**MT GAMBIER RSL & DISTRICT BOWLING CLUB**

**Management Committee Minutes**

**Meeting 28th January at 5pm**

**Futures Committee –** Sandi Elliott advised Futures Committee met during the month where it was decided to prioritise actions needed within the Club. The first priority for the Committee was to obtain options for entries to the Greens, St John Ambulance had given their opinion on entry points as it was extremely hard to get Gurneys’ over grassed areas, preferring a hard surface for gurney mobility.

There were two options for entry onto the greens: -

1. from the western end of the Club house and,
2. from the eastern end of the Club house.

The cost of entry number 1was in the region of $55,000-$60,000 and the number 2 option should be cheaper with more of a hard surface available.

Sandi advised there may be ability to get future grant funding to partially cover costs of the walkway/ambulatory entrance to the Greens.

John Schroder moved that the Futures Committee obtain a draft plan for required work on the eastern end of the Club house. The motion was 2nd by Graham Dent.

Sandi then gave some information to the Administration Committee on talks that could be given to our members in relation to decisions made for members/family before hospitalisation or in case of accident. The talks would give an outline of what information would be required by health departments, funeral directors and family alike for settling of affairs in accordance with a person’s wishes. The difference between cause of death and when a certificate of death is given as they are two completely different certificates with a death certificate not given until burial has happened. Sandi and Brenda to get together and form a description of subject material and arrange with appropriate persons to deliver the material to members and their family/friends.

Motion moved by Ron Cook 2nd L Schroder for the talks to be arranged with appropriate persons and flyers done for delivery to our Members – on a date to be arranged.

**Management Meeting**

**Present**: G Burke; R Cook; A Ashby; G Dent; J Schroder; L Schroder; R Corner and B Otten

**Apologies: C** Pearson

**Minutes of meeting 26th November 2024** confirmed as true and correct by R Cook, 2nd by J Schroder.

**Business Arising from Minutes:**

* \*B Otten to make an enquiry with Bendigo Bank for Office use of a standalone EFT machine.
* B Green opening celebration was discussed in accordance with section of the Social Bowls Minutes. B Otten read the idea of a Potato night with variated toppings.
* \*B Otten to contact T Webb to see if potato donation can be organised. (see Social Club meeting minutes) Date discussed of 7th March for the B Green opening.

**Correspondence In**

Correspondence log attached.

**Correspondence Out**

Correspondence Log attached.

B Otten moved correspondence report be accepted. 2nd by R Cook.

**Business Arising from Correspondence:**

Telephone system upgrade correspondence to be held over until next meeting.

Garden beds and upkeep to be held over until next meeting.

Samarah Security – Wilson Security: Query in relation to 2 call out fees. One had been raised with Wilson Security. \* B Otten to check Security Cameras for second incident.

Door tokens discussed and sample of Commercial Club’s token shown by G Dent.

\*B Otten to contact Samarah Security to get quotes for “tab” access to doors with varying levels of security usage.

**House Managers Report**

The Bar had good success over the Christmas period with many Bowls/finger food events providing funds over the Bar and to the Club. Social Bowlers have grown in number and show patronage to the Bar. Both R Corner & G Bowering will be away next week for Country week. G Feats will look after the Bar, 4th Feb Night Owls start. S Attiwill will cover the outside bar sales, with B Rostig behind the Bar when required.

R Corner moved his report be accepted, 2nd by L Schroder.

**Treasurers Report**

G Dent provided breakup of funds and advised how much money was in Bank Accounts with a return still to be received from the December Quarterly GST refund.

G Dent moved his report be accepted, 2nd by G Burke.

**Catering Coordinators report**

L Schroder advised Christmas functions were a success. Good liaison between Catering, Bar and Bowls assistants help in their success. Then new Urn is working well.

Kitchen cupboards are starting to show signs of disrepair. The Ground/maintenance men do what they can, however more permanent solutions should be looked at next year.

Hot Dogs will be available for tournament days. L MacDonald is not doing Salad rolls now.

Liz asked if the Tablecloths had been picked up from the Laundromat yet. B Otten not aware of their return.

\*B Otten to check and collect Tablecloths if still at the Laundromat.

L Schroder moved report be accepted, 2nd by A Ashby.

**Bowls Committee Report**

J Schroder orally provided contents of this month’s Bowls Committee minutes. Bowling Committee is getting more information to contribute to a Club dumping policy. A discussion was held on the amount of walking involved for Paired Games. The Head of Games can change the conditions of Play. LSEBA has warns Bowls stickers should be in accordance with the rule 52.1.8.4.

\*J Schroder to check the rule. Score Cards are to be written up correctly. G Adams weekend is well in hand. J Schroder moved his report be accepted, 2nd by R Corner.

**Grounds & Maintenance Report**

Greens have been sprayed for Algae control. B Green has been rolled many times and has had the painting of lines completed.

Rabbit Control is underway in accordance with Landscape Lime Coast Region letter. A Ashby has been in touch with Neighbours to make sure Chooks and Dog can’t get the poisoned carrots.

**Replacement B Green Committee** **Report**

Last invoices from GEM have now come into Club. The Greens Committee will have another meeting after Country Carnival week.

**Social Committee Report**

Social Committee report was tabled.

**Work Health & Safety Committee**

2 Incident reports submitted to the Club late November.

Another Site Safety Audit to be undertaken in March 2025.

**Requests for Hire of facilities - New Enquiries: -**

**Cancer Support Group** Country Music afternoon – Friday 20th June 2025-Bar/Catering Requ.

**90th Birthday Party** – 3 May 25 – Alan Walker. Approx. 100 people. afternoon function Bar/Catering required.

**Skills Training College** – 9.5pm 28th to Friday 31st January. Eastern end room for Security training; 24 students; no catering required.

**Ski for Life** coming on Friday 28th February - same terms as last year. Bowls & self-cater.

**Kimberley Telford** Birthday Party Sat 22ndFeb2025. Catering/Bar required. \*L Schroder to ring Kimberley for discussion and Club ability to accept the booking.

**Applications for Membership**

Daryl Parfry (social) and Stephen Babb (Restricted). Both applicants are known by Committee members, and it is noted they have been patronising the Club for a month or so. Both accepted as Members.

**New Business**

New Telephones/system. Quotes obtained. To be tabled until next meeting.

Focusonehealth.com.au. Unyetta is no longer in the position held last year.

\*As discussed previously, S Elliott & B Otten to get together and organise a talk session with responsible person to assist Members and their families with important information. Prior to Christmas, half a dozen Club members had advised they would like to attend a meeting.

**Any Other Business**

**Nil**

**Around the Table**

Nil

Meeting adjourned at 6.55 pm.

Next meeting is due on Tuesday, 5pm on 25th February 2025.

**MT GAMBIER RSL & DISTRICT BOWLING CLUB**

**SOCIAL COMMITTEE MEETING HELD 6th January 2025 @ 9.50am**

**Present**: - Craig Pearson, Fiona Pearson, Trish Webb, Keisha Pearson, Brenda Otten, Bev Earl,

 Ian MacIntosh, Deane Wilkinson, Veronica Opie, Annette Clarke, Gary Bowering, John Scott

**Apologies**: Nil

Minutes of the last Meeting were read and Moved by Brenda and Seconded by Annette. Carried

Many thanks to the Social Committee on helping with the pulling down of the Christmas decorations

**GENERAL BUSINESS**

**Christmas Dinner**

The final run down for the Christmas Dinner.

Trish said the music was not the best and maybe we go spotify next time

Christmas Raffle we made approx $1386 profit

We took $250 on the bats

Big thanks to Bev on the Meals

Thanks to Trish for putting the parcels together

The Stickers under the plate were a great success. This helped with the flow of dishes going back to the kitchen

**SNITTY FUNDRAISER**

Craig & Fiona went and seen Matt Fox and he sent the details back. The club receives $1 per schnitzel sold.

Will allocate 7th March for the forms to be returned and pickup on the 19th March

Will try and get forms ready to hand out on first pennant game back

Craig has put out a new Friday night Raffle roster and has also given the Butcher new meat tray rosters for Jan, Feb & Mar.

Deane was enquiring for raffle sellers at the George Adams. Trish suggested Linley and Grace.

Trish suggested that we have a spud night that the social club could assist with.

We maybe see if Chris Waugh would donate the potatoes, so we can bake them.

Then we have three different sauces and grated cheese, coleslaw and other things that could be put onto them.

Brenda said the club is looking at opening “B” green on a Friday night and said this would be a good night. Will let Trish know on the date Admin decide.

Trish will contact Cathy in regards to the potatoes.

 Gary asked about the Schnitzel nights at the South Eastern and then the Blue Lake Golf Links was thrown into the fray. Gary will investigate both venues

Brenda asked about Bunnings. Craig will email and see about dates

Night Owls coming around very quickly. Trish said they were going to try Chicken tenders and more gravy meat rolls. Eileen will be unavailable for the season; Trish has all bases covered with different shifts. With Kathy, Bev and Annette available

**Meeting Closed 10.28am**

**NEXT MEETING Monday 10th February 6.00pm**

**January 2025 - CORRESPONDENCE LOG - IN**

**Page 1a – Invoices, Statements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Format** | **From** | **Detail** | **Action** |
| 1st Jan 25 | Email | Woolworths Group | Billing Docs - Statement | Treasurer |
| 1st Jan 25 | Email | PDF Foods | Statement | Treasurer |
| 2nd Jan 25 | Email | Da L’eni Meats | Statement | Treasurer |
| 2nd Jan 25 | Email | She’s Apples | Statement | Treasurer |
| 2nd Jan 25 | Email | MG Rural Supplies | Statement | Treasurer |
| 2nd Jan 25 | Email | JayPak Distributors | Statement | Treasurer |
| 2nd Jan 25 | Email | Berkefeld | Statement | Treasurer |
| 2nd Jan 25 | Email | She’s Apples | Reminder $318.17 | Treasurer |
| 2nd Jan 25 | Email | Samarah Security | 154.00 | Treasurer |
| 2nd Jan 25 | Email | Belgravia Accounts | Receipt $750 | Treasurer |
| 2nd Jan 25 | Email | Da’ Leni Meats | Invoice $150.00 | Treasurer |
| 2nd Jan 25 | Email | Samarah Security | Invoice $60 | Treasurer |
| 2nd Jan 25 | Email | DiGiorgio Wines | Statement | Treasurer |
| 2nd Jan 25 | Email | OK Pie Shop | Payment Enquiry | Treasurer |
| 6th Jan 25 | Email | MG Hotel | Invoice  | Treasurer |
| 6th Jan 25 | Email | Exchange printers | Invoice $78.55 | Treasurer |
| 6th Jan 25 | Email | Wilson Security | Statement  | Treasurer |
| 8th Jan 25 | Email | St John’s Ambulance | Statement Credit $18.48 | Treasurer |
| 8th Jan 25 | Email | Baker’s Delight | Statement $156.83 | Treasurer |
| 8th Jan 25 | Email | LCIS | Certificate of Currency P&PL | Treasurer |
| 8th Jan 25 | Email | K&B Timber-Mitre 10 | Statement $487.18 | Treasurer |
| 9th Jan 25 | Email | Next Business Energy | Inv $1882.43 | Treasurer |
| 9th Jan 25 | Email | Caddieshack | Inv $150 | Secretary |
| 9th Jan 25 | Email | SA Water | Inv $32.70 | Treasurer |
| 10th Jan 25 | Email | She’s Apples | Inv $102.47 | Treasurer |
| 10th Jan 25 | Email | MG Cleaning | Invoice $338.019 | Treasurer |
| 10th Jan 25 | Email | PFD Foods | Invoice $315.85 | Treasurer |
| 11th Jan 25 | Email | Woolworths | Payment Reminder | Treasurer |
| 11th Jan 25 | Email | Da’ Leni Meats | Invoice 6823 $499.51 | Treasurer |
| 13th Jan 25 | Email | GEM Earthmovers | Invoice $405.01 | Treasurer |
| 13th Jan 25 | Mail | Bendigo Bank | Statements Business Accounts | Treasurer |
| 13th Jan 25 | Mail | SA Water | Invoice $990.98 | Treasurer |
| 13th Jan 25 | Email | Sandy Ridge | Invoice $2400.00 | Treasurer |
| 13th Jan 25 | Email | J Schroder | Invoice Umpire Tape $174.00 | Treasurer |
| 14th Jan 25 | Email | Quick Super | Reconciled Payment | Treasurer |
| 14th Jan 25 | Email | Exchange Printers | Invoice $4.40 | Treasurer |
| 15th Jan 25 | Mail | Telstra | Invoice $127.49 | Treasurer |
| 15th Jan 25 | Mail | Bendigo Bank | Term Deposit statement | Treasurer |
| 17th Jan 25 | Email | Da’ Leni Meats | Invoice $240.00 | Treasurer |
| 17th Jan 25 | Email | Exchange Printers | Invoice $31.45 | Treasurer |
| 22nd Jan 25 | Email | GEM | Invoice 405.01 | Treasurer |
| 20th Jan 25 | Email | Mt Gambier Locks | Invoice 23232 $40.00 | Treasurer |
| 22nd Jan 25 | Mail | Jaypak | Invoice $71.50 | Treasurer |
| 22nd Jan 25 | Email | Hirth Plumbing | Invoice $131.03 | Treasurer |
|  | Email |  |  | Treasurer |
|  | Email |  |  | Treasurer |

**January 2025 - CORRESPONDENCE LOG - IN**

**Page 2 – General Correspondence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Format** | **From** | **Detail** | **Action** |
| 1st Dec 25 | Email | Inkstation | Promo | Secretary |
| 1st Dec 25 | Email | Heywood Bowing  | Flyer | Bowls Com |
| 1st Dec 25 | Email | LSEBA x 2 | Memo & Minutes meeting | Bowls Com |
| 1st Dec 25 | Email | Fair Work Ombudsm | Criminal Underpay laws | MNGMNT Treasurer |
| 1st Dec 25 | Email | J Schroder | Win date file information | Secretary |
| 1st Dec 25 | Bowls | Woolworths  | Opypro user info | Secretary |
| 3rd Dec 25 | Email | Adobe | Hints & Tips | Secretary |
| 5th Dec 25 | Email | Renmark Bowls  | Tournament flyer | Secretary |
| 6th Dec 25 | Email | Portland Bowls | Tournament Flyer | Bowls Com |
| 6th Dec 25 | Email | M O`Brien BPort | 5 a side Team | Bowls Com |
| 7th Dec 25 | Email | Inkstation.com | Promotional | Secretary |
| 7th Dec 25 | Email | Com Grants Hub | Native Title Anthropologist | Secretary |
| 8th Dec 25 | Email | Bowls SA | Bowls for Blue | Bowls Com |
| 9th Dec 25 | Email | Exchange Printers x 3 | Promotional | Secretary |
| 9th Jan 25 | Email | Adobe Acrobat | Collaboration tools | Secretary |
| 10th Jan 25 | Email | Clubs SA | Boost success – Training | MNGMNT |
| 10th Jan 25 | Email | Clubs SA | Club Connect Edition 34 | Members |
| 10th Jan 25 | Email | Glenlea Bowls | Tournament flyer | Bowls Com |
| 10th Jan 25 | Email | WinZip | Promo | Secretary |
| 12th Jan 25 | Email | LSEBA | Round Robin Teams | Bowls Com |
| 12th Jan 25 | Email | ESET Australia | Feedback survey | Secretary |
| 12th Jan 25 | Email | ST John SA | Promo Cycling First Aid Kit | Secretary |
| 13th Jan 25 | Email | Robe Bowls | 5 a side entry | Bowls Com |
| 13th Jan 25 | Email | LSEBA x 2 | Meeting Mins & Memos | Bowls Com |
| 13th Jan 25 | Email | LSEBA | Venue&dates Championship | Bowls Com |
| 14th Jan 25 | Email | Artisan Food Equip | Promotional | Secretary |
| 14th Jan 25 | Email | Community Grants | Challenged Job Seekers | Secretary |
| 14th Jan 25 | Email | Veronica Opie | Chage NOM meeting dates | Bowls Com |
| 15th Jan 25 | Email | AVG | Antitrack promo | Secretary |
| 15th Jan 25 | Phone | Woolworths | Authenticater Instruct | Secretary |
| 15th Jan 25 | Email | Woolworths | Authenticater Instruct | Secretary |
| 16th Jan 25 | Email | Adobe Acrobat | Hints & Tips | Secretary |
| 16th Jan 25 | Email | Icon Signs | Bowls Stickers enquiry | Secretary |
| 16th Jan 25 | Email | Di Arnold | 5 a side Team | Bowls Com |
| 16th Jan 25 | Mail | Trade Waste | Incorrect Bank Details | Trade Waste |
| 16th Jan 25 | Email | Tru Franklin | Tafe Invoice – RSA $115 | Secretary |
| 17th Jan 25 | Email | Tafe Student Accs | Third Party Form | Secretary |
| 17th Jan 25 | Email | Andy Ashby | Wild Rabbit program | Groundsmen |
| 17th Jan 25 | Email | Hunter Bowls | Umpire Tape dble pmnt | Secretary |
| 17th Jan 25 | Email | Tafe Ally Skeer | RSA Training Invoices | Secretary |

**CORRESPONDENCE LOG - IN**

**January 2025 – Page 3 - General Correspondence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Format** | **From** | **Detail** | **Action** |
| 17th Jan 25 | Email | Ally Skeer – TAFE | Invoice $115 -Tru Franklin | Secretary |
| 17th Jan 25 | Email | ALM Lions Distribut | Promotion ALM Beer | Bar |
| 17th Jan 25 | Email | Tru Franklin | TAFE personal Invoice  | Secretary |
| 17th Jan 25 | Email | Bowls SA | The Bowler 2464 | Members  |
| 17th Jan 25 | Email | W Kosh | 5 a side team | J Bowering |
| 18th Jan 25 | Email | BARK Team | Online Provider Choices | Secretary |
| 18th Jan 25 | Email | Tech Bridge Consult | Phone Systems-Dale Reid | Secretary |
| 18th Jan 25 | Email | Tech – Phones | Phone systems-Chris Giouris | Secretary |
| 19th Jan 25 | Email | Win Zip | Promo | Secretary |
| 19th Jan 25 | Email | Woolworths  | Survey | Secretary |
| 19th Jan 25 | Email | J Schroder | Public Liability | Secretary |
| 19th Jan 25 | Email | NHILL Bowl Club | Flyer | Bowls Com |
| 19th Jan 25 | Email | Lesley Stewart | 5 a side team | Bowls Com |
| 19th Jan 25 | Email | C Pearson | Schnitzel order form -members | Social Club |
| 19th Jan 25 | Email | D Burge | Social Bowls Report | Bowls Com |
| 20th Jan 25 | Email | Bark Team | Phone Systems | Secretary |
| 20th Jan 25 | Email | St John Ambulance | Promotional | Secretary |
| 20th Jan 25 | Email | Aus Flag Makers | Promotional | Secretary |
| 20th Jan 25 | Email | B Price (Rostig) | Tax Invoice $115 – RSA | Sec/Treasurer |
| 20th Jan 25 | Email | GTECHBPO-Bark | Phone System – contact name | Secretary |
| 20th Jan 25 | Email | Paypal Communic | Changes to legal agreements | Secretary |
| 20th Jan 25 | Phone | Green Triangle Electronics | Request Phone Quotes & follow up on coffee machine part | Secretary |
| 20th Jan 25 | Email | Adrian- Green T Elec | Quote on phone system | Secretary |
| 20th Jan 25 | Email | Leigh Hosted Tele | Quote on phone system | Secretary |
| 20th Jan 25 | Email | Jon Couldon | Cook request – Café RA | Secretary |
| 20th Jan 25 | Email | Port Fairy Bowls | J Smits tournament flyer | Bowls Com |
| 22nd Jan 25 | Email | Portland bowls | Flyer | Bowls Com |
| 22nd Jan 25 | Email | Website-A Amber | Req room/Cat Wed 29thJan | Catering |
| 22nd Jan 25 | Mail | Tru Franklin | TAFE Invoice-RSA Course | Bar |
| 22nd Jan 25 | Email | Casterton Bowls | Tournament Flyer | Bowls Com |
| 22nd Jan 25 | Email | V Opie | Club Champions | Bowls Com |
| 22nd Jan 25 | Email | Bowls Sa | Club Short Name | Bowls Com |
| 24th Jan 25 | Mail | Tim Suffell – SUF | Promotional sport polo shirts | Secretary |
| 24th Jan 25 | Email | Adobe Acrobat | Resume tips & Hints | Secretary |
| 24th Jan 25 | Email | Kingston Bowls | Tournament Flyer | Bowls Com |
| 24th Jan 25 | Email | Adobe | Upgrade offer  | Secretary |
| 24th Jan 25 | Email |  |  |  |
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**January 2025 - CORRESPONDENCE LOG OUT**

**Page 1**

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| --- | --- | --- | --- | --- |
| **Date** | **Format** | **TO** | **Detail** | **Action** |
| 3rd Jan 25 | Email | J Schroder | Files PDF to windat | Secretary |
| 3rd Jan 25 | Email | T Seiler | Scam-Hack accounts | Secretary |
| 3rd Jan 25 | Email | Bowls Com x 2 | Memos & Meet Minutes | Bowls Com |
| 3rd Jan 25 | Email | Members | Draw – Men’s singles | Bowls Com |
| 3rd Jan 25 | Email | T Seiler | Scam emails | Secretary |
| 3rd Jan 25 | Email | Bowls Com | LSEBA minutes & Memo | Bowls Com |
| 3rd Jan 25 | Email | Members | Draw for Singles | Bowls Com |
| 6th Jan 25 | Email | J Schroder | Remittance Belgravia Health | Secretary |
| 6th Jan 25 | Email | Bowls Com | Port Fairy flyer | Bowls Com |
| 6th Jan 25 | Email | Icon Signs | Order 100 Bowls Stickers | Bowls Com |
| 6th Jan 25 | Email | C Duncan | Rabbit Control | Groundsman |
| 6th Jan 25 | Email | Catering/Bar | TDMG Meat Specials | Catering |
| 6th Jan 25 | Email | S McIntyre | 5 a side Team B’Port | Bowls Com |
| 8th Jan 25 | Email | J Schroder | Certificate of Currency | Grant-Bowls Com |
| 8th Jan 25 | Email | Bowls Com | Bowls for Blue | MNGMT BowlsCom |
| 10th Jan 25 | Email | S Elliott | Cert of Currency P & PL | Grants Officer |
| 10th Jan 25 | Email | Members | LSEBA survey to be completed | Secretary |
| 10th Jan 25 | Email | J Bowering | 5 a side team entry | Sceretary |
| 12th Jan 25 | Email | Bowls Com | LSEBA Form for Club Champs | Bowls Com |
| 13th Jan 25 | Email | Members | Weekly Newsletter | Secretary |
| 13th Jan 25 | Email | MNGMNT | Clubs SA development Prog | MNGMNT |
| 13th Jan 25 | Email | Bowls Com  | Glenlea Tournament Flyer | Bowls Com |
| 13th Jan 25 | Email | Bowls Com | LSEBA updated Board Mins | Bowls Com |
| 13th Jan 25 | Email | Sandy Ridge Holdiings | Request Invoice for Skip Bins | MNGMNT |
| 13th Jan 25 | Email | J Crowder | Keith Invitation | Secretary |
| 13th Jan 25 | Email | J Bowering S McIntyre | 5 a side team nomination | Secretary |
| 13th Jan 25 | Email | G Dent | 30 metre Umpire tape | Bowls Com |
| 15th Jan 25 | Email | Members  | NOM & Dates Changed | Bowls Com |
| 15th Jan 25 | Email | Bowls Com x 2 | Memo on date chges Champ | Bowls Com |
| 15th Jan 25 | Email | Catering | Commercial Refrigeration | Catering/Bar |
| 15th Jan 25 | Email | Woolworths | Authentication | Secretary |
| 16th Jan 25 | Email | Icon signs | Bowls stickers | Secretary |
| 17th Jan 25 | Email | Tru & Blayne | TAFE RSA Invoices | Secretary |
| 17th Jan 25 | Email | TAFE | Invoices for RSA training | Secretary |
| 17th Jan 25 | Phone | TAFE | Tafe agree-pay Stud Invoices | Secretary |
| 17th Jan 25 | Email | Hunter Bowls | Req Refund of 2nd Payment | Secretary |
| 20th Jan 25 | Email | J Bowering S McIntyre | 5 a side team | Bowls Com |
| 20th Jan 25 | Email | Bowls Com | Nhill flyer | Bowls Com |
| 20th Jan 25 | Email | Members  | Weekly Newsletter | Bowls Com |
| 20th Jan 25 | Email | Clubs SA | ALM flyer=Beer sales | MNGMNT |
| 20th Jan 25 | Email | dBotha-Green T Elec | Resend requ Coffee mach | MNGMNT |
| 22nd Jan 25 | Email | Community RSL | Resume-Jon Couldon | Secretary |
| 22nd Jan 25 | Email | Bowls Com | Fairy Bowls Tourn flyer | Bowls Com |
| 22nd Jan 25 | Email | Members | Sat Jan 25th Teams | Bowls Com |
| 22nd Jan 25 | Email | Bowls Com x 3 | Tournament Flyers | Bowls Com |

**January 2025 CORRESPONDENCE LOG - OUT**

**Page 2**

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| --- | --- | --- | --- | --- |
| **Date** | **Format** | **To** | **Detail** | **Action** |
| 22nd Jan 25 | Email | LSEBA J Munn | Club Champion details | Bowls Com |
| 22nd Jan 25 | Email | A Amber | Function reply – unable to fill | Secretary |
| 24th Jan 25 | Email | Bowls SA | Club short Name-Don’t update | Bowls Com |
| 24th Jan 25 | Email | Techbridge Consult | Phone System | Secretary |
|  | Email |  |  |  |
|  | Email |  |  |  |
|  |  |  |  |  |

(Secretary is to send the minutes to all the Management Committee requesting any amendment be forwarded to the Secretary within 5 days of the meeting. Minutes can then be placed on the Meeting Notice board and on the website within 7 days as set out in the Constitution.)