



minutes

Auckland Bowls Inc

Monday 29 June 2020 1.00pm
Auckland Bowls Offices
17 Stokes Road
Mt Eden
Board Room

PRESENT

Michael Feek (Chairman)
Greame Scott (Vice President)
Helen Blick
Esther Eu

Jill Fraser (President) Via ZOOM
Murray Dorreen
Phil Taylor

IN ATTENDANCE

Steven Yates
General Manager
Stephen Clifton
Club Support Manager, Club Development Report only

Wendy Brown
Board Secretary

Introduction

Michael Feek (MF) welcomed Wendy Brown to the Board, appointed as Board Secretary

1. Apologies

Nil

2. Board of Management Business

2.1 Minutes of Auckland Bowls Inc Board meeting held on 25 May 2020

2.2 Corrections to Minutes

Addition to May Minutes

Steven Yates (SY) to approach all current Operation Committee incumbents who haven't applied for a position on the 2020/2021 Operations Committee.

Clubs at Risk

SY will be talking to the Council about the Te Atatu Club concerns and the renewal of the Pringle Park lease.

Key items for Discussion/Decision

COVID-19 Restrictions and Guidelines to be circulated to all Clubs to adopt.

Recommendation

That the minutes of Auckland Bowls Inc meeting held on 25 May 2020 to be confirmed as a true and correct record, with the noted amendments.

Moved: Helen Blick

Seconded: Esther Eu

Motion Carried

2.2 Matters Arising

In response to Phil Taylor's (PT) query around Pringle Park lease and whether the local board seek the Board's input and how this is perceived, MF gave an overview of the process, which included a discussion on different leases and engagement with Auckland Council in the past.

2.3 Correspondence Inwards

Counties Manukau Options Paper was tabled at the meeting and circulated in a separate email.

2.4 Correspondence Outwards

Nil

That Auckland Bowls Inc receives all Correspondence.

Moved: Murray Dorreen

Seconded: Esther Eu

Motion Carried

2.5 Finance Reports

SY gave an overview highlighting the Auditor's Report, noting the Financials for year-end were approved and accepted. Only one minor issue raised with the annual leave liability, which has been brought to the attention of the Finance Committee. A plan is now in place to reduce the leave.

All Financial Reports have been presented to the Finance Committee and were accepted, subject to one expenditure query in the Advertising & Promotions account, which Lynne Jacobsen will be providing clarification around this. SY to provide update at the next meeting. In response to PT's query regarding cash balance, liabilities, account payments and accruals SY gave further detail and clarification. It was agreed there were further adjustments required to reflect accurate financial records.

Conversation held on funding and coding to the correct budget. MF requested this concern was put on the next Finance Committee Agenda with a recommendation back to the Board.

Recommendation

That Auckland Bowls Inc receives the May 2020 Finance reports and Minutes

Moved: Greame Scott

Seconded: Phil Taylor

Motion Carried

2.6 Events and Operations Report

Helen Blick (HB) provided an overview of the report, highlighting Maori Bowls official title is Aotearoa Bowls and requested this is used moving forward. It was noted the Minutes from the meeting held on Friday 26 June 2020 were not yet available and would be on the next Board Agenda.

Esther Eu (EE) spoke about feedback she had received from Junior Bowlers and encouraged them to put in to writing any concerns or feedback to the Operations Committee for their response. HB confirmed they had received correspondence from Junior Bowlers and responded.

Discussion was held on the various methods of communication to the Clubs, for example, Club notice boards and Friday Flash e-newsletter. It was agreed communication could be better especially for the Juniors, and more marketing would be done around this to ensure satisfactory engagement and communication for all parties.

In response to PT's query, discussion was held on member's subs and clarification given around payment dates and valid active membership.

Recommendations:

The Auckland Bowls Inc. approves Final Draft Playing Programme for upcoming 2020/2021 Playing Season (including Rep Days).

Auckland Bowls Inc to provide clear communication to all clubs with the Final Draft Playing Programme outlining the reasoning behind decisions and the significant changes made for the Junior Bowlers and include this also in the Friday Flash.

Moved: Michael Feek

Seconded Jill Fraser

Motion Carried

Auckland Bowls Inc approves that Peter Blucher, Roger Sutton, and Janine Young be appointed onto the Operations Committee for a further term of 12 months for 2020/2021 Playing Season.

Moved: Michael Feek
Seconded: Greame Scott

Motion Carried

Auckland Bowls Inc approves that Helen Blick be the Board appointee of the Operations Committee for a further term of 12 months for 2020/2021 Playing Season.

Moved: Michael Feek
Seconded: Phil Taylor

Motion Carried

Auckland Bowls Inc approves that Gerard Hulst, subject to acceptance, be re-appointed as the Chair of the Operations Committee for a further term of 12 months for 2020/2021 Playing Season.

Moved: Michael Feek
Seconded: Phil Taylor

Motion Carried

2.7 Club Development Report

Stephen Clifton (SC) gave an overview of his report and responded to the Board's queries.

Discussion was held on the strategic plan and club targets and it was agreed SY would request from Clubs a target for first year bowlers and an exit strategy. It was also noted having a Junior Club Captain was key to help with retention of players. It was also agreed that the CDA would be modified and include a target to retain new/junior bowlers and a target for women bowlers.

Discussion held around the work currently being done with Clubs and how best SC can support them.

SC highlighted he is currently reviewing Club targets as a result of the impact of COVID-19.

Recommendations:

That Auckland Bowls Inc approves Club Development Agreement Applications for Kohimarama Bowling Club, noting HB abstained due to a conflict of interest.

Moved: Michael Feek
Seconded: Jill Fraser

Motion Carried

That Auckland Bowls Inc approves Club Development Agreement Applications for Mt Albert Bowling Club, subject to the specific targets, noting MF and MD abstained due to a conflict of interest.

Moved: Phil Taylor
Seconded: Esther Eu

Motion Carried

That Auckland Bowls Inc approves Facility Enhancement Application for St Heliers Bowling Club.

Moved: Michael Feek
Seconded: Phil Taylor

Motion Carried

On approval the above CDA and FEA recommendations will be presented to Rawhiti Committee for final approval.

That Auckland Bowls Inc receives the Club Development Report

Moved: Jill Fraser
Seconded: Greame Scott

Motion Carried

2.8 President Report

Jill Fraser (JF) spoke to her report, giving an overview. Further discussion was held, and it was agreed a brief would be provided to Club Secretaries on the Friday Flash communication, with a focus on encouraging Juniors to sign up to the e-newsletter. SY to follow up with his team to get this underway.

Recommendation

That Auckland Bowls Inc receives the President's Report

Moved: Murray Dorreen
Seconded: Esther Eu

Motion Carried

3. Key Items for Decision

3.1 Auckland Bowls Staff Salary Review

A discussion was held, and it was agreed by the Board that the one-off payment be deferred this year, due to the current climate impacted by COVID-19

3.2 Water Ban Advocacy Group

SY gave an overview and update. Discussion held with queries and concerns responded to.

Recommendations:

That Auckland Bowls Inc approves the General Manager to lead an Advocacy Group of other sports that will be significantly affected by the potential water ban proposed by Watercare.

Moved: Greame Scott
Seconded: Esther Eu

Motion Carried

3.3 Auckland Bowls Prizegiving

That due to the effects of COVID-19 and no budgeted expenditure for a prizegiving to occur before the start of this season, Auckland Bowls Inc approves that the next prizegiving will be held in June 2021.

Moved: Greame Scott
Seconded: Michael Feek

Motion Carried

3.4 Auckland Bowls Patron (previously agreed via email resolution)

That Auckland Bowls Inc recommends appointing Ian Birch as its Patron for a further 12-month term

Moved: Murray Dorreen
Seconded: Greame Scott

Motion Carried

3.5 Structure of Finance Committee

Historically Auckland Bowls Inc has had an independent Chairperson of the Finance Committee. However, due to the resignation of the current Chairperson a decision is to be

made on whether the Board continue to have an independent Chairperson or bring the Finance Committee inhouse within the Board.

Discussion was held and it was agreed for transparency to keep the status quo and have an independent Chairperson. EE raised the need for better consistent communication between the Board and the Finance Committee, ensuring that protocols and procedures were in place and being met. It was noted it is a voluntary position and SY will present a paper to the Board at the next meeting on honorarium payment options.

Recommendation:

Auckland Bowls Inc approves that the Finance Committee to remain with an independent Chairperson.

Moved: Helen Blick
Seconded: Greame Scott

Motion Carried

3.6 Health and Safety Report

It was noted there were no incidences for May 2020 and the H&S report will be included on the next Board Agenda and moving forward.

Discussion was held on the process of ensuring participants at events are made aware of the H&S requirements prior to the start of the event. This is currently covered under the Umpires' Report, who refer to the checklist and this information is part of the Operations report. It was agreed that the checklist be circulated also to the Clubs.

4. Key Items for Information or Discussion

4.1 AGM Agenda and Notices

AGM Agenda and Notices sent to all Club Delegates on Wednesday 24 June 2020 as per the Board's constitutional requirements.

Discussion was held on the motions to be approved with a particular focus on clarification of the different types of memberships.

4.2 Financial Year End Audit

SY spoke to the recent Auditor's findings, conducted by William Buck, noting it was a successful audit with one minor issue regarding staff annual leave. This has been addressed and a plan is now in place for the affected staff member The Director of William Buck also acknowledged the assistance provided by the GM of Auckland Bowls Inc.

4.3 New Lynn Bowling Club SGM and AGM

SY and MF gave an update, noting they have attended the SGM and MF and SC will be attending on behalf of Auckland Bowls Inc, the AGM scheduled for Sunday 5 July 2020.

4.4 Avondale Bowling Club SGM

Gerard Hulst has convened an SGM for Avondale Members to vote on the disbursement of the Proceeds of Sale from Land sold in February 2020, to be held Monday 6 July 2020. Auckland Bowls Inc have not been invited to attend.

4.5 Te Atatu Peninsula Loan Update

Loan document received from Foy & Hulse and now with President and Treasurer of Te Atatu Bowling Club for signature. Once received back the Chairman will sign on behalf of Auckland Bowls Inc.

SY to circulate the agreement to the Board members.

4.6 Papatoetoe Hunters Corner Bowling Club Covered Green Update

Loan document currently being prepared by Foy & Hulse.

4.7 Ellerslie Bowling Club Update

HB gave the Board an update on her recent meetings with the Club to discuss the development and current status, noting the Green will be operational by November 2020.

4.8 Bowls NZ Update

SY provided the Board with an update on his recent meeting with the Chief Executive.

4.9 Exit Interviews for Clubs

MF gave further detail on the exit interview structure. HB to provide a draft template for reference to SY.

Recommendation:

Auckland Bowls Inc approves the GM to draft exit interview template to conduct exit interviews.

Moved: Michael Feek

Seconded: Greame Scott

Motion Carried

4.10 Affiliation Fee Model

Discussion held as to whether Auckland Bowls Inc adopts the Bowls NZ model or adopt a different model. It was agreed SY to provide a paper outlining the pros and cons of the current model and other options.

Recommendation:

Auckland Bowls Inc approves the GM drafts a paper outlining various affiliation fee models to present at the October 2020 Board meeting

Moved: Michael Feek

Seconded: Greame Scott

Motion Carried

4.11 Bowls Counties Manukau discussion with Bowls NZ

SY provided an update on the recent meeting held between BCM Board members, their members and Bowls NZ representatives, noting there were two outcomes at the conclusions of the meeting. Bowls NZ to submit papers to BCM and their members, for decision in July 2020.

A paper outlining the two Options was tabled and handed out to the Board at the June Auckland Bowls Inc meeting.

4.12 Results of Player's Survey

SY highlighted the report to the Board, noting the summary not yet received with the raw data and questions. Board held discussion on some of the results, noting the response rate was one of the highest received to date. SY to provide full report to the Board at the July meeting.

4.13 Communications Survey

This is due to go out in July and questions will be finalised before the next meeting.

5. General Business:

5.1 Annual Operating Plan Review

The Board reviewed the plan with the following key points noted:

- SY provided a verbal update on the status of sponsorship, factoring in the impact of COVID-19.
- Prior to COVID 19 SY and SC had visited 33 Clubs. As a result, feedback acknowledged the visibility of the GM and good engagement.
- Currently reviewing the marketing focus and utilising FB, emails and website.
- Database is being finalised and in the process of merging with Bowls NZ programmes as an effective comms tool. EE requested this item to be included on the next Agenda and moving forward if necessary.
- Discussion held on surveys going out after each event, which currently isn't happening. It was agreed a new plan of approach would be included on the next Board Agenda.
- The Green keeping inspection was carried over to the next meeting.

5.2 Action items from May Board Meeting

EE gave an update on the Coaching Academy, noting it is a work in progress. One of the main objectives is to have one coach in each Club.

SY due to meet with Remuera Bowling Club 15 July 2020.

Have a Go month Proposal to be included on the July Agenda

5.3 Action Items for the July Board meeting

20/21 Annual Operating plan draft on the Agenda for the August Board meeting

Communication Survey final questions to be included on the July Board Agenda.

5.4 Zone 1 & 2 Meeting

As Auckland hosted the ZOOM meeting on Friday 5 June 2020, SY to provide Minutes of the Meeting

5.5 Appointment of Selection Panel for 1-5 Year Head Selector Role.

Recommendation

That Auckland Bowls appoint an interview selection panel as there was more than one application – Michael Feek, Helen Blick and Stephen Clifton (on behalf of Steven Yates who will be on leave).

Moved: Jill Fraser
Seconded: Murray Dorreen

Motion Carried

5.6 Governance

The Board moved into Committee to discuss some housekeeping matters.

The next Board meeting will be held Thursday 23 July at 1.00pm

With no further business, the meeting closed at 5.23pm and the Board moved into a closed meeting.

Chairperson.....

Date.....

Murray Dorreen
27 October 2020