

CONFIRMED MINUTES

BOWLS AUCKLAND BOARD MEETING - FEBRUARY 2024

At the **Bowls Auckland Board Meeting - March 2024** on **26 Mar 2024** these minutes were confirmed as presented.

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| Name: | Bowls Auckland |
| Date: | Monday, 12 February 2024 |
| Time: | 1:00 pm to 3:30 pm (NZDT) |
| Location: | Default Location, 17 Stokes Road, Mount Eden, Auckland, New Zealand |
| Board Members: | Ian Dee (Chair), Craig Pryor, Greame Scott , Helen Blick , John Ross , Michael Feek , Rikki Swannell |
| Attendees: | Dean Bartlett, Wendy Brown |
| Guests/Notes: | Alison Rennie |

1. Opening Meeting

1.1 Apologies

NA

1.2 Confirm Minutes

Bowls Auckland Board Meeting - December 2023 18 Dec 2023, the minutes were confirmed as presented.



December Board Minutes approval

That the Bowls Auckland Board accepts the Minutes of the December Board meeting

Decision Date: 12 Feb 2024
Mover: Rikki Swannell
Seconder: Greame Scott
Outcome: Approved

1.3 Matters Arising

The CEO highlighted the following key points:

- Strategy Session update, advising the date would potentially be moved as the facilitator couldn't make the proposed date in March. The CEO will update the board with the new date as soon as possible.
- Kimberley committee update by the CEO, noting a suitable candidate had been recommended and it is planned that he will replace outgoing member Bob Croker.

- CEO raised acknowledgement for the significant contribution to Bowls Auckland for Bob Croker who has previously been Chair of the Kimberley Committee and was also a founding member, with over 20 years of service. The Board discussed an appropriate acknowledgement of service and agreed life membership was a suitable option, and plan for a nomination to go to the AGM in July.



Appointment to Kimberley Committee

That the Bowls Auckland Board supports the appointment of Mark Gatward to the Kimberley Committee, subject to Bob Croker retiring.

Decision Date: 12 Feb 2024
Mover: Ian Dee
Seconder: Michael Feek
Outcome: Approved



Bob Croker - Life Membership

Organise a life membership to be tabled at the 2024 AGM.

Due Date: 29 Mar 2024
Owner: Dean Bartlett

1.4 Interests Register

- It was noted by the CEO that the Avondale Fund Committee had been added to the interest register. CP, RS and ID are committee members (with the three members on rotation, with only ever two attending a meeting).

1.5 Health & Safety Report



Health & Safety report

That the Bowls Auckland Board receives the Health & Safety report.

Decision Date: 12 Feb 2024
Mover: Michael Feek
Seconder: Craig Pryor
Outcome: Approved

No incidences to report.

2. Board Annual Work Plan

2.1 Risk Register Review

The CEO gave an update highlighting two new risks:

- Facilities not being able to cater to the changing weather patterns, resulting in restrictions in play or bowling engagements.
- Establishing an active and close relationship with Bowls NZ Board and Bowls Auckland Board.

2.2 Updated 2024 Work Plan

The paper was taken as read.



Confirmation of March Strategic Session Date

Confirmation of March Strategic Session Date

Due Date: 29 Feb 2024

Owner: Dean Bartlett

2.3 Business Plan 2023/24 Update

The CEO highlighted the following key points:

- Avondale Fund has been included.
- Excellent progress has been made on many items in the Business Plan, and as we are coming to the end of this cycle, some will be deferred to next year.

3. Management Reports

3.1 CEO Report

The CEO highlighted the following key points:

- Bowls NZ are reviewing their Constitution (as per the Incorporated Societies Act 2022), which is due to be updated by 2026. Templates and regulations are being reviewed and developed with the plan for Bowls NZ to do a roadshow for Clubs, which may replace the usual AGM visit.
- Bowls Auckland is waiting on the centre template to consider the next steps for the Bowls Auckland Constitution. Potentially looking for approval at the 2025 AGM.
- Judicial process update at club level, presented by Bowls NZ to Bowls Auckland. Bowls Auckland needs to give further consideration to the judicial process at the centre level, get feedback and determine what the process should look like moving forward. The Chair noted his opposition to Bowls NZ bypassing the centre in the judicial process, which the Board supported.
- 2024/25 budget was tabled at the recent Finance Committee meeting with a further draft at the next Finance meeting.
- The final draft budget will be presented to the Board at the April meeting.
- The CEO gave an update on a recent complex complaint received, noting the investigation and review were satisfactorily managed and resolved for all parties. The Chair acknowledged that the complaint had been managed well. It was noted that the complaint highlighted the need to consider Under 26 players' welfare and have a robust process in place to address any issues or complaints.
- Engagement with schools update, noting ten schools were participating.
- Otahuhu Railway update - The Board discussed the current situation and next steps, including potential support, to be considered.

The CEO asked for questions:

- MF queried if it was appropriate for the board to attend the Club Leader's programme and meetings. The Board agreed it would be beneficial.
- In response to RS' query a Super Bowl update was given, noting it was being held Monday 19 February.



Otahuhu Railway

To contact ORBC and offer our support.

Due Date: 29 Feb 2024

Owner: Dean Bartlett

4. Correspondence

5. Finance Reports

5.1 Minutes of Feb Finance Committee Meeting



Finance Committee Minutes

That Bowls Auckland Board receives the February Finance Committee Minutes.

Decision Date: 12 Feb 2024
Mover: Helen Blick
Seconder: Greame Scott
Outcome: Approved

5.2 December 2023 Executive Summary

Taken as read.

5.3 January 2024 Executive Summary

Taken as read.

5.4 End of January 2024 Financials

- The CEO gave an update on the current projections noting confidence to meet the figures.
- He confirmed they were in the process of establishing term deposits for Avondale funds.
- Employment Contracts were potentially going to be reviewed and updated by legal this financial year, to ensure compliance with NZ employment law and to be able to provide templates to clubs.

6. General Reports

6.1 Events and Operations Report

HB gave a verbal update noting.

- The operational input continued to have a positive and beneficial impact.
- Successful events were held over the weekend with minor issues being addressed and improved.
- A draft 2024/25 calendar was underway, and a discussion was to be held with the Finance Committee about the Jarden Open being enhanced and an overall centre events P and L.
- The CEO acknowledged and thanked the Operations committee, noting the continuous improvement was good to see.
- The CEO confirmed that the Delegates forum in April would provide an opportunity for clubs to be consulted on the draft calendar for the next season.
- A recent player's survey had good participation (168) and feedback was being collated, which for the most part is positive.

- RS questioned the future of the Operations Committee in reference to the growing staff and professional structure. The Chair suggested an advisory group model shall be investigated.
- HB expressed that the Board's involvement was still necessary, and the CEO suggested a review shall take place, especially considering the change in the management structure with the inclusion of the Club Partner, Operations role.
- HB and the CEO thanked GS for his attendance at all the events.



Events & Operations Report

That Bowls Auckland Board receives the Events and Operations verbal report.

Decision Date: 12 Feb 2024
Mover: Helen Blick
Seconder: Michael Feek
Outcome: Approved

6.2 President's Report

The President gave a verbal update on recent events he attended.

- He noted the high standard of play though he was disappointed that the basic bowls etiquette was missing.
- GS requested that the Code of Conduct be circulated to clubs as a reminder of expected behaviour at events.
- GS asked that Bowls Auckland continue to have a proactive approach to support positive behaviour.
- GS gave an update on the St George Bowls and Sports Club meeting he attended. Noting he was there in the capacity of a friend of the club and president of the clubs. He reiterated to the club he was not representing Bowls Auckland.
- At the meeting it was discussed that Council are not going to renew the club's lease.
- The St George Committee and members will consider options on the distribution of funds, ensuring to meet their Constitution.
- The CEO to follow up and discuss further with the club, and offer support as required.
- The CEO thanked GS for his attendance at the meeting and his feedback.



President's report

That Bowls Auckland Board receives the verbal President's report.

Decision Date: 12 Feb 2024
Mover: Greame Scott
Seconder: Michael Feek
Outcome: Approved



Contact St George

To contact St George to offer our support.

Due Date: 29 Feb 2024
Owner: Dean Bartlett

6.3 Kimberley Investment Committee: Performance Summary Report - January 2024

The paper was taken as read.

6.4 Blue Waters Community Trust Report

The paper was taken as read noting the next meeting end of February.

6.5 New Lynn Bowling Club Update

The CEO gave an update on progress and the current status.

- The Club Manager has recently resigned, and there is currently a vacancy in the Bar Manager's position.
- CP has been appointed as 'Interim Club Manager' and his role will be part-time and serve two purposes.
 - To enable the club to continue to uphold its operational responsibilities.
 - To undertake a review of the club, and following consultation with the members provide recommendations of the club's future to the Board, and then to the club members.
- The Chair noted there was a meeting being held tomorrow, highlighting the need for a constructive meeting and defined actions to support the decision.
- CP noted his positive support in relation to what was best for bowls and the club, and the need to be realistic in making the right decisions.
- The CEO acknowledged and thanked CP for the work he had done with the club, and will do in the near future.

7. Discussion Papers

7.1 ABCA Recommendation Paper

- The CEO gave an update, noting the preference was to go to ABCA with a proposal, which would align with Bowls Auckland Strategy.
- The Board supported the proposal as presented.

7.2 Zone 1 and 2 Working Group Recommendation

- The CEO provided an overview noting the proposal was to hold bigger tournaments as opposed to more, offering quality events.
- The meeting with Zone 1 and 2 was scheduled for April.
- The Board supported this intent, and to this end support management to discuss at the upcoming meeting, and provide a final draft calendar for approval at a later date.

8. Rawhiti Fund

8.1 Facility Enhancement Applications and Projects Update

Waiheke Bowling Club

- The CEO gave an update on the application to support the repair and upgrade of their green-side seating.

- He noted they had good community engagement and a positive increase in membership recently.
- The CEO confirmed Rawhiti had approved the application.

Mt Wellington

- The CEO gave an update on the application for the repair and upgrade of the club's roof.
- The CEO advised the club had new executive members and community engagement was good. The club is also engaged with Bowls Auckland including regular attendance at the Clubs Leaders program.
- The club plans to re-engage this season in centre events.
- Rawhiti approved with the following conditions:
 - Confirmation of lease extension with Auckland Council
 - Audit and DIA requirements are to be confirmed.
 - Playing numbers confirmed.



Waiheke Bowling Club recommendation

That the Bowls Auckland Board approves the Waiheke Bowling Club Rawhiti funding application of \$20,988 to support the repair and upgrade of their green-side seating.

Decision Date: 12 Feb 2024
Mover: Michael Feek
Seconder: Greame Scott
Outcome: Approved



Mt Wellington Bowling Club recommendation

That the Bowls Auckland Board approves the Rawhiti Funding application of \$48,500 subject to the conditions outlined by the Rawhiti committee being met.

Decision Date: 12 Feb 2024
Mover: Michael Feek
Seconder: Greame Scott
Outcome: Approved

8.2 Covered Green Application

Auckland Bowling Club

- Covered Green application update given by the CEO, providing the background. he noted the positive engagement with Auckland Council and AKTIVE to support funding of the project and feasibility study.
- The Club sustainability model was strong as financially sound and solid management in place.
- If the Council funding is approved and the Club contribution, it will ensure they can deliver on the project with Bowls Auckland funding support of their Rawhiti application.
- It was noted that the Rawhiti Committee supported the application, subject to several conditions including confirmation of the extended lease, building consent and council funding being approved.



Auckland Bowls Rawhiti Application

That Bowls Auckland Board supports the Auckland Bowling Club's Rawhiti application of \$300,000 towards their Covered Green Project

subject to Rawhiti's criteria: confirmation of the extended lease, building consent and council funding being approved.

Note: GS abstained due to conflict of interest.

Decision Date: 12 Feb 2024
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

9. Avondale Fund

9.1 Avondale Fund

- An amendment in the Deed was required to remove the CEO as an ex-officio member, and replace it with secretary.



Avondale Fund Committee

That Bowls Auckland Board approves the formation of the Avondale Fund Committee and finalisation of the Deed subject to the amendment as outlined above.

Decision Date: 12 Feb 2024
Mover: Ian Dee
Seconder: Greame Scott
Outcome: Approved

10. General Business

10.1 Performance Presentation

Alison Rennie (Performance Lead) provided an update to the Board on the current season, and aspects of the future program.

10.2 Papatoetoe

JR gave an update on project status.

10.3 Youth support (under 40)

- HB raised supporting not only the Under 26's but include those under 40s.

10.4 Board evaluation

CP gave an update on progress made to date.

- The Board plan includes the survey and a review which aligns with the September date.
- A draft report is being developed by CP based on feedback received by the Board.
- Next Board meeting CP will present a development plan for the Board to approve.
- Further evaluation after 3 months for final results.



Board Evaluation

To present a board development plan at the March Board Meeting.

Due Date: 13 Apr 2024
Owner: Craig Pryor

10.5 Service medals

- RS suggested service medals could be a good options for long tenure and recognition.
- The Board discussed and agreed on the option to apply for a Kings Service Order to recognise exemplary service to Bowls Auckland.

10.6 Clubs and personnel update

The CEO gave an update on personnel in relation to club manager vacancies, advising recruitment was underway.

11. Appendices

11.1 Financials

11.2 Final Draft Deed - Avondale Fund

The Deed of agreement update and amendments were highlighted by the CEO.
MF requested: 4.1 remove reference to ex officio member.



Deed Recommendation

That Bowls Auckland Board approves the final draft deed | Avondale Fund as final with the noted amendment.

Decision Date: 12 Feb 2024
Mover: Michael Feek
Seconder: Greame Scott
Outcome: Approved

12. Close Meeting

12.1 Close the meeting

Next meeting: Bowls Auckland Board Meeting - March 2024 - 26 Mar 2024, 12:30 pm

Signature: 

Date: 26/3/24

