities at the Club as determined by the Board; and*
- *attend, speak and vote at General Meetings of the Club*

As a result of removing the Non-Playing category other cosmetic changes need to be made to other clauses in the Constitution.

Move that we replace the term **Non-Playing Membership** with **Casual/Social Membership** in the following Clauses

Clause 6.5 **Application for Playing & Non-Playing Membership**

Clause 6.8 **Duration of Membership for Playing Members & Non-Playing Members**

Clause 7.1 **Life Membership**

Clause 8.1 **Annual Subscriptions**

Clause 10.8 **Notification of Decision**

Moved: Lynley Murphy (on behalf of the Board)

REMIT #5

The Clause at present:

Non Playing Members means a person who does not wish to play Bowls in Centre Sanctioned Events but wishes to enjoy an ongoing association with the Club. Non-Playing members shall be entitled to participate in social and pavilion activities and shall have the right to participate in Club Bowling Events but shall not play in Club Tournaments and events leading to club representation at Centre or National Events. They shall have the right to speak but not vote at Club General Meetings. A Non-Playing member may also be an Honorary Member

Moved that "They shall have the right to speak but not vote at Club General Meetings" be removed

Reason: Any Non Player can be elected to the Board and have voting rights on the Board but cannot vote at any General Meeting. A Non Player can be made an Honorary Member and they have voting rights

Moved: Les Broadhurst

REMIT #6

Membership

Clause 2.1 – Change Non-Playing Member to Casual Member

Clause 6.1 **b** Delete Non-Playing Member

c Casual Member – delete as described in Rule 2.1

Clause 6.2 **e** Delete Non-Playing Member and replace with Casual Member

d, e, f, g – delete as it refers to Casual Members

Moved: Les Broadhurst