

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Established 1897

AGENDA

(a) Welcome	
(b) Apologies	
(c) Minutes of 127 th AGM	<p>Comment / discussion on draft minutes of 127th AGM?</p> <p>Proposed: Minutes of the 126th AGM be accepted</p> <p>So moved by:</p> <p>Seconded by:</p> <p>Discussion? Mover? Against?</p> <p>Mover's right of reply.</p> <p>Carried / Not Carried</p>
	<p>Action arising from the Minutes of the 127th AGM</p> <p>a) That the Adelaide Bowling Club 2024/25 Business Plan is accepted and is to guide the activities of the Board for the 2024/25 financial year. Summary of achievements against the 2024/25 Business Plan (AGM Paper1)- BB</p> <p>b) That Smoking Policy be removed from the Business Plan and treated separately by the Board. This item has been removed from the Business Plan</p> <p>c) That the timeline to achieve a \$0.5m sinking or emergency fund be extended to March 31, 2028. This has been adjusted in the Business Plan</p>
(d) President's Report	<p>Proposed: President's Report as contained in the 128th Annual Report be accepted</p> <p>So moved by:</p> <p>Seconded by:</p> <p>Discussion? Mover? Against?</p> <p>Mover's right of reply.</p> <p>Carried / Not Carried</p>
(e) Treasurer's Report and Accounts – AGM Paper 2	<p>Proposed: The Treasurer's Report and Accounts as tabled be accepted</p> <p>So moved by:</p> <p>Seconded by:</p> <p>Discussion? Mover? Against?</p> <p>Mover's right of reply.</p> <p>Carried / Not Carried</p>
(f) Election of Patron	<p>Proposed: That the Lord Mayor of the City of Adelaide be invited to fulfill the role of Club Patron for a 12-month period.</p> <p>So moved by:</p> <p>Seconded by:</p> <p>Discussion? Mover? Against?</p> <p>Mover's right of reply.</p> <p>Carried / Not Carried</p>

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Established 1897

(g) Election of Officers	<p>Proposed: The following nominations have been received: President: Bob Burton Vice President: Don Stevens Treasurer: Matthew Conlon Secretary: Jon Cooper Board Members: Heather Gunn, John Higgins, Michael McDonagh, Josh Wiles, Paul Wilson. Five nominations received for four available Board vacancies therefore a ballot has been held. Returning officer to announce winners of the ballot for the four Board positions.</p> <p>Proposed that the election of the successful Candidates be ratified by this AGM. So moved by: Seconded by: Discussion? Mover? Against? Mover's right of reply.</p> <p style="text-align: right;">Carried / Not Carried</p>
(h) Election of Auditors	<p>Bentleys performed the audit of the 2023/24 accounts Therefore, it is proposed that Bentleys continue as Club Auditors So moved by: Seconded by: Discussion? Mover? Against? Mover's right of reply.</p> <p style="text-align: right;">Carried / Not Carried</p>
(i) Chair of Selectors and Selectors	<p>Proposed: That the Board call for nominations and fill the position of Chair of Selectors for the 2025/26 Pennant Season and that the Chair of Selectors fill the positions of Selector for each Pennant side. So moved by: Seconded by: Discussion? Mover? Against? Mover's right of reply.</p> <p style="text-align: right;">Carried / Not Carried</p>
(j) Changes to the Constitution	<p>No changes proposed</p>
(k) Annual Subscriptions	<p>Proposed: that all annual subscriptions for the 2024/25 season remain unchanged. So moved by: Seconded by: Discussion? Mover? Against? Mover's right of reply.</p> <p style="text-align: right;">Carried / Not Carried</p>
(l) New Business:	<p>Rationalisation of Honour Boards and Notice Boards i. The Board Proposal – John Higgins ii. The alternative Proposal - Discussion on the motion to be put to the meeting. The motion? So moved by: Seconded by: Discussion? Mover? Against? Mover's right of reply.</p> <p>The future of the position of Club Captain – AGM Paper 3 Formalise through change to Constitution? Proposed: That the Board call for nominations and fill the position of Club Captain for the 2025/26 Pennant Season. So moved by: Seconded by: Discussion? Mover? Against? Mover's right of reply.</p> <p style="text-align: right;">Carried / Not Carried</p>
(m) Meeting Closed	<p>Time:</p>

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Established 1897

AGM Paper 1

2024/25 Business Plan Performance Tracking

	Action/ Milestone/KPI	Achieve by:	Comment	STATUS
SYSTEMS & EFFICIENCIES	Member rink booking	30-Sep-24	Replace with text based system to ED & ST	Complete
	VM/Caterer/Venue hire	30-Sep-24	Streamlined procedures in place	Complete
	Local Livestream capacity	31-Mar-25	No action at this stage	
	Member online payments	30-Sep-24	Member buy in is growing	Complete
	\$0.5m Emergency fund	31-Mar-28	Annual update to Members at AGM	Complete
	Risk Register	30-Sep-24	Work has begun	In Progress
	Mkt off season, 8 events to locals	30-Sep-24	Next year, overtaken by back of house systems development	High Risk
CAPITAL WORKS	Roof Replace -Broad Strategy	30-Sep-24	Agreed try rent offset with CoA	In Progress
	Work Commence	15-May-25		Not Done
	Palms Concepts complete	30-Nov-24	Engage Consultant	Not Done
	Operable wall installed	30-Oct-24	to be completed sat 14 Sept	Complete
	Storage issues addressed	30-Oct-24	North south fence/gate, keg storage.	In Progress
COMMUNICATION	Comms Plan Complete	30-Nov-24	Prelim work has commenced, a) & b) to be combined	In Progress
	Review complete	31-Jul-24		In Progress
	Policy & Proc Manual complete	30-Nov-24	Prelim work has commenced	In Progress
	Club Calendar complete	16-Apr-24		Complete
	Promulgate season calendar	30-May-24		Complete
	Nominate calendar owner/updater	17-Jun-24	Scott Hocking	Complete
MEMBER ACCESS TO GREENS, PLAYER INCENTIVES, COACHING, YOUTH	Monitor attendance - Thurs practice	3/10/2024>>		Complete
	10 new players	30-Sep-24		Complete
	Document new member procedures	30-Sep-24		Not Done
	Implement new member procedures	10-Oct-24		Not Done
	8 new Member/public revenue events	30-Sep-24		Not Done
	Player Incentives documented	31-Jul-24	Work still being done on a consolidation	Complete
	10 diff Members in National events	31-Mar-24	Complete	Complete
	Coach appointed	30-Sep-24	Les Carter appointed	Complete
	6 sessions for schools in 24/25 season	31-Mar-24		Not Done
CODE OF CONDUCT	Parameters agreed	30-Sep-24	Move to emphasis on behaviour, not actual drinking	Not Done
	Amend Code of Conduct as required	30-Oct-24		Not Done

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Established 1897

AGM Paper 2 – Treasurers Report & Summary Financials

The Club reported a net trading profit for the financial year ended 31 March 2025 of \$308,868 (LY \$137,039) after allowing for provisions for depreciation and employee entitlements of \$98,298 (LY \$67,485). The Club's financial position is very sound given the positive financial performance this year and the past three (3) years.

Cash in the bank at end of March was \$132,366 compared to the prior year of \$216,134, as well as \$500,395 invested in various low risk securities through Club Sponsor Morgans Financial Services.

Total turnover has increased by \$151,934 or 10% and overall costs have increased by only \$24,000.

Our gross profit margin from the bar has been maintained at 70% which is slightly better than budget and a 6% improvement on last year.

One of our major costs, wages, has been reduced by around 13% due to capital investment in the efficiency of the bar layout and design and various systems that have allowed us to generate increased revenue using less staff.

I have not provided detailed commentary on the numbers because they really do speak for themselves.

Based on the current business operations and management of the Club I firmly believe that we will continue to improve our financial position. This will be achieved in an environment where there is a balance between the interests of Members and the revenue generating activities required to maintain our greens and facilities. The Board has been focussed on this balance with considerable improvement achieved over the past 12 months. Facilities have been shared so that we optimise profits and while Members enjoy their required use.

One unfortunate event occurred at the end of February when the Club fell victim to fraud.

1. Our system was hacked and internal emails were read.
2. It appears the fraudsters noted that we initiated some payments based on emails from the President's phone with copies to the Club Manager.
3. The fraudsters then:
 - a) created an email address with one letter different from the President's address;
 - b) raised two fraudulent invoices and emailed these to the book keeper with a copy appearing (to the book keeper) to have been sent to the Club Manager;
 - c) went into our system and removed the copy to the Club Manager.
4. The book keeper did not detect the bogus email address, thought it was genuine and that both the President and the Club Manager were aware of the invoices and unfortunately then paid the invoices.

Apart from not detecting the bogus email address, there were several glaring anomalies with the fraudulent invoices and they should never have been paid.

The fraud cost the Club \$165,000 and our bank has managed to recover \$26,000. We are in the process of trying to recover the funds and legal advice is being sought.

We have strengthened controls over payments by introducing:

1. Posting all invoices on a secure external platform;
2. Running a batch of payments each Wednesday with batch payment approved by 2 of 3 delegates (President, Treasurer, Club Manager) in response to a text message from the book keeper;
3. Dual approval required by the bank to release funds for each batch.

In my 15 years as Treasurer, we have always had the correct protocols and procedures in place so that anything relating to financial transactions is transparent and executed to minimise errors. In this case there was serious professional negligence on the part of the book keeper and no fault can be attributed to the Board or our employees.

The transaction I refer to is referred to in the Balance Sheet under the account "Funds in Transit" in the amount of \$165,000. I have approached the auditor and enquired as to how this should be shown and they agree with my treatment.

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Established 1897

Notwithstanding that one almighty blemish, the Club has had a very successful and profitable year and this has been due to the accomplished work and professionalism of our Club Manager and employees. These people combined with the ongoing enhancements to our beautiful facilities will ensure the sustainability of our Club and allow us to continue our contribution to the development of lawn bowls in South Australia and Australia.

I have chosen this to be my final year as Treasurer as I believe some new blood and ideas are required. Depending on nominations and possible ballots I hope to remain a member of your Board.

Mike McDonagh
Treasurer

SUMMARY PROFIT & LOSS STATEMENT as at 31 MARCH 2025

	2025	2024
Trading Income	1,671,748	1,519,814
Cost of Sales	(524,290)	(554,173)
Gross Profit	1,147,458	965,641
Other Income	138,262	133,613
Employee Benefits Expense	(462,547)	(508,683)
Depreciation, amortisation and impairment	(81,135)	(67,322)
Other expenses from ordinary activities	(433,170)	(386,210)
Surplus/(Deficit)	308,868	137,039

SUMMARY BALANCE SHEET as at 31 MARCH 2025

	2025	2024
Current assets		
Cash and cash equivalents	136,730	231,702
Trade and other receivables	11,332	24,087
Inventory	40,941	53,694
Other current assets	667,695	286,440
Total Current Assets	856,698	595,923
Non-current Assets		
Property, plant and equipment	869,782	867,623
Total Non-Current Assets	869,782	867,623
TOTAL ASSETS	1,726,480	1,463,546
Current liabilities		
Trade and other payables	33,651	173,957
Provisions	129,436	35,374
Total Current Liabilities	163,087	209,331
TOTAL LIABILITIES	163,087	209,331
NET ASSETS	1,563,393	1,254,215
EQUITY		
Current year Earnings	308,868	137,039
Member's capital	1,000	1,000
Retained earnings	1,253,525	1,116,176
TOTAL EQUITY	1,563,393	1,254,215

(Full Financials are disclosed on pages 35-38 of the 128th Annual Report of the Adelaide Bowling Club)

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Established 1897

AGM Paper 3

Adelaide Bowling Club - Club Captain

This position is an integral part of the emerging plan to address the complex web of communication required between Members, the Club Manager, the Green Keeper, selection processes, the Bowls Operations Committee (BOC), and the Board.

Role of the Club Captain

- Seek and represent the views of the bowling members of the club and contribute to the development of the Club through advice and guidance from a bowler perspective to the Bowls Operations Committee, the Board, Chair of Selectors, and the Club Manager.
- Understand the characteristics and needs of the players, volunteers, and supporters of the Club.
- Understand the competitions relevant to the Club and the wider Bowls environment.
- Follow up unexplained Member absence and those Members with health and welfare issues.
- Understand the Club's Business Plan particularly as it impacts Members and assist with the communication and achievement of bowls related objectives.
- As an integral part of the Club who is well known to most members, provide a positive role model for all members.
- As requested, help deal with various bowler situations and be an ambassador for the Club.
- Be involved in negotiations for key, higher profile bowlers to join the Club.
- Establish and document communication protocols and level of authority delegated to the position by the BOC and the Board.
- The Club Captain joins the Bowls Operations Committee for the year they are in office.

Personal Attributes of the Club Captain

- Outstanding qualities of leadership and ability to uphold the rules and traditions of the game and the culture of the Adelaide Bowling Club.
- An experienced player (not necessarily a champion player) who has a thorough knowledge of the Rules and Etiquette of lawn bowls.
- An integral part of the Club, has been a member for an extended period and who is well known to Members and ideally the wider bowls community.
- Excellent communication and management skills, a good listener and can represent the views of others, regardless of personal position on those views.
- Highly motivated and committed to the Club.

Process for Selection of Club Captain

Nominations for the position of Club Captain shall be in writing, on the appropriate form (attached) signed by the candidate and proposer and seconder and shall be lodged at the Manager's Office.

If more than one nomination is received, the Board will appoint a returning officer and at least one scrutineer to oversee a secret ballot.

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Nomination for Position of Club Captain

In accordance with the decision of the Board, nominations are called to fill the position of Club Captain for the 2024/25 season.

Lodge this form at the Club Manager’s Office by 5:00 pm Saturday 7th September 2024.

The nomination must be signed by the Candidate, the Proposer and Seconder. The candidate, proposer and seconder must be a full financial, 25-year or Honorary Life Members of the Club.

I, _____, being a financial member of the Adelaide Bowling Club Inc. hereby nominate for the position as Club Captain for the 2024/25 season.

My nomination is proposed by

.....
(Full name) (Signature)

And seconded by

.....
(Full name) (Signature)

Signature of nominee: Date:

NB: If more than one nomination is received a secret ballot will be conducted on Saturday 14th of September 2024.

Adelaide Bowling Club 128th AGM

Sunday 25th of May 2025, 10.00am for 10.30am start



Established 1897

BALLOT PAPER for the Position of Club Captain for the 2024/25 Season

Vote using this ballot paper if you are a **FULL Member, Life Member or 25 Year Member of the Adelaide Bowling Club.**

	<i>Nominations for the position of Club Captain</i>	
There are nominations for the position of Club Captain. Number your preferences 1 to ???		

SIGNED

NAME

DATE: day of September 2024

YOUR VOTE WILL BE INVALID IF YOU:

- a) DO NOT SIGN AND DATE THIS BALLOT PAPER, and / or**
- b) VOTE MORE THAN ONCE**

INSTRUCTIONS: To cast your vote, you must,

- a) Number your preferences, and
- b) Fold the completed ballot paper and place it in the ballot box at the Club bar by 5pm on Saturday 14th of September 2024.

PLEASE NOTE:

- a) One Returning Officer and one Scrutineer have been appointed to oversee this ballot.
- b) No other person will have access to or will view your ballot paper.