



minutes

Auckland Bowls Inc

Monday 7 December 2020 1.00pm
Auckland Bowls Offices
17 Stokes Road
Mt Eden
Board Room

PRESENT

Michael Feek (Chairman)
Helen Blick
Esther Eu

Greame Scott (*President*)
David Ball (*Interim GM and Board member*)
John Ross

IN ATTENDANCE

Wendy Brown
Board Secretary
Steve Clifton
Club Development Manager
(*items 2.14, 3.6 & 3.7*)

Meeting started at 1.06 pm

1. Apologies

Nil

2. Board of Management Business

2.1 Minutes of Auckland Bowls Inc Board meeting held on 27 October 2020

Recommendations

That the Minutes of Auckland Bowls Inc Board meeting held on 27 October 2020 to be confirmed as a true and correct record, with noted amendments.

Moved: David Ball
Seconded: Esther Eu

Motion Carried

2.2 Corrections to Minutes

- 3.7 Mt Albert – delete ‘subject to the following conditions’
- 2.8 Antihistamine issue raised by Helen Blick (HB) not Michael Feek (MF)

2.3 Matters Arising

Nil

2.4 Action Register

DB went through the register with updates given and noted. Refer Action Register.

2.5 Correspondence Inwards (refer Agenda)

DB gave an overview of inwards and outwards correspondence and any relevant actions required. DB responded to queries from the Board.

Action: DB to obtain executed agreement from Ryman Health

2.6 Correspondence Outwards (refer Agenda)

That Auckland Bowls Inc receives inwards Correspondence and approves Outwards Correspondence

Moved: Esther Eu
Seconded: Greame Scott

Motion Carried

2.7 Finance Reports

- 2.7.1 Minutes of Finance Sub Committee meeting held on 23 November 2020
- 2.7.2 Balance Sheet Report as at 31 October 2020
- 2.7.3 Profit & Loss Report for the month ended 31 October 2020

DB took the paper as read, answered queries raised and highlighted key points.

In response to Esther Eu's (EE) concerns in relation to the credit card process and risk a discussion was held. MF clarified the improved process in place to manage risk.

Recommendations

That the Auckland Bowls Board receives the Minutes of the Finance Sub Committee meeting held on 23 November 2020

That Auckland Bowls Inc receives the Finance Reports ended 31 October 2020

Moved: John Ross
Seconded: David Ball

Motion Carried

Recommendation

That Auckland Bowls Board ratify the Finance Committee's approval to issue only one credit card for Auckland Bowls, held by the Administration Manager, to purchase Auckland Bowls general office purchases only.

Moved: Michael Feek
Seconded: Greame Scott

The motion was adopted by a vote of 5 – 1 (EE against)

2.8 Events and Operations Report

2.8.1 Minutes of the Operations Committee of Auckland Bowls Inc. meeting held on 6 November 2020

HB highlighted key points and responded to the Board queries with some amendments noted for the Minutes.

HB requested that comms around fines available for defaults, be included in the next Friday Flash.

Recommendations

That the Auckland Bowls Board receive the Minutes of the Operations Committee meeting held on 6 November 2020

Moved: Michael Feek
Seconded: John Ross

Motion Carried

2.9 Club Development Report (verbal update)

Steve Clifton (SC) gave an update, raised concerns, and responded to queries.

Discussion was held and SC reiterated the importance of clubs undertaking marketing, with a particular focus on digital marketing i.e., FB and Instagram. SC stated that the return on doing so has been proven by those clubs engaging this channel of marketing.

SC briefed the Board on clubs that have been approved and confirmed funds were only released once the agreements had been signed.

It was highlighted that the application process was being amended with a focus on the clubs providing financials and reports to get more information from clubs.

It was agreed that the six Club Development Officers should be involved in the process and this was slowly starting to happen. The focus was to get the current applications signed off and start fresh in the New Year.

SC gave the Board a summary of the Rawhiti meeting he attended, highlighting approvals given.

DB tabled the paper from Hunter's Corner club and gave an update on the recent meeting held with the club. The Board discussed, queries responded to and next steps were agreed.

2.10 President Report (verbal update)

Greame Scott (GS) gave a verbal update to the Board on progress made as President and his ongoing meetings with clubs, which has been very positive.

3. Key Items for Decision

3.1 Club Development Funding Applications – Royal Oak, Bridge Park and Titirangi RSA Bowling Clubs

3.1.1 Updated CDA Funding for Clubs 2019, 2020, 2021

SC briefed the Board on the applications and individual clubs, responded to queries raised by the Board and provided clarification on certain points.

Recommendations

That the Auckland Bowls Board endorse approval by the Rawhiti Committee for Royal Oak Bowls new CDA application for \$47,300

That the Auckland Bowls Board endorse approval by the Rawhiti Committee for Bridge Park Bowling Club's new CDA application for \$29,727.76

That the Auckland Bowls Board endorse approval by the Rawhiti Committee for Titirangi RSA Bowling Club's new CDA application for \$5,000

Moved: Michael Feek _
Seconded: Greame Scott

Motion carried

3.2 Facility Enhancement Grant Applications for Glen Eden, Mt Albert and Titirangi RSA Bowling Clubs

SC gave an overview and answered queries.

Recommendation

That the Auckland Bowls Board endorse approval by the Rawhiti Committee for Titirangi RSA Bowling Club's FEG application for \$46,528

That the Auckland Bowls Board endorse approval by the Rawhiti Committee for Glen Eden Bowling Club's new FEG application for \$29,700

That the Auckland Bowls Board endorse approval by the Rawhiti Committee for Mt Albert Bowling Club's new FEG application for \$20,630

Recommendation

That Auckland Bowls Board endorse the actions of the Rawhiti Committee and funding of Blockhouse Bay Bowling Club to \$50,000 for a replacement green.

Motion Carried/ EE sustained due to conflict of interest

Moved: Michael Feek _

Seconded: Greame Scott

Motion carried

3.3 Rawhiti Covered Greens Report November 2020

That the Auckland Bowls Board endorse the Howick Bowling Club application for two covered greens totalling \$700,000 approved by the Rawhiti Committee

3.4 Papatoetoe Hunters Corner Indoor Facility

DB provided an update on this and has arranged a meeting with the club executive to discuss their action plan regarding how best to utilise the facility.

4. Key Items for Information or Discussion

4.1 Health and Safety Report

No Report. It was verbally confirmed no incidences to report for October and November 2020

4.2 FY21 Year End Forecast

Deferred until January 2021 Board Meeting

4.3 Remuera Bowling Club meeting update

Update given under Action Register agenda item. DB noted the next meeting is happening on Wednesday to review the agreement.

DB responded to queries and discussion held.

4.4 Auckland Bowls Office Staff Update

DB gave the Board an update, noting he is currently reviewing the organisational structure.

The Board and DB acknowledged the excellent work Janine Young was doing managing the office and taking on more responsibility in the interim.

4.5 Financial Procedures and Controls update and recommendations

Final report to be ratified at the next Finance Committee meeting for submission at the next board meeting.

4.6 Bowls NZ meeting update

GS gave a status update to the Board on the meeting with Ellerslie Bowling Club.

4.7 Avondale Bowling Club update

DB provided an update to the Board noting he was waiting on a summary from the SGM held recently. Discussion held and queries responded to.

Recommendation

DB will discuss with GH the recent outcomes from the SGM held and will take over the management of all further meetings.

ACTION: DB to meet with GH and seek return of records and documentation.

Moved David Ball
Seconded Michael Feek

Motion Carried

4.8 KIDS Live Streaming update

Discussion held on live streaming options from both KIDS and Bowls NZ. DB provided information and it was decided that live streaming of events be done by utilising the Bowls NZ equipment.

Action: DB to further discuss with KIDS to clarify the situation

4.9 ABI Board Member Replacements

DB gave an update on a nomination he had received, which he tabled at the meeting. MF also tabled a further application

GS advised that he had discussions with two other people who are considering applying for the role.

Board discussed applicants noting four potential opportunities. It was agreed to review in January at a separate meeting and decide who to co-opt onto the Board.

Action: GS to get written applications from the two nominees he knows that are interested and circulate to the Board

Action: DB to update the current applicants and let them know the process with a decision expected on 12 January 2021.

The GM role was discussed, including the recruitment process.

5 General Business:

5.1 Auckland Bowls Board Meeting 2021 Draft meeting dates tabled

Strategy meeting date to be decided

5.2 Previous GM phone payment plan

DB gave the Board an update on status.

5.3 Ryman healthcare meeting

DB confirmed that the meeting was to be held tomorrow to review and update sponsor arrangements.

5.4 Premiers Team Building Exercise

GS suggested a team building exercise be considered by the Board for the premiers. Discussion was held and no action decided at this point.

5.5 Name change

GS suggested that the Board investigated changing from Auckland Bowls to Bowls Auckland. The Board expressed they had no issue with doing so and were aware it was a big exercise and would take time to roll out.

MF confirmed it was a straightforward process in relation to the constitution and agreed he would aim to have in place for the 2021 AGM.

Action: MF to come back to the Board in the New Year with the set of motions that are required for the AGM.

5.6 Rawhiti Silver Plate

HB gave the Board a progress update noting that it was being revived and would be held in Orewa, Pukekohe and Remuera in the winter months.

5.7 Practice of Umpires

Discussion was held.

Action DB to talk to Bowls NZ on this matter

5.8 Uniforms.

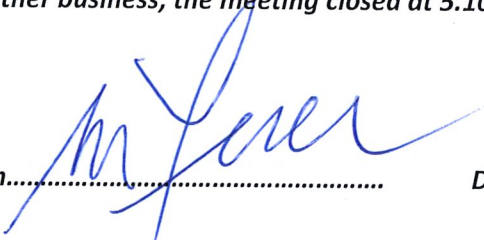
EE raised the issue of the lack of uniforms every year due to them not being collected back from players. EE requested DB work on a solution. MF referred to the High-Performance policy and the process outlined.

Action: DB to give more thought around the best process moving forward, noting he has a meeting set with the Uniform company this week.

The next Board meeting will be held Thursday 28 January at 1.00pm

With no further business, the meeting closed at 5.10 pm.

Chairperson.....



Date.....28-1-21