

CONFIRMED MINUTES

BOWLS AUCKLAND - BOARD MEETING - NOVEMBER 2023

At the **Bowls Auckland Board Meeting - December 2023** on **18 Dec 2023** these minutes were **confirmed as presented**.

Name:	Bowls Auckland
Date:	Monday, 27 November 2023
Time:	1:00 pm to 4:00 pm (NZDT)
Location:	Default Location, 17 Stokes Road, Mount Eden, Auckland, New Zealand
Board Members:	Ian Dee (Chair), Helen Blick , Michael Feek , Craig Pryor, John Ross , Rikki Swannell
Attendees:	Dean Bartlett, Wendy Brown
Apologies:	Greame Scott
Notes:	Craig Pryor attending via Teams.

1. Opening Meeting

1.1 Apologies

Greame Scott



Apology

Bowls Auckland Board received the apology.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: John Ross
Outcome: Approved

1.2 Interests Register

Helen Blick has become an Associate Member at St Heliers Bowling Club.

1.3 Matters Arising

Taken as read.

1.4 Confirm Minutes



Minutes of the October 27 2023 Meeting

Minutes

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: Rikki Swannell
Outcome: Approved

1.5 Health & Safety Report



Health & Safety Report

The paper was taken as read and there were no incidences to report.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

2. Board Annual Work Plan

2.1 2023 Work Plan

The paper was taken as read.

2.2 Proposed 2024 Work Plan



2024 work plan

That Bowls Auckland Board adopted the 2024 work plan.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

The paper was taken as read. The CEO highlighted the proposed 2024 work plan and main changes in relation to the structure of meetings.

1. Nine regular board meetings plus one Strategic Session and the AGM.
2. There is an in-built quarterly review/update of the Business Plan and annual review of all policies.

The CEO noted the dates suggested were aligned with budget requirements and strategic sessions.

The CEO confirmed the workplan was flexible if required.

There was a discussion around the planned 26 February 2024 meeting, and the Board requested that this be adjusted to 19 February 2024.

3. Management Reports

3.1 CEO Report

The paper was taken as read, and the CEO highlighted key points:

- The finance working group had their first meeting and requested management explore three options for Investment management. Management will engage with companies and present data and comparisons to the Working Group in February.
- A Bowls Hub update was given noting the transition to stage two of the adoption program, with guest entry links being removed for team entries in Bowls 3Five. To enter, all participants must have a Bowlshub profile, which has been communicated to clubs and member via the website, email and the Facebook page.
- RSO Leaders Forum update, run by AKTIVE and attended by the CEO which focused on funding and the CEO/Chair relationship.
- Funding update and the facilities enhancement fund from Auckland Council, which was due to end 2024/25 and potential impact on clubs that received the investment. The CEO continued to work on building a strong relationship with Council.
- Staff update noting the school engagement program had started and a School Activator role contract was to be offered with a starting date of mid-January 2023.
- In response to RS's query the CEO confirmed there wasn't a Communication Risk and Management plan in place, but he would draft a plan to ensure a sufficient communication process and risk mitigation was in place.



Blue Waters Community Trust Funding Application

That Bowls Auckland Board approve the Blue Waters Community Trust funding application for \$120,000 towards Bowls Auckland staff wages (July 2024 to November 2024) and operational costs (December 2024 to April 2025).

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: Helen Blick
Outcome: Approved



CEO Report

The CEO report was received.

Decision Date: 27 Nov 2023
Mover: John Ross
Seconder: Craig Pryor
Outcome: Approved



Comms & Risk Plan

To draft a comms and risk plan.

Due Date: 19 Feb 2024
Owner: Dean Bartlett

4. Correspondence

4.1 Inwards - Jill Fraser - Far North

The CEO provided an overview of the request, and the Board discussed.

CEO spoke about the work underway looking at budget and funding models in relation to more events like the Octagonal Premier Development Tournament as opposed to current quadrangular or bilateral events.

The Chair requested further details of the tournament structure concepts be presented to the Board at a later date following the completion of the current Working Group.

It was agreed as the request for financial support was outside of the Auckland region the Board declined the request.



DB to reply to Far North

DB to reply to Far North on behalf of the Board

Due Date: 30 Nov 2023

Owner: Dean Bartlett

4.2 Inwards - Roger Sutton - Central

The CEO provided an overview, noting the club's current membership is low, and that their President has resigned due to his family moving. There was a concern shared with their recent election for officers, and that Bowls Auckland will collaborate with Bowls New Zealand to provide support.

A discussion was held around clubs amalgamating and Bowls Auckland's view, which is to provide support to clubs if they do choose to explore this option.



Inwards Correspondence

That the inwards correspondence be received.

Decision Date: 27 Nov 2023

Mover: Rikki Swannell

Seconder: Helen Blick

Outcome: Approved

5. Finance Reports

5.1 Minutes of Finance Committee November Meeting

The paper was taken as read.

5.2 October Executive Summary

The paper was taken as read.

Key points:

- Still tracking positively, with a forecasted end of year position slightly above original budget.
- Annual leave balances and liability will continue to decrease with staff taking leave over the Christmas period. At the start of the financial year the liability was around \$40,000, with the goal to get this under \$20,000 by April 2024.
- Club - General: a new code has been implemented for specific admin costs associated with special club-related activities.



Financial reports as at 31 October 2023

That Bowls Auckland Board received the financial papers as at 31 October 2023.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: Rikki Swannell
Outcome: Approved

5.3 End of October Financials

Taken as read.

6. General Reports

6.1 Events and Operations Report

HB gave an update on events for the past month, noting a decrease in participation in Pennants entries compared to last season.

HB acknowledged the contribution of the Club Partner - Operations and the Operations Committee Meetings were working well and proving successful.

The CEO noted that key milestones were being met and improved on from the previous year i.e., draws being published.



Events and Operations Report

That Bowls Auckland Board receives the Events and Operation Report (verbal update)

Decision Date: 27 Nov 2023
Mover: Rikki Swannell
Seconder: John Ross
Outcome: Approved

6.2 President's Report

NA

6.3 Kimberley Investment Committee: Performance Summary Report - October 2023

Paper was taken as read, with the CEO highlighting that Bob Croker will be replaced on the Committee once a suitable replacement can be found.

The Board acknowledged Bob's long contribution to Bowls Auckland.



Committee Members

DB to seek to find a replacement for Bob Croker to sit on the Kimberley Committee.

Due Date: 18 Feb 2024
Owner: Dean Bartlett

6.4 Blue Waters Community Trust Report

Paper was taken as read.

6.5 New Lynn Bowling Club Update

The CEO gave an update on progress to date, noting CP was joining the club sub-committee as interim Chair.

The initial focus of the club sub-committee is the implementation of the business plan and ensuring club best practice processes and systems were in place.

The club recently appointed an Accounts Assistant and Michael Anderson will take over as interim Treasurer following the completion of a handover.

The CEO thanked CP for his upcoming contribution and Gerard Hulst for all the work he has done to date as interim Treasurer.

7. Major Decisions and Discussions

7.1 Welfare of Children and Vulnerable Adults Policy

The paper was taken as read, and the CEO provided an overview of the policy.

The Board discussed the various contacts within different groups and ensuring this was covered in the policy to protect vulnerable children and adults.



Welfare of Vulnerable Children and Adults Policy.

That Bowls Auckland Board approves the Welfare of Vulnerable Children and Adults Policy.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: John Ross
Outcome: Approved

7.2 Privacy Policy



Privacy Policy

That the Bowls Auckland Board approves the Privacy Policy

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: Rikki Swannell
Outcome: Approved

The paper was taken as read. The CEO gave an overview, including the consultation process, noting it was updated to include new technology, i.e. Bowlshub database.

The CEO spoke about the restriction of data access, ownership and storage to ensure Bowls Auckland were meeting the Privacy Act. He highlighted that it was important to note the individuals own their own data and can delete it at any time. So neither Bowls Auckland, Bowls NZ nor clubs own it.

MF referred to the Constitution, and a robust discussion was held.

In response to CP's query about the opt-out options available, the CEO acknowledged and would ensure the policy would be adhered to including the permissible use of members data i.e., for centre events.

7.3 General Regulations Amendments

The paper was taken as read and the CEO gave an overview and highlighted the amendments.



General Regulations Amendments

That Bowls Auckland Board approve the General Regulations Amendments and the Terms of Reference for the Finance Committee, if required.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: John Ross
Outcome: Approved



General Regulation Updates

DB to update the General Regulations as per meeting.

Due Date: 2 Dec 2023
Owner: Dean Bartlett

8. Rawhiti Fund Items for Decision or Information

8.1 Rawhiti Applications and Updates

The paper was taken as read and the CEO gave an update on Blockhouse Bay progress and the request to support the new Club Manager role as part of the Club is the Hub program.

The Board discussed the makeup of current roles, proposed roles, structure and potential conflict.

The CEO noted the club had engaged with an external consultant, which he commended. He highlighted the outcomes identified and the investment requested by Bowls Auckland.

The CEO confirmed he would support the club ensuring there is clarity in roles and responsibilities and reporting lines for all paid roles. This includes ensuring Bowls Auckland has input into the Position Description and other key documents as per the Agreement.

The CEO reiterated the importance of trusting and building strong working relationships with the clubs along with supporting them on their journey, noting it was not a cookie-cutter approach.

The Board agreed the Club would benefit from the implementation of the Club Manager with a review at a later date.



Blockhouse Bay Club funding request

That Bowls Auckland Board supports a full-time club manager role for Blockhouse Bay Club to the level of \$40,000 on a pro-rata basis for 2023/24.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: John Ross
Outcome: Approved



Maraetai Bowling Club's Facility Enhancement Application

That Bowls Auckland Board supports a facilities enhancement grant of \$38,068 to be awarded to the Maraetai Bowling Club for their replacement green project.

Decision Date: 27 Nov 2023
Mover: John Ross
Seconder: Rikki Swannell
Outcome: Approved

9. General Business

9.1 Heartland Signatories



Signatoires approval

That Bowls Auckland Board approved the removal of the current signatory Phil Vyer and replace with Dean Bartlett and Michael Anderson as signatories from this date.

Decision Date: 27 Nov 2023
Mover: Michael Feek
Seconder: John Ross
Outcome: Approved

9.2 Christmas Party

The CEO confirmed the Christmas party for the Board and Bowls Auckland staff would be held on Monday 18 December immediately after the December Board meeting.

10. Board Only Time

10.1 Moved Into Committee



In Committee

The Board move into Committee at 3.03pm

Decision Date: 27 Nov 2023
Mover: Ian Dee
Seconder: Michael Feek
Outcome: Approved



Decision Made in Committee

The program as presented to be implemented with the discussed schedule.

Decision Date: 27 Nov 2023
Mover: Ian Dee
Seconder: Michael Feek
Outcome: Approved



Out of Committee


Bowls Auckland Board come out of Committee at 3.59pm

Decision Date: 27 Nov 2023
Mover: Ian Dee
Seconder: John Ross
Outcome: Approved

11. Close Meeting

11.1 Close the meeting

Next meeting: Bowls Auckland Board Meeting - December 2023 - 18 Dec 2023, 1:00 pm

Signature:  _____

Date: 18/12/23

