



# minutes

## **Auckland Bowls Inc**

Thursday 23 July 2020 1.00pm  
Auckland Bowls Offices  
17 Stokes Road  
Mt Eden  
Board Room

### **PRESENT**

Michael Feek (Chairman)  
Helen Blick  
Esther Eu

Jill Fraser (President)  
Murray Dorreen  
Phil Taylor

### **IN ATTENDANCE**

Steven Yates  
*General Manager*

Wendy Brown  
*Board Secretary*

## **1. Apologies**

Greame Scott

### ***Recommendation:***

***That Auckland Bowls Inc receives all Apologies***

Moved: Helen Blick  
Seconded: Jill Fraser

*Motion Carried*

## **2. Board of Management Business**

**2.1 Minutes of Auckland Bowls Inc Board meeting held on 29 June 2020**

**2.2 Corrections to Minutes**

**2.6 Update to Action Register** - Junior Bowlers' Participation to state the **significant** change i.e. Moved from the end of the year to the beginning of the year, to be stated on the Action Register.

2.7 Action register to read exit interview strategy

### ***Recommendation***

***That the minutes of Auckland Bowls Inc meeting held on 29 June 2020 to be confirmed as a true and correct record, with the noted amendments.***

Moved: Jill Fraser  
Seconded: Murray Dorreen

*Motion Carried*

## **2.3 Matters Arising**

2.6 In response to Michael Feek's (MF) query, Steven Yates (SY) confirmed he had spoken with Gerard Hulst who is aware and has agreed to his re-appointment as Chair of the Operations Committee. SY confirmed Weng Lim is also aware of his re-appointment.

## **2.4 Action Register**

SY run through the register with updates given and noted.

## **2.5 Correspondence Inwards**

Nil

## **2.6 Correspondence Outwards**

Email Press Release sent by GM to various Media outlets regarding Women's Premier Open Singles

***That Auckland Bowls Inc receives all Correspondence.***

Moved: Esther Eu  
Seconded: Michael Feek

*Motion Carried*

## **2.7 Finance Reports**

Due to no Finance Committee being held in July all reports will be presented at the August Board Meeting

As a result of the absence of the Finance Report, Phil Taylor (PT) asked for an update on the wages subsidy

Further discussion was held, and it was agreed that an explanation as to why the liability hadn't been moved in the correct time period, would be provided to the Board via email.

SY confirmed the Auditors were satisfied Auckland Bowls met the wage subsidy criteria based on figures and information provided to them.

***Recommendation***

***That the Accountant Lynne Jacobssen to provide the GM a report outlining how the double entry for the wage subsidy will affect the May 2020 Financial Report***

Moved: Phil Taylor  
Seconded: Michael Feek

*Motion Carried*

**2.8 Events and Operations Report**

Helen Blick (HB) spoke to the report and asked if there were any questions from last month's meeting report

In response to the email received from Jill Fraser (JF) to Kristina Fry, HB gave the Board an update. The email was in relation to replacement players in champ of champ events. Discussion was held, noting the current practice has been reviewed and it was agreed by the Board to revert to the Substitution Replacement Law

***Recommendation:***

***That the Substitution Replacement Law be reinstated moving forward***

Moved: Murray Dorreen  
Seconded: Esther Eu

*Motion Carried*

**2.9 Club Development Report**

SY spoke to the report, highlighting that the Mt Albert and Kohimarama Bowls Club applications are to be presented to the Rawhiti committee tomorrow. The Facility enhancement application for St Heliers will also be presented to the Rawhiti committee tomorrow.

Mt Wellington club update was given on the current facilitation underway for a potential merger.

***Recommendation:***

***That Auckland Bowls Inc receives the Club Development Manager Report - July 2020***

Moved: Jill Fraser  
Seconded: Helen Blick

*Motion Carried*

## **2.10 President Report**

No July Report

## **3. Key Items for Decision**

### **3.1 *Honorarium Payment Options Paper for Decision on Structure of Finance Committee***

SY gave an overview of the Paper and background to the proposal.

The Board held a discussion on the Chairperson's role, appropriate payment, and recruitment of the role

#### ***Recommendation:***

***That Auckland Bowls Inc approves the proposed amount of \$750.00 per annum as Honoraria payment for the Finance Committee Chairperson and approves recruitment of an independent Finance Committee Chairperson***

Moved: Phil Taylor  
Seconded: Michael Feek

*Motion Carried*

## **4. Key Items for Information or Discussion**

### **4.1 Health and Safety Report**

No incidences to report. MF highlighted a couple of amendments to the report, which were noted by SY.

### **4.2 New Lynn Bowling Club AGM update**

SY gave update on the recent AGM held that MF and Stephen Clifton were due to attend, although didn't go ahead as the invitation was revoked

SY spoke about options to support the Club, which is being explored further and he will discuss the options with the New Lynn Bowling Club Chairperson.

### **4.3 Avondale Bowling Club SGM update**

SY gave a verbal update from the SGM meeting held on 6 July, noting minutes from the SGM meeting were included in the July Auckland Bowls Board pack. Discussion was held on club membership.

#### **4.4 Te Atatu Peninsula Loan update**

SY provided a verbal update, noting an anonymous donation was provided to the club and they no longer require agreed support from Auckland Bowls.

HB highlighted a couple of errors in the Loan offer acceptance, although it was also noted the agreement was no longer going ahead.

#### **4.5 Papatoetoe Hunters Corner Bowling Club Covered Green Update**

SY provided an update and advised the legal document is currently with Papatoetoe Hunters Corner for sign off. He also highlighted that the Council have accepted the increase of their lease to 10 plus 10. Once signed off, works will begin, noting it will also be presented to the Rawhiti Committee.

#### **4.6 Database update**

SY gave an update, noting the Internal database is ready to go and just waiting on Bowls NZ, which he expects to have by the next Auckland Bowls Board meeting

#### **4.7 Bowls Counties Manukau Discussion with Bowls NZ update**

Update given highlighting the options, with the decision made that moving forward Bowls Counties Manukau will be run by Bowls NZ. Auckland Bowls will be paid up to October 2020 and reimbursed any associated costs.

MF requested this item be included on the next Finance Committee Agenda.

#### **4.8 Exit Interview paper**

Deferred to next Board meeting to allow SY and HB to review.

#### **4.10 1-5 Year Head Selector Role Announcement**

Confirmed appointment and congratulations were given to Esther Eu (EE).

#### **4.12 Greenkeeping Inspection update**

SY gave update from recent meeting with James Williams, President of the Auckland North Harbour Greenkeepers Association, which included discussion on roles, offering seminars and noting greenkeepers who do not have current spray certificates. SY highlighted the training of certification was a focus for Auckland Bowls management to ensure H&S requirements are being met.

HB gave an overview of previous discussions and agreements made on greenkeeping inspections and the process. It was agreed to reinstate the practice whereby there would be a minimum of two independent reputable and experienced bowlers for each zone, to check the greens and communicate with Auckland Bowls any maintenance requirements or issues. HB to work with SY to get this set up again.

***Recommendation:***

***Auckland Bowls Inc approves the implementation of a panel of independent approved bowlers to assist or accompany the Greenkeeper during inspection of greens, prior to centre event.***

Moved: Michael Feek  
Seconded: Murray Dorreen

*Motion Carried*

**5. General Business:**

**5.1 Ellerslie Bowling Club AGM update (*verbal*)**

In Greame Scott's (GS) absence, SY gave an update to the Board. A Business Plan paper is to be provided to GS within 2 weeks of the Ellerslie Bowling Club AGM, which is due to be held next week. Once the Business plan paper has been received a meeting will be set to discuss the plan with Auckland Bowls. The Ellerslie Club have confirmed the Greens will be operational and playable by October 2020. A further update to be provided at the next Board meeting.

**5.2 New Lynn Bowling Club Pat Bell update (*verbal*)**

A discussion was held concerning Mr Pat Bell who had been engaged by the New Lynn Bowling Club contrary to the provisions of the penalty imposed by a Judiciary hearing. Whereby Mr Pat Bell could only be employed by any bowling club following him having first obtained permission to do so from Bowls NZ and Auckland Bowls. SY had spoken to New Lynn Chairman who had not been aware of the provisions of the Judiciary decision.

SY advised that Bowls NZ were happy for Mr Pat Bell to be employed by New Lynn, it was agreed that SY respond to the letter received from Mr Pat Bell and advise him that Auckland Bowls agreed to his employment by New Lynn Bowling Club. This letter to include a copy of the Judiciary's decision and advise him that any further breaches of any of the conditions will result in action. Mr Pat Bell is to acknowledge in writing the receipt of the letter and that he fully understands.

**5.3 Website provider's Terms of Agreement (*verbal*)**

SY gave an overview on the admin rights of the website and has since spoken to the developer and reviewed the contract. The photos have been updated and will continue to be updated by management as required.

In response to MF's query on the Club Resource page still not available on the website, SY confirmed that it is currently being developed.

In response to EE's query on the loading of recent Inter club results, SY acknowledged that there was an unavoidable delay for the recent results.

Website content was discussed, and feedback noted by SY.

#### **5.4 Auckland Centre Coaching Application**

EE circulated the application to the Rawhiti Committee, Auckland Centre Coaching Plan and the Auckland Centre Coach Action plan at the Board meeting and spoke to the papers, highlighting key points. EE noted the focus areas remained the same and the vision was still to have one Coach minimum in every club. The Auckland Centre Coach Action Project Plan was noted as a new addition to the paper.

HB gave an update on the ABCA AGM held last night, noting their alignment with Bowls NZ and are looking at rebranding to reflect this.

#### ***Recommendation***

***Auckland Bowls Inc approves that the Auckland Centre Coaching Plan (approved by the Auckland Board December 2018 and updated July 2020) and the Auckland Centre Coaching Action Plan 2021-2023 is presented to the Rawhiti committee on Friday 24 July 2020.***

Moved: Helen Blick

Seconded: Jill Fraser

Motion Carried

#### **5.5 Premier women's singles event**

In response to MF's query on the Budget for this event, SY gave the Board an update.

HB queried the timing of the press release being circulated and the process followed. SY responded clarifying the process and circulation of the press release.

EE asked the question of total costs of invitation of Jo Edwards and Val Smith to the WPOS including appearance fee, air fares, accommodation, and all other related costs. SY replied \$1600.00 was the total cost.

In response to HB's request, the Friday Flash will be updated to include Lisa Prideaux as a profiled player.

#### **5.6 Live streaming costs**

Discussion was held on the use of live streaming and benefits and costs such as marketing it at new bowlers and to promote Auckland Bowls etc. SY noted that negotiations were still taking place for the upcoming season.

In response to JF, SY is to provide the Board a breakdown of Auckland viewers after the Premier Women's Singles event.

PT spoke on options to consider for the next budget, if the Board wanted to better monitor live streaming costs rather than just have lumped in against 'Marketing'.

## 5.7 Zone 1 & 2 Meeting Minutes

In response to HB's query regarding 5.4 on the Action Register, SY confirmed the minutes are to be completed next week.

## 5.8 Financial Procedures and Controls

EE recommended that the procedures and controls should be reviewed by the Board.

The process was highlighted and the need to be fit for purpose, review of all financial controls and test financial procedures. SY reiterated role of governance and what is operational

MF highlighted the finance committee terms of reference and delegated authority matrix, which was agreed by the Board in 2019

### ***Recommendation:***

***Auckland Board Inc approves Esther Eu to review and test the financial procedures and controls within Auckland Bowls, to ensure robustness and fit for purpose and make any recommendations. Esther Eu to second another board member if necessary.***

Motion: Esther Eu

Seconded: Jill Fraser

*Motion carried*

## 5.9 Listing of Coaches in Centre Handbook

EE raised that the current accreditation wording is not aligned with Bowls NZ.

### ***Recommendation:***

***The Listing of Coaches in the Centre handbook to be as per Bowls NZ accreditation***

Motion: Esther Eu

Seconded Jill Fraser

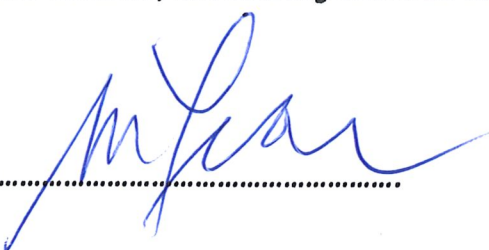
*Motion carried*

MF finished the meeting by acknowledging the final Board meeting for MD, JF and PT and thanking them for their significant contribution as Board members of Auckland Bowls.

***The next Board meeting will be held Monday 31<sup>st</sup> August at 1.00pm***



**With no further business, the meeting closed at 4.47pm and the Board moved into a closed meeting.**

Chairperson.....

Date.....27 October 2020