



# minutes

## **Auckland Bowls Inc**

Thursday 28 January 2021 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*

*Meeting started at 1.03 pm.*

*The Chairman welcomed everyone to 2021 and the January Board meeting.*

## **1. Apologies**

John Ross (lateness)

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

### **2.1 Minutes of Auckland Bowls Inc Board meeting held on 7 December 2020**

#### ***Recommendations***

***That the Minutes of Auckland Bowls Inc Board meeting held on 7 December 2020 to be confirmed as a true and correct record.***

Moved: Helen Blick  
Seconded: Greame Scott

*Motion Carried*

## 2.2 Corrections to Minutes

Nil

## 2.3 Matters Arising

### Hunter's Corner

David Ball (DB) gave an update to the Board on the recent meeting held with management and the GM of Kolmar Trust. Steve Clifton (SC) attended the meeting, which was a follow on from the mid December meeting. SC is now assisting the club in preparing the correct documents and processes. The next meeting is planned for February. Discussion was held and queries responded to.

**Action: DB to have further discussions with adjacent clubs**

### Uniform

DB advised that a tidy up and sorting of stock had happened. At the end of rep season the plan is to get all uniforms back in, to check condition and sizes, then a plan moving forward would be developed.

### Name change

Michael Feek (MF) confirmed from a constitutional point of view it is easy to do the change. It was noted there was a lot more to consider in relation to operational areas, e.g., branding exercise, logos, cars, signage. DB advised website changes were relatively straightforward. Discussion held on whether the Board wanted to go ahead with the process and what cost was involved.

**Action: DB to bring back a proposal paper for the February Board meeting, including the costing and changes, to support the board's decision making.**

**1.26 pm John Ross arrived**

## 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.

## 2.6 Correspondence Outwards (refer Agenda)

**That Auckland Bowls Inc receives inwards Correspondence and approves Outwards Correspondence.**

Moved: Greame Scott

Seconded: John Ross

*Motion Carried*

## **2.7 Finance Reports**

- 2.7.1 Minutes of Finance Sub Committee meeting held on 25 January 2021 *(to be tabled at the February meeting)*
- 2.7.2 Balance Sheet Report as at 30 November 2020 (tabled)
- 2.7.3 Profit & Loss Report for the month ended 30 November 2020 (tabled)
- 2.7.4 Year End Forecast – FY21 (tabled)

DB went through the reports, highlighted key points, and answered queries raised.

***Action: Circulate soft copies to the board.***

### ***Recommendations***

***That Auckland Bowls Inc receives the Finance Reports ended 30 November 2020***

Moved: John Ross  
Seconded: Helen Blick

*Motion Carried*

## **2.8 Events and Operations Report**

- 2.8.1 Minutes of the Operations Committee of Auckland Bowls Inc. meeting held on 4 December 2020.

Helen Blick (HB) highlighted key points, discussion was held, updates and queries were responded to.

In response to HB's query, DB confirmed clearance certificates were in place and there was a focus on ensuring the clubs have correct processes in place for new members.

### ***Recommendations***

***That the Auckland Bowls Board receives the Minutes of the Operations Committee meeting held on 4 December 2020***

Moved: Michael Feek  
Seconded: Esther Eu

*Motion Carried*

## **2.9 Club Development Report**

DB took the paper as read, providing key points of the report to the Board. Highlighted work happening with the Club Development officers. The Board acknowledged the good work and progress being made with the clubs and increase of memberships.

Discussion held and the Board's queries were responded to.

### ***Recommendation:***

***That the Auckland Bowls Board receives the Club Development report.***

Moved: Esther Eu

Seconded: Greame Scott

*Motion carried*

## **2.10 President Report (verbal update)**

Greame Scott (GS) gave a verbal update, noting the busy Christmas period, which was outlined in SC's report. GS complimented the staff involved over this period and their managing of the activity. The melanoma check service offered was recognised as a great initiative and GS hoped to see it continue.

GS highlighted there was a lot of activity coming up this week, which was good for Auckland and bowls in general.

### ***Recommendation:***

***That the Auckland Bowls Board receives the President's report.***

Moved: Michael Feek

Seconded: David Ball

*Motion carried*

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

Nil

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

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

Report noted and confirmed no incidences to report for December 2020.

## **4.2 Remuera Bowling Club meeting update**

### **4.2.1 Remuera Meeting Minutes**

DB gave an update on the recent meetings held, answering the Board's questions. DB advised the Board there was good engagement with the club.

### **4.2.2 Remuera Covered Green Usage report**

DB highlighted the good work done regarding the facility usage over the year.

## **4.3 Auckland Bowls Office Staff Update**

DB gave an update to the Board on recent staff changes.

***Action: JD's will be ready for the next Board meeting, defining the two roles.***

## **4.4 Financial Procedures and Controls update and recommendations (tabled)**

It was noted there was more work to be undertaken by the Finance Committee who would then finalise the report for the Board to ratify. The report would include governance, delegated authority, administration, operational.

It was agreed that the Board would take away the report to read and it would be on the next Board Agenda to discuss. Comments from the Board would be noted to help towards the final review.

***Action: DB to circulate the review, for comment at the next meeting.***

## **4.5 ABI Board meeting with Ian Dee (4.00pm)**

Following an introduction by MF on Board governance and background, Ian provided the Board with a summary of his work experience and skills. He also gave a view on the key areas to develop bowls across the region.

### ***Recommendation***

***That the Board Co-Opt Ian Dee as a Full Board Member until the Auckland Bowls 2021 AGM***

Moved: Michael Feek  
Seconded: David Ball

*Motion Carried*

#### 4.7 GM Role update

MF gave an update on the status of the role. Discussion was held and agreed DB was the right fit as the permanent GM. DB expressed his wish to stand down as a Board member to allow him to focus on the GM role. The Board agreed to begin recruitment for a new Board member.

### 5 General Business:

#### 5.1 Strategic Planning February 2021 meeting date to be confirmed

MF gave an update noting the Strategic plan was drawn up in February 2020. Though because of Covid-19 and other disruptions the plan was not implemented. MF recommended that the plan start from July 2021 as a 10-year plan.

DB to contact the strategy facilitator to update and advise the decision around implementing the plan in July. Discussion held and it was agreed that John Ross (JR) and DB would review the plan, noting 'fresh eyes' would be beneficial.

**Action: DB/JR to review the plan and bring it back for the next Board meeting for discussion.**

#### 5.2 Ryman Health Care update

- 5.2.1 Ryman Marketing Document
- 5.2.2 Ryman Sponsorship Agreement

DB took the papers as read, noting several meetings had been held and a good relationship was forming. DB highlighted the key points to the Board and work moving forward.

#### 5.3 Player Survey results

DB tabled the paper, noting the report was going to the Operations Committee tomorrow and any recommendations would be brought back to the February Board meeting.

#### 5.4 High Performance Rep Policy

DB gave the background on the existing policy and gaps identified when the teams are playing. Discussion held and it was agreed that the current policy be amended to include clarification of rules where Auckland Representative Teams travel outside of Auckland for Inter-Centre events.

**The next Board meeting will be held Friday 12 March 2021 at 1.00pm**

**With no further business, the meeting closed at 4.15pm**

Chairperson.....

Date.....12-3-21