



minutes

Bowls Auckland Inc

Monday 24 July 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
Craig Pryor | Observer

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 26 June 2023.

Recommendation

That the Minutes of Bowls Auckland Inc Board meeting held on 26 June 2023 to be confirmed as a true and correct record with noted amendments.

Moved Helen Blick
Seconded Rikki Swannell

Motion Carried

2.2 Corrections to Minutes

2.3 Matters Arising

The paper was taken as read.

General Regulations

The proposed amendments were discussed, and the CEO acknowledged and thanked MF for the proposal.

Recommendation:

That Bowls Auckland Inc Board approves the changes outlined in the proposal to accommodate the changes in the Performance Structure and for the General Regulations to be updated as such.

Moved: Michael Feek
Seconded Greame Scott

Motion carried

2.4 Conflict of Interest Register

The President advised he was a social member of the Birkenhead Bowling Club.

2.5 Health & safety Report – June 2023

No incidents to report for June.

The CEO provided clarification on the process for H&S incidences taking place at events, noting the convenor would submit this information with his report.

The CEO confirmed a hosting checklist is in place to support the process.

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.

2.7 Risk Register

The Chair suggested that a new risk be included to address the future of centres within the New Zealand Bowls landscape.

The Rawhiti funding and implementing a financial strategy to potentially replace the Rawhiti facility enhancement fund was muted.

The Chair advised he would discuss potential changes with the CEO prior to tabling in the next quarter.

2.8 CEO Summary Report

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

Key points:

Bowls NZ update

- Launching a new website and shop in August.
- Holding their AGM on 16 September and Bowls Auckland need to inform the Centre Delegate by 25 August

Recommendation

That Bowls Auckland Inc Board approves Ian Dee as the Centre Delegate.

Moved: Michael Feek
Seconded: Greame Scott

Motion carried

Roll up campaign

Currently organizing a pre-season marketing campaign, previously known as 'Have-A-Go'.

Staff update

New staff have been recruited and the Board has received the updated organisational structure.

The CEO noted Roz Murray, Marketing, has been summoned to jury duty with a back up plan underway if she is selected.

Office refurb update

Design discussion is underway with the objective of creating a space that encourages connection, a sense of belonging and celebrates our community.

Recommendation

That Bowls Auckland Inc Board accepts the CEO report.

Moved: Greame Scott
Seconded: John Ross

2.9 Correspondence

2.9.1 Bowls NZ

Discussion on the motions to be tabled at their AGM was held and will be carried over to the next Board meeting.

2.9.2 Center titles

Discussion was held on the request from Mike Galloway. It was agreed that MF would follow up and provide an update to the CEO to help make an informed decision. Update to be provided at the next Board meeting.

2.9.3 Auckland Council

The CEO provided an update regarding the Loan Offer to Howick.

Recommendation:

That Bowls Auckland Inc Board receives the inwards correspondence.

Moved: Rikki Swannell
Seconded: John Ross

Motion Carried

2.10 Finance Reports

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

Key Points:

On budget but noted there is wages underspend. The onboarding of staff in August will see this align with the budget and be more consistent moving forward.

Update on BDO roles and potential leave accrual payouts.

Recommendation

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

Moved: Michael Feek

Seconded: Greame Scott

Motion Carried

2.11 Events and Operations Report | Verbal Update

It was noted there had been no meeting since the last Board meeting.

2.12 President's Report | Verbal

The President gave an update on the National Champ of Champs Fours at Royal Oak Bowling Club. He acknowledged the smooth running of the event, which was enjoyed by all attending.

Recommendation

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

Moved: Michael Feek

Seconded: Helen Blick

Motion Carried

2.13 Kimberley Investment Committee

2.13.1 Performance Summary Report | June 2023

Noted and taken as read.

2.14 Blue Waters Community Trust

The CEO gave an update on the meeting held this morning.

Relocation is forecast to take place in September, which will impact on the funding distributed in August and September.

Recommendation

That Bowls Auckland Inc Board receives the report.

Moved: Rikki Swannell

Seconded: Michael Feek

Motion Carried

3. KEY ITEMS FOR DISCUSSION OR INFORMATION

3.1 Discussion items

3.1.1 Operations Committee TOR

The CEO gave an overview on the updated TOR and key points highlighted:

- Overall, the TOR has been amended to provide clarity on the authority, objective and workings of the Committee.
- Process, functions, duties, and decision-making authority are now clearly outlined as intended to avoid misunderstandings.
- Applications amended to allow six volunteer members and one staff.

The Board requested that clause 5d (green allocation) be clarified, and subject to the amendment the Board were satisfied with the updated TOR.

Recommendation:

That Bowls Auckland Inc Board adopts the proposed amendments to the Operations Committee TOR, subject to rewording of 5d, and for it to be actioned starting 1 August 2023.

Moved: Michael Feek

Seconded: Greame Scott

Motion carried

3.1.2 Centre Events PnL Recommendation

The CEO gave an overview on the update and process.

- Annual Centre event PnL review to happen every March moving forward, concurrent with budget review.
- An increase in travel compensation for clubs who win pathway events was approved by the Finance Committee.
- Budget and prize money redistribution were discussed and will be considered in the next budget review.
- The Finance Committee has done an in-depth review of the budget and recommended continuing with the current budget structure, with noted changes.
- Discussion held on increasing participation through incentives.
- Approval of option three as recommended by the finance committee.

Recommendation:

That Bowls Auckland Inc Board endorses option 3 recommended by the Finance Committee.

Moved: Michael Feek

Seconded: Ian Dee

Motion carried

3.1.3 Dual Members

The CEO acknowledged and thanked HB and GS for their contribution and support in the Dual Member's space.

- Change of wording to "multi-club membership" proposed by HB and agreed by the Board to align with Bowls NZ.
- Overall, the paper and proposed clauses were supported by the Board, with clarification on the first point to ensure it was easily understood by all.
- It is envisioned that the clauses will be added to the Special Conditions of Play for the respective events ahead of the new season, and clubs will be encouraged to include them in theirs also.

The President emphasized the importance of clubs and players displaying pride, passion and prestige when winning a club title. The Board were supportive of this approach and Bowls Auckland supporting the clubs and centres.

Recommendation:

That Bowls Auckland Inc Board adopts the proposed amendments to the Special Conditions of Play as outlined in the paper regarding Dual Memberships, with noted amendments.

Moved: Helen Blick
 Seconded: Greame Scott

Motion carried

3.1.4 Performance Team officials Recommendation

The CEO gave an update confirming the selection committee had conducted interviews.

Team introductory day planned for August at the Bowls Auckland.

The Chair thanked outgoing Open Men's Manager John Ross for his contribution in the role.

The CEO thanked and acknowledged the contribution and support throughout the appointment process of HB and JR.

Recommendation:

That Bowls Auckland Inc Board approved the Appointment's panel recommendation of the structure of Team officials.

Moved: Michael Feek
 Seconded: John Ross

Motion carried

3.2 Information Items

3.2.1 Business Plan Update

The CEO gave an update on progress made since the last Board meeting.

3.2.2 New Lynn Update

The CEO gave an update on the club, and the support provided.

- 3.2.3 Digital Strategy
Paper taken as read.
- 3.2.4 Club Capability Program
Paper taken as read.
- 3.2.5 Staff Structure | July 2023
Paper taken as read.

4. RAWHITI FUND ITEMS FOR DISCUSSION OR INFORMATION

4.1 Facility Enhancements

- 4.1.1 Balmoral
Update given by the CEO on the application for funding.

Recommendation:

That Bowls Auckland Inc Board approves the funding request of \$50,000 to renovate their club rooms including toilets, kitchen and flooring.

*Moved: Michael Feek
Seconded: Rikki Swannell*

Motion carried

- 4.1.2 New Lynn
The CEO gave an update noting the funding request was to complete remedial works due to flood damage, including reinstating the greens back to pre-flood condition.

It was also noted the club was planning to get drainage work done to potentially mitigate any future flooding and damage, although costs for this were not part of the funding application request.

Recommendation:

That Bowls Auckland Inc Board approves the funding request of \$50,000 to complete remedial works needed due to flood damage.

*Moved: Michael Feek
Seconded: Greame Scott*

Motion carried

- 4.1.3 Otahuhu Railway
The CEO gave an update noting the club had an enthusiastic approach and were keen to host centre events and engage in school programmes.

The application was for costs towards shade and seating around the green.

The Board discussed and it was noted that the Rawhiti committee recommended a loan structure with the same terms and conditions as previous loan.

Recommendation:

That Bowls Auckland Inc Board approves the funding request of \$38,000 to replace their artificial green, noting it was a loan with no interest and expires after five years if the club does not sell any land within that time.

Moved: Michael Feek
Seconded: Rikki Swannell

Motion carried

4.2 Club is the Hub

4.2.1 Howick

The proposed agreement was tabled.

Recommendation:

That Bowls Auckland Inc Board approves the support of the club manager role as per the program to the level of \$40,000 in 2023/24.

Moved: Michael Feek
Seconded: John Ross

Motion carried

4.2.2 New Lynn

The CEO provided an update on the background and current structure. The Board discussed and it was agreed it was imperative the club were in a position to continue to be financially and business sustainable.

Recommendation:

That Bowls Auckland Inc Board approves the support of the club manager role as per the program to the level of \$30,000 in 2023/24

Moved: Michael Feek
Seconded: Rikki Swannell

Motion carried

4.2.3 Pt Chevalier

The CEO spoke about the partnership opportunities, noting the solid business model in operation.

The Board discussed and agreed to the recommended approach.

Recommendation:

That Bowls Auckland Inc Board approves the support of the club manager role as per the program to the level of \$30,000 in 2023/24

Moved: Michael Feek
Seconded: Rikki Swannell

Motion carried

4.3 Club Development Agreements

4.3.1 Kohimarama

The CEO gave an overview on current arrangements and the proposed transition to support the change management process.

Recommendation

That Bowls Auckland Inc Board approves the recommendation of the CEO to support the BDO role up to a total cost of \$8,227 from 1 September 2023 to 31 August 2024.

Moved: Ian Dee

Seconded: Rikki Swannell

Motion carried

4.4 Covered Facilities

4.4.1 Howick

The CEO gave an update on the current situation of the project and loan offer, highlighting:

- Auckland Council support the loan, however, have requested that in addition to the inclusion of the amortization, the loan security be altered.
- To enable Howick BC to accept the only loan security would be in the way of allowing Bowls Auckland to take over the lease if the Club default or it is terminated.

Recommendation

That Bowls Auckland Inc Board approves the proposed Loan Offer agreement amendments and gives the CEO the authority to progress to signing.

Moved: Ian Dee

Seconded: Michael Feek

Motion carried

5. GENERAL BUSINESS

5.1 Management Letter

Taken as read.

5.2 Papatoetoe update

JR gave an update, noting a new President is in place. He confirmed materials were arriving this week and work was due to start.

GS raised the risk and implications of licensing which was noted by the CEO for follow up.

5.3 AGM

In response to HB the CEO confirmed 26 clubs had indicated they would be attending the AGM on Saturday 29 July 2023.

It was noted RS would be an apology for the AGM.

Recommendation:

That Bowls Auckland Inc Board moved into committee at 3.28pm

Moved: Michael Feek

Seconded: Ian Dee

Motion carried

Recommendation:

The Bowls Auckland Inc Board supports Graeme Halse's proposal as presented.

Moved: Ian Dee

Seconded: Michael Feek

Motion carried

The Bowls Auckland Inc Board came out of Committee at 3.50pm.

Meeting closed at 3.55pm

The next Board meeting will be held Monday 31 July at 12.30pm

Chairperson.....

Date.....31/7/23.....