



minutes

Bowls Auckland Inc Board Meeting

Monday 25 September 2023
Bowls Auckland Inc.
Board Room

PRESENT

Ian Dee (ID) Chair
Helen Blick (HB)

John Ross (JR)
Greame Scott (GS) President

IN ATTENDANCE

Dean Bartlett | CEO

Wendy Brown | Board Secretary

The Chair welcomed everyone to the meeting.

1. APOLOGIES

Michael Feek, Rikki Swannell and Craig Pryor

Recommendation

That the Bowls Auckland Board Inc accept the apologies.

Moved Helen Blick
Seconded John Ross

Motion Carried

2. BOARD OF MANAGEMENT BUSINESS

2.1 Minutes of Bowls Auckland Inc Board meeting held on 31 July 2023.

2.2 Minutes of Bowls Auckland Inc Board meeting held by email correspondence on 13 September 2023.

Recommendations

That the Minutes of Bowls Auckland Inc Board meeting held on 31 July 2023 to be confirmed as a true and correct record.

That the Minutes of Bowls Auckland Inc Board meeting held by email correspondence on 13 September 2023 to be confirmed as a true and correct record.

Moved Helen Blick
Seconded Greame Scott

Motion Carried

2.3 Corrections to Minutes

Nil

2.4 Matters Arising

The paper was taken as read.

The Chair confirmed he'd circulated an update by email to the Board on the Bowls New Zealand AGM he recently attended.

The CEO highlighted the need to approve the changes to the Constitution made at the AGM.

Recommendation

That Bowls Auckland Inc Board accepted the amendments to the Constitution as approved at the 2023 AGM.

Moved Greame Scott
Seconded Ian Dee

Motion Carried

2.5 Conflict of Interest Register

The paper was noted.

2.6 Health & Safety Report

The paper was taken as read.

The CEO raised an identified hazard at the Bowls Auckland office – deterioration of carpet.

Recommendation

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

Moved: Helen Blick
Seconded: Greame Scott

Motion carried

2.7 Board Work Plan – Including Board Matrix Overview

The paper was taken as read.

The CEO confirmed the risk register would be on the October Agenda.

2.8 CEO Summary Report

The CEO took the paper as read, highlighting the following key points:

- Funding update – applications have been submitted to AKTIVE to support the Youth Strategy and Sport Auckland for a targeted community initiative.

- Diversifying of revenue streams being looked at to deliver to new audiences. This approach contributes to Bowls Auckland having a strong footprint in the sporting industry within Auckland. It was also noted the importance of building solid relationships in this space. The recent Sport Waitakere engagement with New Lynn to develop their Strategic Plan was a good example shared by the CEO.
- Mangere Bowling club update and discussion held.
- The CEO thanked the Board members who attended the Club open days.
- The Balmoral renovation was noted as a good outcome and the CEO thanked HB for her support.
- Henders Bowling Club are back in operation after 9 months offline due to the flood damage.
- Digital Strategy and the excellent reach with Facebook statistics showing excellent engagement, reach and new followers.

The Chair thanked the CEO for his detailed report.

Recommendation:

That Bowls Auckland Inc Board receives the CEO report.

Moved: John Ross
 Seconded: Helen Blick

Motion Carried

2.9 Correspondence | Inwards

Taken as read.

2.10 Finance Reports

The CEO provided an overview:

- Blue Waters application has been approved and provides funding for the next 12 months.
- An error had been detected in previous reporting, which has resulted in changes to the forecasting.
- Leave accrual was decreasing.

The Chair requested that the CEO write a paper to present to the Board at the October meeting outlining a strategy to maximise current capital to replace diminishing Rawhiti funds.

Recommendation:

That Bowls Auckland Inc Board receives the Finance report.

Moved: Greame Scott
 Seconded: John Ross

Motion Carried

2.11 Kimberley Investment Committee

The CEO asked the Board to consider suitable replacements for Bob Croker who wishes to end his tenure.

2.12 Blue Waters Community Trust Report

The paper was taken as read.

2.13 Events and Operations Report

HB provided a verbal update and acknowledged the positive work being done by the Committee and they appreciated the work and support of the CEO and Club Partner – Operations.

The CEO acknowledged and thanked the Operations Committee for all their work, which was greatly appreciated.

Recommendation:

That Bowls Auckland Inc Board receives the Events and Operation Report

Moved: Helen Blick
Seconded: Greame Scott

Motion Carried

2.14 President's Report

The President provided a verbal update on his recent attendance at open days of New Lynn and Te Atatu, which were well run. He also attended the Ladies open singles including marking on both days.

His recent visit to Hawkes Bay included visiting Palmerston North and Wanganui Bowling clubs. Both clubs were keen to connect with Bowls Auckland CEO for advice and strategic direction.

Recommendation:

That Bowls Auckland Inc Board receives the Events and Operation Report

Moved: Ian Dee
Seconded: Helen Blick

Motion carried

3. KEY ITEMS FOR DISCUSSION OR INFORMATION

3.1 Youth Strategy

The CEO gave an introduction and Leah Chan (LC), Club Partner – Engagement, presented the strategy and an overview of the steps and work underway.

Discussion was held and LC responded to the Board's questions:

- Next steps include funding application for the school programme and hiring an Activator whose role would be to promote fun and energetic delivery sessions to encourage children to play. The focus is all about fun, interaction and inclusiveness.
- Promotion will start in Term 4 with a programme start date Term 1, 2024.
- LC confirmed her role was to develop relationships with schools and work with clubs to participate, noting there would be a streamlined approach across all schools within the Auckland region.

- The Activator role would be able to do the delivery if clubs didn't have resources or capability to run.
- Bowls NZ offer a similar programme within the school environment with a focus on North Harbour and Counties. Bowls NZ have been involved in the Bowls Auckland Youth Strategy process.

3.2 Business plan update

The paper was taken as read with the CEO highlighting progress to date.

- The CEO recommended a scheduled 6-month review of the business plan to ensure it was a living document.
- The CEO is considering options to maximise the current Bowls Auckland office location for the next 1 to 3 years.
- Coach Development draft plan is underway and will be presented at the next Board meeting.
- Progress update on Club is the Hub, noting three clubs are now part of the programme.
- The Club Leadership program has begun with two workshops delivered thus far.

The Chair thanked the CEO for his informative report and work to date.

3.3 New Lynn Update Plus Strategic Plan

The CEO gave an update noting the Strategic Plan had been completed and they were now working on a Business Plan.

3.4 Digital Strategy: Roll Up Campaign & Live Streaming

The CEO gave an update noting the Roll Up campaign went live last week.

The CEO confirmed clubs would be holding open days throughout the month of October and Bowls Auckland have created an integrated marketing campaign to support clubs.

3.5 Board Schedule

The paper was noted, and the Board were satisfied with the proposed meeting dates moving forward.

4. RAWHITI FUND ITEMS FOR DISCUSSION OR INFORMATION

4.1 Facility Enhancements

4.1.1 Ellerslie

The CEO provided an overview, and the Board discussed the application.

It was agreed in principle that the Board were supportive, though as it was for a project that doesn't exactly fit the criteria, the CEO to recommend that the club submit a Blue Waters application. Bowls Auckland would offer support with the submission, and if unsuccessful consider referring to the Rawhiti Committee.

4.2 Club is the Hub

4.2.1 Royal Oak

The CEO provided an overview, and the Board discussed the application.

Recommendation:

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

Moved: Helen Blick
Seconded: John Ross

Motion carried

4.3 CDA

4.3.1 Rocky Nook

The CEO provided an overview, and the Board discussed the application.

Recommendation:

That Bowls Auckland Inc Board approves the application request of \$15,000 to support the transition of the current BDO role.

Moved: Greame Scott
Seconded: John Ross

Motion carried

4.3.2 Glen Eden

The CEO provided an overview, and the Board discussed the application.

Recommendation:

That Bowls Auckland Inc Board approves the application request of \$23,750 to support the transition of the current BDO role.

Moved: Helen Blick
Seconded: Greame Scott

Motion carried

4.4 Covered Facilities

4.4.1 Howick

The CEO provided an overview, noting Howick had their Auckland Council funding application request approved.

The CEO advised the Board that Bowls Auckland were in the final stages of confirming our loan offer and acceptance to ensure it aligns with Council's protocols.

5. GENERAL BUSINESS

5.1 BoardPro

The CEO provided a brief overview of the Board software platform advising BoardPro would be trialled for the next Board meeting and the Board would receive training to support the proposed transition.

5.2 Junior Status

It was noted the Board had previously discussed. Further discussion held to ensure consistency.

5.3 Christmas Function

The CEO proposed nibbles and drinks with a game of bowls to end the afternoon. The Board were happy with his suggestion.

5.4 Papatoetoe update

JR gave an update noting the key contact was currently overseas so little progress had been made. The weather had also impacted on the project.

5.5 Friday Flash

HB requested the CEO and his team to consider including more bowling specific articles.

Meeting closed at 3.04 pm.

The next Board meeting will be held Monday 30 October 2023 at 1.00 pm.

Chairperson.....

Date.....