

**MINUTES OF MEETING OF THE BOARD OF MANAGEMENT OF AUCKLAND BOWLS INC
HELD AT MT EDEN BOWLING CLUB
On Monday 15th July 2019 at 1.00pm**

Present: Bruce Anderson (BA) - Chair, Jill Fraser (JF), Helen Blick (HB), Michael Feek (MF)
Murray Dorreen (MD), Greame Scott (GS), Steven Yates (SY).

Apologies: Esther Eu (EE)

Minutes of the Previous Monthly Board Meeting held on 24th June 2019

The minutes of the Board meeting held on **24th June** were approved as a true and accurate record.
(JF/HB – unanimous)

Matters arising from the minutes:

HB raised communication style of Events and Operations Committee regarding a softer approach in wording. This will be raised at the next Operations Meeting and if no resolution then GM has final say in communications sent out.

Colmar Trust – SY was asked when he was meeting Barry George (GM) to discuss Hunters Corner funding. SY advised that meeting is scheduled Tuesday 9th September and will advise Board of outcome at next meeting.

Honorariums for Kimberley Trust – SY was asked if these have been paid? SY advised that these have been paid to Trustee's who have provided bank account details.

Honorariums for ABI Board – SY was asked when these would be paid. SY advised they would be paid as soon as possible and apologised for the delay.

ABI Bowls – JF asked if the bowls that ABI owns are stickered or etched with our logo. HB and SY advised that these were inscribed with Auckland Bowls name and logo on all sets.

Bowls NZ Notice of Motion (re Affiliation Fees) – SY was instructed to re-send earlier communication to all clubs requesting their individual vote of a "Yes" or "No" regarding the Bowls NZ proposal and advise ABI by no later than Friday 6th September 2019.
(Moved MF and 2nd MD).

Howick Board Update re Covered Green – SY advised that following a Council Only Workshop on August 13th they have now progressed the funding request to the next level of Business Meeting. This is unlikely to occur until Elections are complete.

Pakuranga Hub – SY advised that this is still ongoing and has been delayed even further by the local Scout Group wanting to now join the facility.

Correspondence

Two letters dated 1st and 12th July 2019 from Foy & Hulse were tabled and spoken to by Graham Hulse.

4 x tenders received. Best offer of \$4.3million accepted by board. Due Diligence of 20 working days and settlement proposed 22/01/2020. Board Unanimous for BA to sign.

Board agreed that Graham Hulse would undertake further preliminary evaluation on whether to proceed with legal action against Mr Dreaver or Avondale Bowling Limited at a cost of up to \$1000.00

Board agreed not to proceed with Legal Action against 88 Cents LTD.

(JF/HB – unanimous)

Finance Report

Meeting with Finance Committee to be held Friday 26th July. Confirmed

SY produced Version 2 of Board Management Report including current P&L and Balance Sheet. BA asked where Cashflow Report was to compare with Draft Budget for this financial year. SY to consult Phil Vyver and Lynne Jacobsen to provide acceptable report. SY advised that the current Cashflow Report is extremely complicated and far too detailed for Finance Committee and takes approximately 5 hours per month to produce.

SY to provide dates of Finance Committee meetings in advance

Matters arising. SY to review the Policies and Proposals on Delegated Authorities. Report back to the board on recommendations and approval.

(JF / BA – unanimous)

Events and Operations Report

Meeting with Operations Committee held Friday 5th July 2019 and minutes produced.

HB advised that Communications from Operations Committee should be approved by SY prior to being published and distributed. HB also advised that a “softer approach” to communications be taken.

BA asked for Operations Committee Terms of Reference to be provided and also Roles and Responsibilities of this committee. SY to provide to BA at scheduled catch up meeting.

Marketing report

SY to review Marketing Plan and Reports and make recommendations to the Board.

Club Support Report

SC updated Board on progress 10 Clubs have requested meetings to start process of developing a Future Plan and completing Club Development Application.

BA requested that timelines be updated and further activities listed for August and September.

Moved... That the club support report be received and accepted (BA / HB – unanimous)

BWCT

Auckland Bowls application for \$75k for administration costs submitted to BWCT for 25th July Meeting.

BWCT approvals summary report received.

Moved... That the BWCT report be received and accepted. (BA / MD – unanimous)

Presidents Report

Presidents Report received. Matters arising.

Prize money for Auckland Events. SY to come up with a proposal and report to the Board for approval.

Hunters Corner – BA raised whether Kolmar Trust are prepared to run and fund Covered Green Facility. SC to follow up with Club. SY to contact GM of Kolmar Trust

Suggestion of how Auckland Bowls can ensure 1st year bowlers return – HB

High Priority to visit Ellerslie Bowling Club – HB/SY

Moved... That the Presidents Report be received and accepted.

(MD/GS – unanimous)

Health and Safety Report

SY advised a contact of his is currently reviewing H&S policy guidelines for Auckland Bowls. Once review is complete a report will be submitted to the board

Key Items for Discussion/Decision

- Hunters Bowls Sponsorship Proposal – SY has presented to Hunter Bowls and is awaiting decision from Sydney Head Office.
- Ryman Healthcare Sponsorship Proposal – SY has presented to Ryman Healthcare and they have verbally agreed subject to terms and conditions of agreement. Contract is for 3-years' worth \$100k over term.
- Giltrap Group Commercial Opportunity – Meeting confirmed for Wednesday 24th July with Giltrap Group Senior Management and Mark Cameron (Bowls NZ).
- Radio/Media – SY advised that Miles Davis would provide airtime slots for Auckland Bowls to discuss topics relevant at time of broadcast. There is no cost to Auckland Bowls.
- SY advised meeting with Bowls NZ CEO Mark Cameron to establish working styles and joint commercial opportunities. SY to pitch for Auckland Bowls hosting National Premier Interclub 7's.
- Website – SY advised that Kristina Fry has been appointed as Project Manager to write business case and review proposals from potential web developers and report to SY. SY will provide recommendation for next board meeting.
- Monthly Work Plan. Matters arising from Work Plan are more items need to be added for future months
- Bowls NZ Notice of Motion for AGM in September for new Membership Fee proposal. Note changes under this proposal the Membership Fee will be fixed at the rate (subject to CPI) for the foreseeable future. GS commented on the change in Membership categories i.e. the introduction of a Social Playing Member and the issues this will create in relation to the Liquor Licensing laws. SY to report to the next Board meeting when we receive the completed proposed motions to alter the Bowls NZ Constitution for the AGM on Saturday 14th September 2019.
- Honorariums paid by SY.
- AGM presentation SY and SC to work on presentations with BA.
- Communication regarding Avondale Bowling club published in quarterly bulletin.

General Business:

Forward Board Meeting Dates – SY to provide and circulate

Dates for Finance Committee to be circulated – SY

National Interclub 7's – SY to meet Chris Lander Bowls NZ to convince them that Auckland Bowls should host this event. SY advised that it is between Auckland Bowls and Wellington.

Remuera Covered Green Update – Roof is complete and lights have been installed. Awaiting Air-conditioning to be installed. SY/SC to meet Murray Lander to discuss CDA and Remuera's obligations under loan agreement.

Pakuranga Bowling Club – Currently Sport Auckland are currently facilitating a peer review regarding the proposed Multi-Purpose facility at Lloyd Elsmere Park. This would have significant impact on Pakuranga Bowling Club.

Coaching Co-Ordinator Position – There is a budget approved for this position and SC is currently drafting a PD for this role. However BA advised that any further proceedings need to be approved by the board first.

Auckland Bowls Gear – Currently approximately 15 sets of bowls owned by Auckland Bowls are being used by ABCA at Remuera Bowling Club. The board have requested SY to get these returned to Auckland Bowls.

Future Board Meetings – Dates as follows:

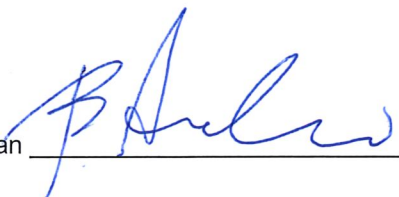
26th August 2019
23rd September 2019 (chaired by Michael Feek);
21st October 2019 (one week earlier - Labour day on 28th);
25th November 2019
16th December 2019
20th January 2020 (one week earlier - Anniversary day 27th);
24th February 2020;
23rd March 2020 (Easter is 10th – 13th)
27th April 2020
25th May 2020
22nd June 2020

The Next Meeting will be held:

Monday 26th August 2019 at 1.00pm.

With no further business, the meeting closed at 5.09pm

Signed Chairman



Date

