



minutes

Bowls Auckland Inc

Monday 29 May 2023
Bowls Auckland Inc. Office
Board Room

PRESENT

Ian Dee (ID) Chair
Helen Blick (HB)
Michael Feek (MF)

John Ross (JR)
Rikki Swannell (RS)

IN ATTENDANCE

Dean Bartlett | CEO

Wendy Brown | Board Secretary

The Chair welcomed everyone to the meeting.

1. APOLOGIES

Greame Scott

Recommendation

That Bowls Auckland Board receives the apology.

Moved Michael Feek
Seconded Ian Dee

Motion Carried

2. BOARD OF MANAGEMENT BUSINESS

2.1 Minutes of Bowls Auckland Inc Board meeting held on 1 May 2023.

Recommendation

That the Minutes of Bowls Auckland Inc Board meeting held on 1 May 2023 to be confirmed as a true and correct record.

Moved Michael Feek
Seconded Helen Blick

Motion Carried

2.2 Corrections to Minutes

Nil

2.3 Matters Arising

Leave policy

CEO confirmed it is WIP and will be on the next Board Agenda.

Alcohol and Smoking Concerns

The CEO is waiting on advice from Bowls NZ and will update the Board at the June meeting.

Business plan

Work in progress and will be on the June Board Agenda.

Digital Strategy

Delayed but confirmed to present at the June Board meeting.

Papatoetoe update

JR provided an update on the program of works noting the work was due to be completed in July.

Awards Luncheon

A host has been confirmed and will be Brett O'Riley.

2.4 Conflict of Interest Register

No Changes.

2.5 Health & safety Report – April 2023

No incidents to report for April.

Recommendation

That the Bowls Auckland Board Inc receive the Health & Safety report.

Moved: Michael Feek

Seconded: Helen Blick

Motion carried

2.6 Board Work Plan

The Chair highlighted the CEO appraisal and KPIs which had been moved out to August 2023. All other items will be completed at the May meeting.

2.7 CEO Summary Report

The paper was taken as read and the CEO asked for questions and feedback. Highlighting key points:

- Strategic day with clubs will be post AGM to present the Strategy, and other applicable initiatives.
- Sponsorship – Jarden have renewed their sponsorship. Ongoing discussions with other potential sponsors.

- Bowls NZ Strategic Day – The CEO attended the event and found it valuable. The focus areas were social, broadcast, and Bowls Hub. The delivery and capability of clubs were also discussed.
- Clubs update provided to the Board.

New Lynn

AGM has been set for 28 June. Received their 2022/23 Financials, which are more concerning than originally thought. Based on the Financials there was a discussion on what steps Bowls Auckland should take to navigate through the next 12 months successfully. The CEO will consider options and inform the Board as appropriate.

Mangere Bowls

Update on recent members meeting held. AGM is being held this week, which includes election of officials. The CEO will be in contact with them after the AGM and discuss support moving forward.

Ellerslie Bowls

Update and the possibility of a meeting at some stage.

- Census numbers – Bowls NZ have completed their process and they will be included in the next Board Pack. CEO and Finance Manager to review the Bowls Auckland census with the aim for them to be included in the next Pack also.
- The Umpires Association held their AGM, in which Les Smith was appointed President.
- Remuera update on monthly meetings held this year between the club and the CEO. Highlighting the possible amalgamation with the Bridge Club. Resource consent has been submitted by Remuera and they expect a decision early next year. The decision will determine the potential amalgamation will proceed.
- Bowls Auckland office refurbishment update, noting no major building works will be taking place.
- Howick loan document has been drafted and will be presented to the club this week.
- HB requested that the awards luncheon invites to board members and life members are personalised customized moving forward. Noted by the CEO.
- Recruitment update given, with two roles currently in market.

Recommendation

That Bowls Auckland Inc Board accepts the CEO report.

Moved: Rikki Swannell
 Seconded: John Ross

Motion Carried

2.8 Correspondence Inwards

Henderson Bowling Club

Discussion held regarding support options for Henderson Bowling Club, which had been affected by floods. It was agreed that the CEO would follow up with Bowls NZ to explore ways in which Bowls Auckland could assist in their rebuilding efforts. The Board expressed their willingness for Bowls Auckland to reach out and provide further support to the club in their recovery process.

Recommendation:

That Bowls Auckland Inc Board receives the inwards correspondence.

Moved: Michael Feek

Seconded: John Ross

Motion Carried

2.9 Finance Reports

The Chair took the reports as read, highlighted key points, and responded to questions.

Key points:

- The surplus update figure at end of financial year was highlighted by the CEO.
- The audit is currently underway.
- There was a discussion about the decision on the CPI 6.5% figure as of 31st March, and why it didn't align with Bowls NZ at 6.7%.
- Kimberley Trust fund was not accessed in the last financial year.

Recommendation

That Bowls Auckland Inc Board receives the Finance Reports ended 30 April 2023.

Moved: Michael Feek

Seconded: Ian Dee

Motion Carried

2.10 Events and Operations Report

Key points

- Delegate meetings were recently held and deemed successful. Feedback from the clubs has been considered and actioned where applicable in the 2023/24 season calendar.
- The committee and Les Smith, as the convenor of the Champ of Champs, were acknowledged and thanked by the CEO.
- HB recommended that the Operations Committee members who wanted a prize money increase to be considered should do so in writing to the CEO.
- MF mentioned the policy in place that events need to break even, and any increase in entry fees should be factored in.
- The CEO raised the issue of financial support for teams participating in National tournaments and suggested discussing it with the Finance Committee and Operations Committee. The possibility of accessing Blue Waters funding was also mentioned.
- A review of prize money, entry fees, and a complete package for the 24/25 financial year was suggested as an option to be considered.

Recommendation

That Bowls Auckland Inc Board receives the Operations Report.

Moved: Helen Blick

Seconded: Michael Feek

Motion Carried

2.11 President Report

In the President's absence the CEO read his report.

The Board wished the President a speedy recovery.

Recommendation

That Bowls Auckland Inc Board receives the President's Report.

Moved: Ian Dee
Seconded: Michael Feek

Motion Carried

2.12 Kimberley Investment Committee

Noted and taken as read.

2.13 Blue Waters Community Trust

The CEO provided an update on the Blue Waters Community Trust, highlighting the risk related to the current site and a potential relocation.

The CEO mentioned that other options were being explored and that a plan to mitigate potential risk will be drafted at a later stage.

Recommendation

That Bowls Auckland Inc Board received the report.

Moved: Rikki Swannell
Seconded: John Ross

Motion Carried

3. KEY ITEMS FOR DISCUSSION OR INFORMATION

3.1 AGM Matters including Constitutional changes

The Board discussed proposed amendments and the CEO noted the amendment of wording to 14b that the Board agreed on.

Recommendation

That Bowls Auckland Inc Board approved the motions with an amendment to 14.b be presented to AGM for approval.

Moved: Michael Feek
Seconded: Rikki Swannell

Motion carried

3.2 Board Selection Panel

The Chair provided an overview of the board selection process noting there were four applicants for three positions.

The Board agreed to form a board selection panel consisting of Greame Bennett as the Club Delegate and the President, Greame Scott.

It was noted the Chair couldn't be appointed onto the panel as he is one of the candidates.

Kevin Hickland was recommended by the Chair for appointment to the panel, and it was agreed that if the President was unavailable, the Vice President would step up.

Recommendation:

That Bowls Auckland Inc Board approved the appointment of Graeme Bennett, Greame Scott and Kevin Hickland onto the Board Selection Panel.

Moved: Ian Dee
Seconded: Michael Feek

Motion carried

3.3 Board Skills Matrix

3.3.1 Board Skills and Competencies

3.3.2 Board Matrix Template

Noted as a good guideline for the interview panel.

Recommendation

That Bowls Auckland Inc Board receives the Board Skills Matrix documentation.

Moved: Michael Feek
Seconded: Rikki Swannell

Motion carried

3.4 Kimberley Appointment Panel

An update was provided on applicants who are existing Kimberley members and have terms that are ending.

The Board confirmed that there were no constitutional requirements affecting the reappointment of existing members, so no panel was required.

It was agreed that Kevin Hickland, Greame Scott, and Ian Dee would recommend the appointment of members to the Committee.

It was noted the Kimberley Committee appoint their Chair and set their honorarium.

The CEO highlighted that there was one current vacancy on the Kimberley Committee.

3.5 General Regulations and Disciplinary

In response to HB's query, the Board discussed General Regulation 3.3, which pertains to uniforms and colours.

The Chair emphasized the requirement for clubs to submit uniform changes for approval.

MF raised the requirements under the Affiliated Clubs Obligation Policy which covers the process if clubs were considering a uniform change.

The Board agreed that Policy documents needed to be stored in one easy accessible portal.

The changes were noted as being straightforward and the Board were satisfied.

Recommendations

That Bowls Auckland Inc Board approved the proposed changes to the General Regulations.

That Bowls Auckland Inc Board approved the proposed changes to the Disciplinary Regulations.

Moved: Michael Feek
Seconded: Rikki Swannell

Motion carried

3.6 Performance Structure and Selection

The CEO spoke to the paper.

The Board discussed various aspects of the structure, including the performance lead position, gender balance, and the inclusion of under 26 categories.

Selection Panel for team officials

The Chair clarified that a selection panel would recommend the Head Selector to the Board. The panel would consist of the CEO, performance lead, and one board member.

The Board agreed to appoint John Ross as the board member representative on the selection panel.

The Head Selector's term would move from one year to two years and the Head Selector would be responsible for recommending their team officials.

Recommendations

That Bowls Auckland Inc Board approves the presented structure.

Moved: Ian Dee
Seconded: Michael Feek

Motion carried

That Bowls Auckland Inc Board approves the two-year term of Head Selectors.

Moved: Michael Feek
Seconded: John Ross

Motion carried

3.7 Org Chart | Staff Update

The CEO provided an update on the new organizational chart.

The strategic intent, pillars, and specific roles were discussed, including club partners, marketing, operations, engagement, finance management, and performance lead.

The CEO confirmed that job descriptions had been drafted and would be circulated to the Board.

3.8 Centre and Performance Calendar

The CEO confirmed the calendar had been finalised and a thorough consultation process had taken place with clubs. He noted there was excellent club participation with 29 clubs in total contributing to the process.

Recommendation

That Bowls Auckland Inc Board approved the playing program as presented

Moved: Michael Feek
Seconded: John Ross

Motion carried

3.9 Proposed Calendar of Events

The CEO highlighted that the upcoming season's calendar has been confirmed.

3.10 Performance Program

The CEO highlighted that the upcoming season's calendar has been confirmed, with future plans to establish a Working Group to explore significant changes for 2024/25 onwards with the intent of quality over quantity.

3.11 Bowls NZ

MF detailed the proposed motions and gave an overview of the current and proposed motions supported with reasons for the changes.

The Board discussed and agreed the proposed motions and the CEO was asked to send the proposal to Bowls NZ. It was noted that the recommendations were moved at the last meeting.

Recommendation

That Bowls Auckland Inc Board approved the Notice of Motions be sent to Bowls NZ for presentation at their AGM.

Moved: Michael Feek
Seconded: Ian Dee

Motion carried

4. RAWHITI FUND ITEMS FOR DISCUSSION

4.1 Facility Enhancement Applications

The CEO tabled Glendowie's application to replace their artificial carpet.

The Board discussed and HB raised her concerns in relation to the diminishing membership numbers.

The CEO mentioned the project by Sport Auckland involving cross-code tennis which had received positive feedback and support.

MF clarified previous financial support the club had received noting it was the first time they had submitted a Facility Enhancement application.

Recommendation

That Bowls Auckland Inc Board approved Glendowie Bowling Club's Facility Enhancement application be presented to the Rawhiti Committee for consideration.

Moved: Helen Blick
Seconded: John Ross

Motion carried

The CEO provided an update on the East Tamaki application noting it was a natural green renovation not artificial as stated in the application.

The Board discussed and agreed.

Recommendation

That Bowls Auckland Inc Board approved East Tamaki Bowling Club's Facility Enhancement application be presented to the Rawhiti Committee for consideration.

Moved: Michael Feek
Seconded: Helen Blick

Motion carried

The CEO confirmed the applications would be presented at the 9 June Rawhiti meeting.

5. GENERAL BUSINESS

Waiheke Bowling Club

JR gave an update on his recent conversation with the club who suggested the idea to hold a tournament be held at Waiheke Bowling Club. It was noted although they didn't have many members it was financially sound and had good patron.

The Board discussed and were supportive of the idea. St Heliers Club and Bowls Auckland would enter teams.

Meeting closed at 3.07pm

The next Board meeting will be held Monday 26 June at 1.00 pm.

Chairperson.....

Date.....26/6/23,