

**MINUTES OF MEETING OF THE BOARD OF MANAGEMENT OF AUCKLAND BOWLS INC  
HELD AT MT EDEN BOWLING CLUB  
On Monday 26<sup>th</sup> August 2019 at 1.00pm**

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**Present:** Bruce Anderson (BA), 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 15<sup>th</sup> July 2019**

The minutes of the Board meeting held on **15<sup>th</sup> July** were not approved as there were amendments to be made for redistribution to the board following a meeting of BA/MF/SY on Monday 16<sup>th</sup> September. SY has made amendments.

**(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.

Kolmar Trust – SY was asked when he was meeting Barry George (GM) to discuss Hunters Corner funding. SY advised that meeting is scheduled Tuesday 9<sup>th</sup> 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 6<sup>th</sup> September 2019.

***(Moved MF and 2<sup>nd</sup> MD) Unanimous.***

Howick Board Update re Covered Green – SY advised that following a Council Only Workshop on August 13<sup>th</sup> 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**

KBHS Letter of Complaint re Inter School Competition – Letter received from Principal Adeline Blair. SY scheduled meeting to meet Adeline on 30<sup>th</sup> August and update Board on outcome. SY advised meeting went well

Meeting request from Counties Manukau – Don Ramsay telephoned SY to arrange a meeting to discuss the future of Counties Manukau as a centre. SY confirmed meeting at ABI on 29<sup>th</sup> August and will update the Board at next meeting. Board advised that if they want to join ABI then it is all or nothing and if they don't then advise them, we can no longer perform the tasks of the contract and to exit accordingly. Further meetings to be held between both parties

Emails received from various candidates requesting support for Vice President and President positions at the upcoming Bowls NZ AGM – Board decision to support Mark O'Connor for President and Mary Orbell for Vice President. MF to vote accordingly at AGM as ABI Delegate. SY to acknowledge all correspondence on behalf of who they were addressed to.

Letter from ABCA – Board decided to provide assistance in appropriate funding application for Caching Development. SY to arrange meeting with Ron Taylor to discuss.

Board advised that for Minutes of Operations and Finance Committee to insert at bottom of final page "Items to be referred to Board for decision".

*(Moved HB and 2<sup>nd</sup> JF) Unanimous*

### Finance Report

Meeting with Finance Committee to be held Friday 13<sup>th</sup> August 2019. Confirmed

*(Moved JF and 2<sup>nd</sup> MD) Unanimous*

### Events and Operations Report

Meeting with Operations Committee held Friday 2<sup>nd</sup> August 2019 and minutes produced.

*(Minutes Received HB and 2<sup>nd</sup> JF) Unanimous*

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.

### Marketing report

Not accepted by Board and in future report to contain recommendations to the Board

Publishing of Board Minutes – Constitutional requirement to publish all public minutes on website. SY to arrange for website to be updated by KF/JY.

Social Bowls Survey – SY confirmed that copies of this survey had been distributed to all clubs.

SY advised of upcoming meeting with 3<sup>rd</sup> party to provide Live Streaming for ABI as a sponsorship package

**Communication is KEY**

### Club Development Report

SC updated Board on progress 12 Clubs have requested meetings to start process of developing a Future Plan and completing Club Development Application.

BA proposed for papers to be submitted to Rawhiti Committee for approval.

Board advised that they want to receive a "Summary Page" of all applications prior to the Rawhiti Committee meeting. It was requested that this summary be in bullet point format containing what was applied for and recommendations of CDM/GM what should be granted.

SC presented a summary of a further 7 CDA's for Board Approval to be presented to Rawhiti Committee for their final approval. The Board approved 5 CDA's to progress to Rawhiti and that SC work with the other 3 clubs to refine their application and then represent them for approval.

*(Moved MF and 2<sup>nd</sup> GS) Unanimous*



### Presidents Report

Presidents Report received. BA commented on a very good report

*(Moved BA and 2<sup>nd</sup> MF) 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

### Operational Plan 2019-2020

SY advised a draft copy of this will presented at October Board Meeting for discussion and approval.

### Key Items for Discussion/Decision

- Hunters Bowls Sponsorship Proposal – Still awaiting decision.
- Ryman Healthcare Sponsorship Proposal – Contract is for 3-years' worth \$100k over term.
- Giltrap Group Commercial Opportunity – Decision still pending
- 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 confirmed Bowls NZ awarded hosting rights to Auckland Bowls for National Premier Interclub 7's.
- Website – Board approved in principal Website Provider as Calibrate subject to a more detailed requirements document presented to Board's satisfaction. BA advised that we should use Mainfreight Website as an example of standard required.
- Avondale Bowling Club – Board discussed potential options regarding the distribution of proceeds of sale of ABC as follows:
  1. Permanent Investment Fund with Long Term Interest – **MD and GS**
  2. Remaining Member's given "x" amount of funds to take to their current bowling club and the remainder of funds be placed in a fund for Covered Greens – **MF, HB and JF.**
  3. Remaining Member's given "x" to take to their current club and a stand-alone committee (same as Rawhiti) be established to manage remainder of funds – **BA**
  4. SY to invite Gerard Hulst to Special Board Meeting to discuss his opinion and convey Board's options re the above funds.
- **Authority and Delegated Powers Document** – This document was initiated by the GM upon starting his tenure due to lack of delegated authority. SY and BA worked on this document and was jointly presented to the meeting. The document was accepted by the Board.

*(Moved BA and 2<sup>nd</sup> MF) Unanimous*

Operations Terms of Reference – The terms of reference for the Operations/Events Committee were adopted without amendment. However, as a result of a further Auckland Bowls Staff member being appointed to the Committee, Regulation 4.2 (a) of the Auckland Bowls General Regulations needs to be amended to read the following:

*"Auckland Bowls shall have an Operations/Events Committee comprising of 6 members appointed by the Board of Auckland Bowls. One of them, and no more than 2 shall be Auckland Bowls employee, and one an Auckland Bowls Board Member".*

*(Moved MF and 2<sup>nd</sup> GS) Unanimous*

The terms of reference for the Finance Committee were adopted subject to the deletion of Clause 8 and approval of the Chairman of the Finance Committee being obtained.

***(Moved BA and 2<sup>nd</sup> MF) Unanimous***

Appointment of Finance Committee be confirmed as:

- Graham Clisby (Chairman)
- Michael Feek
- Greame Scott
- Esther Eu

***(Moved BA and 2<sup>nd</sup> MF) Unanimous***

Rawhiti Committee Appointments – MD to be appointed as Deputy should other member not being available

***(Moved BA and 2<sup>nd</sup> GS) Unanimous***

**General Business:**

Special Board Meeting confirmed for Tuesday 3<sup>rd</sup> September 2019 at 10.00am at Auckland Bowls Office. The first part of meeting is dedicated to "Succession Planning" of the future outlook of the Board and only current Board members are involved. SY to attend at 11.00am and Gerard Hulst to attend at 12.00pm to discuss Avondale Bowling Club

CDA's Summary for Approval to be presented at the above meeting prior to being submitted to Rawhiti Committee. SC to attend to present.

HB advised Ladies Open Representative Team have been nominated for Team of the Year at Bowls NZ Annual Dinner. HB requested that 2 x tickets be purchased for HB and JF to attend. SY to purchase tickets accordingly.


***(Moved BA and 2<sup>nd</sup> GS) Unanimous***

**The Next Meeting will be held:**

Monday 23<sup>rd</sup> September 2019 at 1.00pm and will be chaired by Michael Feek

With no further business, the meeting closed at 5.43pm

Signed Chairman \_\_\_\_\_



Date \_\_\_\_\_

23-09-19