



minutes

Bowls Auckland Inc Board Meeting

Monday 30 October 2023 at 1.00 pm
Bowls Auckland Inc. Office
Board Room

PRESENT

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

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

IN ATTENDANCE

Dean Bartlett | CEO

Wendy Brown | Board Secretary

The Chair welcomed everyone to the meeting.

1. APOLOGIES

N/A

2. BOARD OF MANAGEMENT BUSINESS

2.1 Minutes of Bowls Auckland Inc Board meeting held on 25 September 2023.

Recommendation

That the Minutes of Bowls Auckland Inc Board meeting held on 25 September 2023 to be confirmed as a true and correct record.

Moved Helen Blick
Seconded Greame Scott
Motion Carried

2.2 Corrections to Minutes

Nil

2.3 Matters Arising

The paper was taken as read.

2.4 Conflict of Interest Register

The paper was taken as read.

2.5 Health & Safety Report

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

It was noted the carpet deterioration had been fixed and removed from the hazard register.

Recommendation

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

Moved: Michael Feek

Seconded: Rikki Swannell

Motion carried

2.6 Board Work Plan – Reviewing Risk Register

The paper was taken as read.

The CEO highlighted the risk register, noting risk 13 under governance was expanded to include results from a survey underway.

The Board discussed the updates highlighted in red in the risk register.

Concerns raised over the interpretation of red used in the report, which CP perceived as high-risk areas that require immediate Board attention. The Chair acknowledged and agreed with CP's view. It was noted high risks would be addressed at the meeting.

The CEO raised for discussion having a closer relationship with the Bowls NZ Board, which was acknowledged by the Chair and seen as in their best interest to take steps with the above intent.

MF highlighted risks in relation to climate change, specifically issues related to water scarcity and drought. The need for a mitigation plan was emphasised, given its potential impact on all clubs in Auckland.

Recommendation

That the Bowls Auckland Board Inc received the Board Work Plan and Risk Register

Moved: John Ross

Seconded: Michael Feek

Motion carried

2.7 CEO Summary Report

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

- AKTIVE application had been approved with funds being used to support the Rangatahi (Youth) Strategy, specifically the Roll Up initiative (school engagement).
- Gone out to market for the activator role, aiming to employ someone from mid-January to March for delivery in term one and term four, targeting the 13-18 age group.
- In response to HB's query re identifying talent the CEO confirmed the initiative was about engagement and identification will sit under the performance program.
- In collaboration with the North Harbour and Auckland Greenkeepers Association a 'Greens Advisor' has been appointed. Through this role, there will be health checks on greens and amenities completed to create an accurate database for centre events, whilst offering support to clubs when applicable.

- Progress update given on the performance working group led by Brendon Walton (BW), Club Partner-Operations, with plans for the 24/25 performance calendar to be approved by the Board early next year. Discussions were being held on improving events in collaboration with other centres.
- The CEO highlighted improvements in Centre event management noting draws are now being circulated two weeks in advance as opposed to the previous 8 days. He acknowledged the support of the Operations Committee in this piece of work.
- Stage one of the office upgrade is complete and stage two options are being explored (lobby). The focus is to create a welcoming entrance showcasing bowling in Auckland.
- RS queried the Tik Tok launch, and the CEO confirmed they were targeted, and the same intent would be rolled out through other channels.

The Chair thanked the CEO for his detailed report.

Recommendation:

That Bowls Auckland Inc Board receives the CEO report.

Moved: Greame Scott

Seconded: Craig Pryor

Motion Carried

2.8 Correspondence | Inwards

N/A

2.9 Finance Reports

The reports were taken as read.

The CEO confirmed membership fee invoices had been circulated to Clubs.

Recommendation:

Bowls Auckland Inc Board receives the Finance report.

Moved: Michael Feek

Seconded: Greame Scott

Motion Carried

2.10 Events and Operations Report

The CEO noted it was helpful having BW leading the staff responsibilities, noting the positive transition and collaboration with the Operations committee. It is important that this aspect of the role becomes efficient to ensure BW can balance other areas of his role including coaching and umpiring initiatives.

HB acknowledged BW's contribution noting he had introduced processes and procedures and as he started to understand the operational aspect there had been significant overall improvement.

The Chair highlighted Weng Lim and Les Smith, Tournament Convenors, excellent contribution and commended the good work being done overall by the team.

2.11 President's Report

The President on behalf of the Board conveyed their best wishes to David Motu, who is representing Bowls Auckland in Scotland.

The success of the recent Presidents Day, hosted by the Auckland Bowling Club in was acknowledged. Both the Chair and the Board noted that the event was well organised, with positive feedback from clubs highlighting the special nature of the day.

Recommendation:

That Bowls Auckland Inc Board receives the Events and Operation Report and President Report.

Moved: John Ross

Seconded: Michael Feek

Motion carried

2.12 Kimberley Investment Committee

The paper was taken as read.

2.13 Blue Waters Community Trust Report

The paper was taken as read and the following key points were noted:

- The CEO gave an update on the meeting held this morning and approvals given, included Bowls NZ application for Umpire associated costs – jackets, hats.
- The relocation was approved subject to acquiring the liquor license.
- The Blue Water's meeting also included a discussion on the Bowls Auckland mid to long-term financial strategy and the potential involvement of Blue Waters.
- The CEO raised the importance of branding and visibility, emphasising the need to show appreciation for the support received.
- There's a desire for a greater brand presence within the bowling community.
- Bowls Auckland's appreciation could be shown through patronage, encouraging members to patronise the site.
- Discussions were held at the Blue Water's meeting on the desire to expand to more sites and to consolidate the current one.
- GS mentioned that an additional site would not be operational for another 12 months as it needed to complete the current term.

3. KEY ITEMS FOR DISCUSSION OR INFORMATION

3.1 Business plan amendment update

The paper was taken as read, with the following update highlighted.

- The establishment of a mid to long term financial strategy was added.

Recommendation:

That Bowls Auckland Inc Board receives the Business Plan.

Moved: Craig Pryor

Seconded: Greame Scott

Motion carried

3.2 Mid to long term financial strategy

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

- Working group to be formed as per the paper to explore the best option for Bowls Auckland to maximise current of future assets to provide investment into the development of bowls in Auckland.
- Tight timeline noted to try and align with the budget and considerations for next year, though could extend it out if needed.
- The Working Group is not a decision-making body, rather, it will form recommendations to the Board.
- The CEO noted the exciting journey in relation to the enhancement of our legacy.
- The Chair noted the importance of having an income to protect assets and support clubs as required.

Recommendation:

Bowls Auckland Inc Board approves the formation of a Strategy Working Group to form a recommendation to the Bowls Auckland Board as per the paper to establish a mid to long term financial strategy.

Moved: Ian Dee

Seconded: Michael Feek

Motion carried

3.3 Coaching Strategy and Framework

The paper was taken as read, with the key points highlighted.

- The CEO spoke about adding value in the coaching space and including year zero with the intent to engage this group better.
- A comprehensive coach strategy and framework had been developed with three focus areas identified: coach developers, coaches and programs/resources.
- The CEO highlighted that the ABCA relationship was important to take into consideration.

Recommendation:

Bowls Auckland Inc Board supports the Strategy and option A, as outlined in the paper and approves initial discussions to be had with identified coaches/convenors.

Moved: John Ross

Seconded: Helen Blick

Motion carried

3.4 Marketing Delivery Plan

Roz Murray (RM), Club Partner – Events and Marketing presented the Marketing Delivery Plan to the Board noting key points:

- The plan aligns with the strategic intent to connect with new and existing communities.
- Digital strategy is a key priority, and various target audiences were identified.
- Club participation and event engagement statistics were shared, offering insights into the current landscape of involvement and activity.
- Reports on media exposure and social media performance indicated a positive trend, suggesting successful outreach and engagement with the community.

- Discussions also revolved around the effectiveness of marketing expenditures, assessing the return on investment and the impact of marketing initiatives on the organisation's goals.

The Chair and Board thanked RM for her informative presentation.

3.5 BoardPro

The paper was taken as read and key points noted.

- The CEO highlighted the ease of collation, accessing and reviewing, noting it is a cloud-based platform for all governance documents.

Recommendation:

Bowls Auckland Inc Board approves BoardPro premium plan as the ongoing provider of the Bowls Auckland Board management software.

Moved: Greame Scott

Seconded: Craig Pryor

Motion carried

3.6 New Lynn update.

The CEO provided an update on progress to date.

4. RAWHITI FUND ITEMS FOR DISCUSSION OR INFORMATION

4.1 Club is the Hub

4.1.1 Papatoetoe Hunters Corner

The CEO gave an overview on the application, noting he had ongoing discussions with the club and the positive, enthusiastic attitude displayed along with the working Kolmar relationship was good. The importance of proper facility management and financial sustainability was emphasised.

A business plan and revenue-sharing model with Kolmar were discussed.

Recommendation:

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

Moved: Ian Dee

Seconded: Rikki Swannell

Motion carried

4.2 Covered Facilities

4.2.1 Howick Concept Plans

The CEO gave an update noting funding had been secured subject to final approval from Council. Verbal agreement have been reached with all parties and the Council are currently amending the documents for signing.

The Club have engaged with their preferred contractor as recommended by the Council to start provision work prior to Council sign off.

5. GENERAL BUSINESS

HB raised the Operation Committee's focus and the content of Friday flash. Discussion was held on the purpose and the CEO highlighted the importance of engaging content.

The need for a comprehensive and accurate Auckland Bowlers database was highlighted, noting this would be captured in the Bowls Hub software platform.

The President raised concerns about clubs not enforcing no smoking and vaping rules, suggesting proactive measures and reminders for clubs about H&S consequences.

Recommendation:

Bowls Auckland Board moved into committee at 2.28pm

Moved: Michael Feek

Seconded: Ian Dee

Motion carried

Recommendation:

Bowls Auckland Board supports Graeme Halse's proposal as advised.

Moved: Ian Dee


Seconded: Michael Feek

Motion carried

The Bowls Auckland Board came out of Committee at 2.45pm.

Meeting closed at 2.50pm

The next Board meeting will be held Monday 27 November 2023 at 1.00 pm.

Chairperson.....

Date.....27/11/23

