



minutes

Bowls Auckland Inc

Monday 26 June 2023
Bowls Auckland Inc. Office
Board Room

PRESENT

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

John Ross (JR)
Rikki Swannell (RS)
Greame Scott (GS) President

IN ATTENDANCE

Dean Bartlett | CEO

Wendy Brown | Board Secretary

The Chair welcomed everyone to the meeting.

1. APOLOGIES

Nil

2. BOARD OF MANAGEMENT BUSINESS

2.1 Minutes of Bowls Auckland Inc Board meeting held on 29 May 2023.

Recommendation

That the Minutes of Bowls Auckland Inc Board meeting held on 29 May 2023 to be confirmed as a true and correct record with noted amendments.

Moved John Ross
Seconded Michael Feek

Motion Carried

2.2 Corrections to Minutes

MF clarified that as the CEO was an ex officio member of the Kimberley Committee there was no current vacancy on the Kimberley Committee.

2.3 Matters Arising

The paper was taken as read.

Papatoetoe

JR gave an update on progress to date noting a delay of material to be delivered has impacted the completion date which is now September 2023.

The President raised the potential licensing issues in relation to the legal structure of the operation and Kolmar Trust. He requested further clarification and assurance that there were no issues.

Recommendation

That the Bowls Auckland Board Inc approved that the CEO follow up and receive advice from Kolmar on the matter and report back to the Board.

Moved: Greame Scott
Seconded: Michael Feek

Motion carried

2.4 Conflict of Interest Register

No Changes.

2.5 Health & safety Report – May 2223

No incidents to report for May.

Recommendation

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

Moved: Michael Feek
Seconded: Helen Blick

Motion carried

2.6 Board Work Plan

Taken as read. Induction noted.

2.7 CEO Summary Report

The paper was taken as read and the CEO asked for questions and feedback.

The President provided an update on the recent interviews held on 15 June by the Bowls Auckland Selection Panel and tabled a paper with recommendations for the Board to consider.

The Board were satisfied and approved the Bowls Auckland Selection Panel's recommendation of the appointments of Craig Pryor, Ian Dee and Michael Feek onto the Bowls Auckland Board (subject to approval at the AGM).

The Chair acknowledged the thorough report received from the Bowls Auckland Selection Panel and confirmed the Board would review and feedback.

It was agreed that the Bowls Auckland Selection panel actions and recommendations to be picked up by the CEO for action.

The Board requested that the CEO notify the applicants in writing of the outcome.

Recommendation

That the Bowls Auckland Board Inc received the Bowls Auckland Selection Panel report.

Moved: Ian Dee
Seconded: Michael Feek

Motion carried

The Chair acknowledged and thanked the President and panel for the good work they had done throughout the interview process.

Key highlights from the CEO report:

The CEO confirmed the AGM Agenda and Papers would be circulated via email to Clubs tomorrow.

- Funding update and successful applications.
- Club activity update.
- The awards luncheon held on Sunday went well with a good turnout. The board raised minor issues which the CEO noted. HB requested that the CEO circulate a survey on the event as views it as beneficial and helps with continuous improvement.
- The CEO noted all the positive feedback and acknowledged the great work by Roz Murray, Club Partner – Marketing and Events, who organised the event and the support of the hosting club, Royal Oak.
- Discussion was held on Bowls Auckland and the support to clubs and the best method to ensure consistent messaging and open channels of communication moving forward.
- Update given on the two roles that went to market and the high calibre of applications received. Recruitment process underway with the expectation of filling both roles by 1 August 2023.

Recommendation

That Bowls Auckland Inc Board accepts the CEO report.

Moved: Michael Feek
Seconded: Greame Scott

2.8 Correspondence

Dual Membership

The CEO gave an update on dual membership and next steps. The board discussed options and agreed a separate meeting would be held to finalise the process.

The President expressed his views and suggested Bowls Auckland lead the initiative and present a recommendation to Bowls NZ re the dual membership.

A subcommittee to be formed and the President would provide his review and findings for their information. The President and CEO would determine the membership of the subcommittee.

It was agreed that the subcommittee would provide a recommendation to the Board.

Alcohol, smoking and vaping policies

The CEO gave an update noting the policies were being updated to align with Bowls NZ. Once updated, consultation would take place with players and clubs prior to implementation.

Bowls NZ Motion – AGM

Discussion was held on the Notice of Motion to Bowls NZ for their AGM re limited player and it was agreed to withdraw on the proviso that it is discussed at the centre managers meeting.

2023 Club Membership Fee

Discussion held and agreed to further amend the membership fee in line with Bowls NZ.

Recommendation

That the Bowls Auckland Board approved the amendment to the affiliation fee to align with Bowls NZ and an increase of 4.7% and not the full CPI adjustment of 6.7%.

Moved: Michael Feek

Seconded: Greame Scott

Bowls3 Five Correspondence from Te Atatu Peninsula

The CEO provided an update on his discussion with Bowls NZ and recommended that Bowls Auckland continue to align with Bowls NZ. The CEO to report back to the Club.

Recommendation:

That Bowls Auckland Inc Board receives the inwards and outwards approved correspondence.

Moved: Ian Dee

Seconded: Greame Scott

Motion Carried

2.9 Finance Reports

The Chair took the reports as read, highlighted key points, and responded to questions, noting the positive adjustment to the budget in relation to Blue Waters resulting in a surplus figure.

Recommendation

That Bowls Auckland Inc Board receives the Finance Reports ended 31 May 2023.

Moved: Michael Feek

Seconded: Rikki Swannell

Motion Carried

2.10 Events and Operations Report

Key points

HB noted that Winter Club was starting this coming Sunday with good representation – 39 teams compared to 32 in 2022.

The Convenor role would help with the process and was a positive engagement on behalf of Bowls Auckland

Discussion held on the Operations Committee membership and the operations model moving forward with the introduction of new staff roles at Bowls Auckland. The CEO confirmed that it is intended that the new Club Partner - Operations role would be on the committee and replace the CEO (as the staff representative).

The Board requested that the CEO review the Operations Committee Terms of Reference and present his recommendations to the Board, prior to confirming the document ahead of the 2023/24 season.

Recommendations

That the Bowls Auckland Board approved the appointment of the Operations Committee for the 2023/24 year (ending at the 2024 AGM) being Roger Seaton, Les Smith, Fiona Matheson, Peter Blucher, Bryan Chapman and Helen Blick (Board representative) plus the staff representatives per the Terms of Reference.

That the Bowls Auckland Board approved Roger Seaton as Chairperson of the Operations Committee

Moved: Ian Dee
Seconded: Michael Feek

Motion Carried

The CEO to liaise with the Operations Committee and confirm membership.

Recommendation

That Bowls Auckland Inc Board receives the Operations Report.

Moved: Helen Blick
Seconded: Rikki Swannell

Motion Carried

2.11 President Report

The President provided a verbal update noting the main event for the month was the Awards Function acknowledging it was well run and organised. He did note though that he would have liked to see more representation of Bowls Auckland Clubs and suggested further thought be given on how to increase participation. The President thanked the CEO and his team for the great work on delivering the event.

Recommendation

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

Moved: Michael Feek
Seconded: Helen Blick

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 latest meeting, noting the potential relocation, which looked promising. He also gave an update on the budget and grants awarded, noting the significant grant to Henderson Bowling Club to support their refurbishment after flooding.

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 Operations Committee Appointment

Refer 2.10 Events and Operations Report

3.2 Fiona Matheson's Application

Noted.

3.3 Kimberley Appointment Panel

Update on appointments noted.

3.4 Membership and Centre Event Data

The CEO gave an update noting entries were back to pre-covid levels. The data would inform decisions moving forward. HB acknowledged and thanked the CEO for the in-depth report.

3.5 Overall Membership Stats

The CEO gave highlighted that playing memberships were up 8% on the previous year. Discussion held on how Bowls Auckland could continue to support clubs and increase participation.

The Chair thanked the CEO for the good report.

3.6 Leave Policy

The CEO gave an update and advised quarterly reporting would be provided to the board to ensure transparency and a tool to alleviate liability. The policy was in the process of being updated.

The Board recommended inserting a pandemic clause and aligning the IEAs with the leave policy. The CEO noted feedback.

3.7 Business Plan

The CEO advised of the updates and progress was noted. A new pillar had been included on values and how we live and bring them in from an operational and governance perspective.

4. RAWHITI FUND ITEMS FOR DISCUSSION OR INFORMATION

4.1 Howick Loan Document

The CEO gave an update including on his recent meeting with the Council. The Board provided feedback on the loan document, which was noted by the CEO and adjustments would be made if appropriate to ensure it met legal requirements.

The Board requested that the CEO seek legal advice to finalise.

4.2 Howick Draft CITH Partnership Agreement

Was presented and approved by the Board.

5. GENERAL BUSINESS

Recommendation

That the Bowls Auckland Board moves into Committee at 2.36pm.

Moved: Ian Dee
Seconded: Michael Feek

Motion carried

Recommendation

The Bowls Auckland Board supports Graeme Halse's proposal subject to the discussed additions.

Moved: Ian Dee
Seconded: Michael Feek

Motion carried

The Bowls Auckland Board came out of Committee at 2.55pm.

GS commented that Bowls Auckland need to review the current Child Safeguarding policy especially with coaches to ensure it aligns with best practice.

MF suggested that the General Regulations need to be updated to accommodate the changes in the Performance Structure.

Meeting closed at 3pm.

The next Board meeting will be held Monday 24 July at 1pm

Chairperson.....

Date.....24/7/23

