

# CONFIRMED MINUTES

## BA BOARD MEETING - APRIL



At the **BA Board Meeting - May** on **26 May 2025** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Bowls Auckland  |
| <b>Date:</b>          | Monday, 28 April 2025   |
| <b>Time:</b>          | 1:00 pm to 3:30 pm (NZST)   |
| <b>Location:</b>      | Bowls Auckland , 17 Stokes Road, Mount Eden, Auckland, New Zealand                                      |
| <b>Board Members:</b> | Ian Dee (Chair), Craig Pryor, Helen Blick , Rikki Swannell , Karl Andersen, Michael Feek , Tere Brunton |
| <b>Attendees:</b>     | Dean Bartlett, Wendy Brown  |
| <b>Notes:</b>         | Craig Pryor attended via Teams.   |

### 1. Opening Meeting

#### 1.1 Apologies

There were no apologies.

#### 1.2 Confirm Minutes

**BA Board Meeting - Strategic Session - March 31 Mar 2025**, the minutes were confirmed as presented.

**BA Board Meeting - February 24 Feb 2025**, the minutes were confirmed as presented.



#### Board Meeting Minutes | Approval

*That the meeting minutes of the Bowls Auckland Board meeting held on 17 March 2025 via correspondence were confirmed as a true and correct record.*

*That the meeting minutes of the Bowls Auckland Board meeting held on 31 March 2025 via correspondence were confirmed as a true and correct record.*

|                       |              |
|-----------------------|--------------|
| <b>Decision Date:</b> | 28 Apr 2025  |
| <b>Mover:</b>         | Helen Blick  |
| <b>Seconder:</b>      | Michael Feek |
| <b>Outcome:</b>       | Approved     |

#### 1.3 Matters Arising

The paper was taken as read.

## 1.4 Interests Register

### Amendment:

KA advised he was a Social member of Oratia Bowling Club, not a Full Playing Member.

## 1.5 Health & Safety Report



### H&S Report | Received

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

**Decision Date:** 28 Apr 2025  
**Mover:** Michael Feek  
**Seconder:** Karl Andersen  
**Outcome:** Approved

There were no incidences to report.

## 2. Board Annual Work Plan

### 2.1 Board Work Plan

The paper was taken as read.

### 2.2 DRAFT New Constitution

The Draft Constitution was taken as read, with the following highlighted.

- The draft Constitution was modelled on Bowls New Zealand's template.
- The main proposed changes from the current Constitution to the Draft Constitution involve.
  - Changes to the Board Structure to enable greater flexibility and alignment with the Board Skills Matrix.
  - Changes to the Kimberley Investment Committee to better reflect the current and future financial needs of Bowls Auckland and its members.
  - Changes to specific funds as per the respective Deeds of Agreement.
- MF highlighted that once / if the Draft Constitution was approved by the Board a final proof will be undertaken to ensure all clause references are accurate.
- The Chair acknowledged and thanked MF for his hard work and contribution to the process.
- A discussion was held around the proposed timeline, being.
  - SGM notice to members in July (following the AGM).
  - Information sessions with clubs in August.
  - SGM in September.
  - Re-registration of the Constitution in October (if approved).



### Constitution approved

***That the Bowls Auckland Board adopts the draft Constitution as presented, subject to the clause references being updated and accurate.***

**Decision Date:** 28 Apr 2025  
**Mover:** Michael Feek

**Seconder:** Helen Blick  
**Outcome:** Approved



### Finalise Draft Constitution

To proof the Draft Constitution and provide the Final Draft Constitution.

**Due Date:** 18 May 2025  
**Owner:** Michael Feek



### SGM Notice

Send notice of SGM to Clubs.

**Due Date:** 27 Jul 2025  
**Owner:** Dean Bartlett

## 2.3 General Regulations Review

The CEO noted that the General Regulations paper relates to the current Constitution. It was drafted ahead of the adoption of the new draft Constitution and is based on the existing governance structure.

It was noted that following a recent meeting of the Coaches Committee, a change had been made to bring forward the application process for the Coaches Committee make-up. This change was reflected in the updated General Regulations included in the Board papers.

The CEO confirmed that further updates to the General Regulations would be required following the adoption of the new Constitution later in the year.



### General Regulations | Approval

***That the Bowls Auckland Board approves the General Regulations as presented.***

**Decision Date:** 28 Apr 2025  
**Mover:** Michael Feek  
**Seconder:** Tere Brunton  
**Outcome:** Approved



### Update the Website

Update the website with the new General Regulations.

**Due Date:** 1 May 2025  
**Owner:** Dean Bartlett

## 2.4 Board Selection Panel

The paper was taken as read, with the Chair highlighting the following.

- Graeme Bennett is the club delegate as appointed at the AGM.
- Helen Blick is the current President.
- Proposed that the Board appoints Kevin Hickland as the Board appointee.



### Board Selection Panel | Approval

***That the Bowls Auckland Board appoints the Selection Panel and approves the recommendation to appoint Kevin Hickland (Bowls Auckland Patron), subject to his acceptance to join Graeme Bennett and Helen Blick.***

**Decision Date:** 28 Apr 2025



**Mover:** Ian Dee  
**Seconder:** Rikki Swannell  
**Outcome:** Approved



### **Confirm Board Appointment Panel**

To confirm the Board Appointment Panel including Kevin Hickland.

**Due Date:** 25 May 2025  
**Owner:** Dean Bartlett

## **2.5 Subcommittee Review**

The paper was taken as read.



### **Approval | Subcommittee**

***That the Bowls Auckland Board approves the subcommittees as presented in the paper.***

**Decision Date:** 28 Apr 2025  
**Mover:** Ian Dee  
**Seconder:** Karl Andersen  
**Outcome:** Approved

## **3. Management Reports**

### **3.1 CEO Report**

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

- It was recommended that the Club Membership Fee for 2025/26 be set at \$21.21, reflecting a 2.5% increase in line with the Consumer Price Index as at 31 March 2025. It was noted that if agreed, no further decision would be needed at the AGM as per the Constitution.
- Advised concerns had been raised with World Bowls about clause 5.3 in the proposed sanctioning agreement, which related to betting rights. World Bowls has agreed to remove the clause until a policy and plan can be developed. Bowls Auckland will now seek approval from Bowls New Zealand to proceed.
- An update was provided on the Regional Facilities Plan. A club survey had been sent out, with 21 clubs having completed it so far. A Steering Group involving Bowls New Zealand, ACTIVE, Visitor Solutions, and Bowls Auckland will meet later this week.
- The Club Delegates Forum had been held recently, with positive feedback from those who attended. A draft playing calendar for the 2025/26 season will be sent to clubs for feedback in May.
- It was reported that the Team Officials Review had been completed, with the Player Review scheduled for this week. Management will put forward the proposed structure for 2025/26 seeking Board approval in May. Applications for team official roles will open in June, with appointments expected to start in August.



### **Club Membership Fee | Approval**

***That the Club Membership Fee for 2025/26 be set at \$21.21 (up from \$20.69) as per the rate of inflation as reported on 31 March 2025 by the Consumer Price Index (which was an increase of 2.5%) and in line with the Bowls Auckland Constitution.***

**Decision Date:** 28 Apr 2025

**Mover:** Michael Feek  
**Second:** Karl Andersen  
**Outcome:** Approved



#### **Inform the Clubs of the 2025/26 Membership Fee**

Inform the Clubs of the 2025/26 Membership Fee

**Due Date:** 29 May 2025  
**Owner:** Dean Bartlett

## **4. Finance Reports**

### **4.1 Finance Committee Minutes - March**

Taken as read.

### **4.2 End of Month Financials**

Taken as read.

### **4.3 January 2025 March Executive Summary**

Taken as read.



#### **Financial Reports | Received**

***That Bowls Auckland Board receives the Financial reports.***

**Decision Date:** 28 Apr 2025  
**Mover:** Michael Feek  
**Second:** Ian Dee  
**Outcome:** Approved

### **4.4 2025/26 Budget**

The paper was taken as read, with the CEO highlighting.

- Spoke about the funding model moving forward, factoring in the closure of Blue Waters Community Trust. He outlined the financial risks, particularly the challenges of securing significant funding from other providers. The impact will be felt most in 2026/27 and beyond due to a part grant being awarded in 2025/26.
- It will be vital for Bowls Auckland to create relationships with other funders to assist in mitigating the risk created by the closure of Blue Waters Community Trust.
- The draft budget has taken into account the changes to the funding model, and seeks to set up the new financial future of Bowls Auckland and align spending to strategic areas.
- Advised that the budget was forecasting a higher operating net profit compared to previous years and that Bowls Auckland was now operating as a more financially sustainable entity than in the past.
- To cover the gap in funding, all operational income areas were investigated with significant changes to things like sponsorship. Further, it was proposed that event entry fees for singles, pairs, triples and fours increase by \$5 to assist with rising costs and increasing payments made to clubs for hosting interclub events, umpire payments, and prize money.

The Chair asked for questions, acknowledging the comprehensive work undertaken by the CEO, his team, and the Finance Committee.

- RS raised a question about sponsorship given the current economic climate. It was noted that while a proportion of sponsorship was already secured, there remained an element of risk. The CEO encouraged Board members to share any potential leads for sponsorship.



## **2025/26 Draft Budget | Approval**

***That Bowls Auckland Board approves the draft Budget 2025/26 as presented.***

**Decision Date:** 28 Apr 2025  
**Mover:** Ian Dee  
**Seconder:** Michael Feek  
**Outcome:** Approved

## **5. General Reports**

### **5.1 Kimberley Investment Committee: Performance Summary Report**

Taken as read.

### **5.2 Blue Waters Community Trust Report**

The paper was taken as read, noting the next meeting is set for Tuesday 29 April.

The CEO provided an update on the status and future decisions.

### **5.3 New Lynn Bowling Club**

The paper was taken as read, with the Chair, highlighting the following.

- Noted the progress made since the 2022/23 financial year loss, which had not included a club manager.
- Highlighted the financial forecast, which projects a break-even result by the 2027/28 year, and if achieved a significant cash reserve position.
- Raised the need to consider how to protect the club's remaining funds, suggesting that management investigate options such as the establishment of a trust or other mechanisms.

The Board held discussions including.

- The future involvement of the Board in oversight of the club was discussed. It was suggested that the club continue with the current process, with good management practices in place and a focus on achieving growth.
- HB asked whether there were opportunities to make greater use of the facility to support financial sustainability.
- KA expressed concerns about the future viability of the club. It was noted that without significant change, there was a risk of depleting reserves without improving the situation.
- The Chair acknowledged the concerns raised and noted that a plan was in place for a positive outcome. How that plan would be implemented would sit with Bowls Auckland management and club, with Board input as needed.
- The Board approved the financial plan / forecast as presented and requested management to establish a business plan to deliver it.



## **New Lynn**

***That the Bowls Auckland Board accept the New Lynn proposal as outlined, and request that a Business Plan be developed.***



**Decision Date:** 28 Apr 2025  
**Mover:** Michael Feek  
**Seconder:** Helen Blick  
**Outcome:** Approved



#### **Establish a Business Plan**

Assist NLBC to establish and deliver a Business Plan.

**Due Date:** 31 May 2025  
**Owner:** Dean Bartlett



#### **Recommendation to Safeguard Cash Reserves**

Provide a recommendation to Safeguard Cash Reserves

**Due Date:** 31 May 2025  
**Owner:** Dean Bartlett

### **5.4 President's Report**

The paper was taken as read and HB welcomed questions.

The Chair acknowledged and thanked HB for all the work she had done over the past month in her role as President, which was appreciated by the Board



#### **Report Accepted**

Report Accepted.

**Decision Date:** 28 Apr 2025  
**Mover:** Helen Blick  
**Seconder:** Rikki Swannell  
**Outcome:** Approved

## **6. Discussion Papers - Governance**

### **6.1 Updated Strategy**

The paper was taken as read and it was noted by the CEO that the values had been updated in the Strategy.

### **6.2 Rawhiti Fund's Future**

The paper was taken as read.

- The Chair spoke to the paper, noting that the Deed of Agreement states that the Fund be terminated in August 2025.
- The Chair recognised the importance of maintaining a club support fund to ensure a smooth transition to a new financial model aligned with the wider Bowls Auckland Strategy.
- A recommendation will be put to the Rawhiti Committee at the next meeting outlining the Board's intent to replace the Fund.



#### **Rawhiti Fund | Approval**

***That the Bowls Auckland Board approves the termination of the Rawhiti Fund as per the Deed of Agreement.***

**Decision Date:** 28 Apr 2025  
**Mover:** Michael Feek

**Seconded:** Ian Dee  
**Outcome:** Approved



**moved**

moved

**Decision Date:** 28 Apr 2025  
**Mover:** Helen Blick  
**Seconded:** Tere Brunton

### 6.3 Future Club Investment Model

The paper was taken as read, with the CEO highlighting.

- Noted the challenges ahead with the closure of the Blue Waters Community Trust and the planned wind down of the Rawhiti Fund. He outlined the need to continue to support clubs and combine Bowls Auckland capital to create the Bowls Auckland Club Investment Fund and the importance of moving away from a sinking lid funding model.
- Provisional support was requested from the Board at this stage, with further work to be completed by the CEO and management to develop a detailed plan for implementation including guidance provided by the soon to be completed Regional Facilities Plan.

Discussion was held on the changes, the Board's ongoing involvement, and the importance of maintaining strong support for clubs while continuing to grow and protect the investment fund.



#### Future Club Investment Model

**That the Board approves the proposed Club Investment Fund in principle subject to more details being provided around the specific funds, criteria and application process.**

**Decision Date:** 28 Apr 2025  
**Mover:** Ian Dee  
**Seconded:** Michael Feek  
**Outcome:** Approved



#### Club Investment Model

To provide a recommendation paper to the logistical workings of the fund.

**Due Date:** 18 May 2025  
**Owner:** Dean Bartlett

### 6.4 Foundation

The paper was taken as read, noting it was provided for information.

The CEO spoke to the importance of the Foundation as part of Bowls Auckland's long-term financial strategy, aimed at securing the future of the organisation and supporting club and centre projects over time.

It was noted that the first Foundation Trustee meeting is scheduled for 16 May.

### 6.5 Overview and Communication Strategy

The CEO gave an overview of the planned communication strategy, transition process, and timing around the changes to Bowls Auckland's club investment model, ensuring that clubs and members would be kept informed and up to date.



## 7. Information Papers / Discussion - Operations

### 7.1 Updated Coach Strategy

Taken as read.

### 7.2 Coach Strategy Presentation

The Chair welcomed Les Eagleton (LE), Bowls Auckland Coach Developer, and acknowledged the valuable contribution she makes to Bowls Auckland.

LE presented an overview of the coaching programme, including.

- One major goal is to have a qualified and active coach in every club.
- To achieve the above, a network of coach developers is being built, to assist with the coach the coach's programme.
- A new framework is being implemented to identify and support emerging coaches, encourage attendance at workshops, and embed a stronger coaching culture.
- Outlined the "Raise My Game" initiative for both players and coaches and spoke about the need for consistency across clubs, with a collaborative approach through the new Coaches Committee structure.
- Highlighted the opportunity the 1 to 5 Year Winter Programme creates, and the need for uniformity, professionalism and wider calendar integration.
- Spoke about the challenges of attracting younger coaches and the need to work with clubs to identify and support coaching talent.
- It is planned that part of the criterion to become an active Performance Coach in the Representative Programme, that an active qualification be required.

The Board discussed the transition to requiring formal qualifications, the role of convenors, and the importance of building a sustainable coaching pathway. It was noted that while many experienced coaches are active, not all currently hold formal qualifications, and a transition process is underway to address this.

The Chair and Board thanked LE for her passion, leadership, and the significant progress being made in the coaching space.

### 7.3 Coaches Committee Structure and Application Process

Taken as read.

## 8. Avondale Fund

### 8.1 Application/s & Project Update

The paper was taken as read.

The CEO provided an update on the Pringle Park grant application, confirming that the grant had been approved and executed. It was noted that the Avondale Fund Committee had requested that the club be encouraged to take steps to welcome all genders as full playing members in the future, and that this would be addressed when the club next updates its Constitution.

It was agreed that the Board would communicate with the club to investigate updating their Constitution.



### **Bowls Auckland Memo to Pringle Park**

**Bowls Auckland sends a memo recommending Pringle Park take the opportunity to align with the Bowls New Zealand's templated constitution welcoming all genders as full members.**

**Decision Date:** 28 Apr 2025  
**Mover:** Ian Dee  
**Seconder:** Michael Feek  
**Outcome:** Approved



### **Memo to Pringle Park**

Send a memo to Pringle Park

**Due Date:** 25 May 2025  
**Owner:** Dean Bartlett

## **9. Rawhiti Fund**

### **9.1 Application/s & Project Update**

The CEO provided an overview of the Rawhiti Fund applications and ongoing projects, answered questions from the Board, and discussion was held on the applications presented.

Discussion was held on the proposed Papatoetoe Club Manager position and it being proposed to report to Bowls Auckland.



### **Pakuranga Application | Approval**

***That the Bowls Auckland Board approves the Pakuranga Bowling Club's application for a \$50,000 grant from the Rawhiti Fund to support the replacement of their carpet green.***

**Note TB abstained as a member of the club.**

**Decision Date:** 28 Apr 2025  
**Mover:** Michael Feek  
**Seconder:** Helen Blick  
**Outcome:** Approved



### **Papatoetoe Application | Approval**

***That the Bowls Auckland Board supports the establishment of a Club Manager position at Papatoetoe Bowling Club as presented, with funding support through the Rawhiti Fund and a tailored partnership agreement in place.***

**Decision Date:** 28 Apr 2025  
**Mover:** Helen Blick  
**Seconder:** Rikki Swannell  
**Outcome:** Approved

## **10. General Business**


### **10.1 General Business**

The CEO thanked the outgoing Secretary for her contribution over the past five years.

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** BA Board Meeting - May - 26 May 2025, 1:00 pm

Signature: 

Date: 29/5/25,



