



# minutes

## **Auckland Bowls Inc**

Monday 31 May 2021 1.00pm  
Auckland Bowls Offices  
17 Stokes Road  
Mt Eden  
Board Room

### **PRESENT**

Michael Feek (Chairman)  
Helen Blick  
Ian Dee

David Ball (*General Manager and Board member*)  
John Ross  
Greame Scott (*President*)

### **IN ATTENDANCE**

Wendy Brown  
*Board secretary*

Steve Clifton  
*Club Development Manager (Agenda items 2.11 & 3.1)*

*Meeting started at 1.01PM*

#### ***Recommendation:***

***That the Auckland Bowls Board move into committee***

Moved: Ian Dee  
Seconded: Michael Feek

Motion Carried

#### ***Recommendation:***

***That the Auckland Bowls Board move out of committee***

Moved: Ian Dee  
Seconded: Michael Feek

## **1. Apologies**

Nil

## **2. Board of Management Business**

## 2.1 Minutes of Auckland Bowls Board meeting held on 27 April 2021.

### *Recommendations*

*That the Minutes of Auckland Bowls Board meeting held on 27 April 2021 to be confirmed as a true and correct record.*

Moved: Greame Scott

Seconded: John Ross

*Motion Carried*

## 2.2 Corrections to Minutes

## 2.3 Matters Arising

2.10 In response to the Board the GM confirmed that communications would go out just prior to the new season as a reminder on general behaviour and expected standards and rules.

## 2.4 Conflict of Interest Register

The following additional conflicts of interest were given:

Amendment – Greame Scott - Kittyhawks Bowling Club

## 2.5 Health & safety

No incidences to report for April 2021.

## 2.6 Action Register

GM went through the register with updates given and noted. Refer Action Register.

## 2.7 Correspondence Inwards (refer Agenda)

Nil

## 2.8 Correspondence Outwards (refer Agenda)

2.8.1 Meeting Notes Mangere & Otahuhu Railway Bowling Club

Discussion was held and the GM responded to questions.

*That Auckland Bowls Board approves Outwards Correspondence.*

Moved: Michael Feek

Seconded: Greame Scott

*Motion Carried*

## 2.9 Finance Reports

- 2.9.1 Balance Sheet Report as at 30 April 2021.
- 2.9.2 Profit & Loss Report for the month ended 30 April 2021.
- 2.9.3 Year End Forecast – FY21
- 2.9.4 Rawhiti Investments report
- 2.9.4 Finance Committee Minutes of the meeting held 24 May 2021.

The GM went through the reports, highlighted key points, and answered queries raised. The GM also gave an update on his recent meeting with the Auditor.

### ***Recommendation***

***That Auckland Bowls Board receives the Finance Reports ended 30 April 2021.***

Moved: Ian Dee  
Seconded: John Ross

*Motion Carried*

## 2.10 Events and Operations Report

- 2.10.1 Minutes of the Operations Committee of Auckland Bowls Board. meeting held on 7 May 2021.

The GM tabled the Playing Schedule 21/22 and key points were highlighted to the Board. The significant changes made after listening to players' feedback was noted by Helen Blick (HB).

A discussion was held, and queries responded to in relation to the Playing Schedule.

The Board discussed acceptable behaviour and standards expected at clubs, including the process and next steps.

### ***Recommendations:***

***That Auckland Bowls Board approve the Playing Schedule 21/22, subject to the 7 November amendment.***

Moved: Michael Feek  
Seconded: David Ball

*Motion Carried*

***That the Auckland Bowls Board receives the Minutes of the Operations Committee meeting held on 7 May 202***

Moved: Michael Feek  
Seconded: John Ross

*Motion Carried*

## **2.11 Club Development Manager Report – May 2021 (verbal)**

The Chair welcomed Steve Clifton (SC) to the meeting.

SC gave a verbal update to the Board. Discussion was held and SC responded to the Board's queries.

M Feek acknowledging and thanks Steve Clifton for his work across the Auckland Bowling Clubs

## **2.12 President Report (*verbal update*)**

The President gave an update on his activities over the past month.

### ***Recommendation:***

***That the Auckland Bowls Board receives the President report.***

Moved: Michael Feek

Seconded: Helen Blick

*Motion carried*

## **2.13 Kimberley Investment Committee**

2.13.1 Minutes of the Kimberley Investment Committee meeting held on 19 May 2021.

2.13.2 Performance Summary Report – 30 April 2021

The GM highlighted key points and responded to Board queries. GM also noted the full report was available in hard copy form for the Board to read if they wished.

### ***Recommendation:***

***That the Auckland Bowls Board receives the meeting Minutes of the Kimberley Investment Committee meeting held on 19 May 2021.***

Moved: Greame Scott

Seconded: John Ross

*Motion carried*

## **3 Key Items for Decision**

### **3.1 Rawhiti Club Development Agreement**

3.1.1 Glendowie Bowling Club

SC gave an overview of the application and responded to Board's queries.

**Recommendations:**

*That Auckland Bowls Board approves the appointment of the Bowls Development Officer cost of \$19,000 plus marketing budget of \$11,500 totalling \$30,500.*

*That Auckland Bowls Board approve Coaching expenditure of \$3,000 to be presented to the Rawhiti Committee for approval, subject to robust costing breakdown is included in the application.*

Moved: Michael Feek  
Seconded: Greame Scott

*Motion Carried*

## **4 Key Items for Information or Discussion**

### **4.1 Playing Schedule 21/22 (to be tabled)**

Refer Agenda Item 2.10 – Events and Operations Report.

### **4.2 Proposed Changes to the Auckland Bowls Constitution**

The Chair (MF) confirmed the Board had read the paper. The Chair highlighted the executive summary, which gave the background on the rationale for the proposed changes.

The Board discussed the proposed changes and the Chair responded to questions.

**Recommendation:**

*That Auckland Bowls Board approves the proposed changes to the Auckland Bowls Constitution*

Moved: John Ross  
Seconded: Helen Blick

*Motion Carried*

## **5 General Business:**

### **Chair's Round Table**

Both the Chair\_MF and GM attended the recent meeting and gave the Board an update, which included conversations held on implementation of a Risk Register. As a result of the Global Pandemic risk, COVID-19, this was considered high risk and needed to be addressed as part of a Business Continuity Plan (BCP).

The Chair asked Board members to give some thought to direct risk associated with Auckland Bowls and email their risks to the GM by Friday 4 June 2021.

A risk subcommittee was formed to work through the risks and mitigations and implement a BCP. The working group was confirmed – the GM, the Chair and Board member, Ian Dee (ID).

### **Awards Function**

DB gave an overview of the format for this year's awards, factoring in last year's function did not go ahead due to COVID-19 restrictions.

### **Club of the Year Awards**

The GM gave an overview of the awards for 2021 and the plan on setting the criteria for the various awards moving forward.

The Board discussed the proposal and gave feedback, which the GM noted. It was agreed clear communications would go out to the clubs backing the decisions the Board have made.

### **Board Member's applications**

Discussion held on progress and next steps. Selection panel to be appointed.

### **High performance support team**

The process was confirmed by MF. Board discussed and agreed on next steps.

### **AGM**

The GM to follow up with reappointment of Patron, Ian Birch

### **Honoraria**

The Board discussed and all agreed to continue with current Honoraria.

### ***Recommendation:***

***That Auckland Bowls Board recommended the Honoraria to continue at the same rate as 2020.***

Moved: Michael Feek

Seconded: Ian Dee

Motion Carried

### **AGM voting**

Discussion held on process.

### **Player's eligibility criteria**

HB raised the eligibility reminding the Board on the background and previous submission given to the Board. The Board discussed the pros and cons.

Next steps were discussed and agreed with the GM to follow up with Bowls NZ.

**Strategic Plan**

The GM gave the Board a progress update since the Strategy session held early May. The Board agreed to the change in values as suggested by the GM in email correspondence.

**May Zone Meeting Minutes (tabled)**

The GM tabled the Minutes and programme and noted that the yellow highlighted sections were subject to change.

**Greenkeepers Association**

The GM updated the Board and advised he has a meeting soon with Bowls NZ, which will include discussion on processes.

*The next Board meeting will be held Monday 28 June 2021 at 1.00pm*

*With no further business, the meeting closed at 5.12pm.*

Chairperson.....

Date.....*28 June 2021*

