



minutes

Auckland Bowls Inc

Monday 19 December 2022, 2.00pm
Auckland Bowls Office
Board Room

PRESENT

Ian Dee (ID) - Chairman
Helen Blick (HB)
Greame Scott (GS)

Michael Feek (MF)
John Ross (JR)
Rikki Swannell (RS)

IN ATTENDANCE

Dean Bartlett (CEO)

Wendy Brown (Board Secretary via Zoom)

The Chair welcomed everyone to the December Board meeting

1. Apologies

Nil

2. Board of Management Business

2.1 Minutes of Bowls Auckland Board meeting held on 21 November 2022.

Recommendations

That the Minutes of Bowls Auckland Board meeting held on 21 November 2022 to be confirmed as a true and correct record.

Moved: Ian Dee
Seconded: Michael Feek

Motion carried

2.2 Corrections to Minutes

Nil

2.3 Matters Arising

The CEO confirmed BAI will be live streaming the Open Mixed Pairs Event.

The CEO plans to meet with club officials from Mangere Bowling Club in the new year.

2.4 Conflict of Interest Register

No Changes.

2.5 Health & safety Report – November 2022

No incidences to report for November with the CEO responding to questions.

Conditions of play was raised and discussed, and how to manage 'rule-breakers', especially with regard to vaping or smoking. A clear message was needed from Bowls Auckland to clubs that at Bowls Auckland events rules must be adhered to.

The Board discussed the way forward to enforce the rules from a Bowls Auckland perspective.

The process of reporting incidences at clubs was clarified and the role of the Director's responsibility.

2.6 CEO Summary Report

The paper was taken as read and the CEO asked for questions and feedback. Highlighting key points:

- Confirmed two vehicles were part of the Bowls Auckland fleet, with one sold as requested by the Board.
- Jarden New Zealand are sponsoring the Auckland Open 2-4-2 Mixed Pairs tournament.
- Further work being done on the sponsorship proposal and approach to the market in 2023, creating and establishing relationships was viewed as a key piece of ongoing work. Board agreed to send any potential contacts to the CEO for follow-up.
- Bowls NZ experiencing issues identifying venues for Nationals.
- Meeting with office bearers from Pakuranga Bowls this week.
- Facilitation of coaching courses was confirmed.
- An update on recruiting a new convenor was given. In the interim with support from Bowls New Zealand with Bowls Hub and office staff member/s, the Operations Committee may be requested to temporarily fill the role.
- The CEO advised he had been exploring how we can support and receive sponsorship in conjunction with Bowls NZ for the installation or replacement of artificial greens. CEO confirmed he would continue conversation with Bowls NZ.

Recommendation

That Bowls Auckland Board accepts the CEO report

Moved: Michael Feek
Seconded: Graeme Scott

Motion carried

2.7 Correspondence

Inwards

2.7.1 Remuera Bowling Club

2.7.2 Murray Dickson

2.7.3 Alison Rennie

Recommendation:

That Bowls Auckland Board Inc receives the inwards correspondence.

Moved: Michael Feek
Seconded: Graeme Scott

Motion carried

2.8 Finance Reports

The Chair took the reports as read. The CEO highlighting key points and responded to questions.

- 2.8.1 Minutes of the Finance committee meeting held on 9 December 2022
- 2.8.2 Balance Sheet Report as at 30 November 2022
- 2.8.3 Profit & Loss for the month ended 30 November 2022
- 2.8.4 Rawhiti Bank Investments Summary | November 2022
- 2.8.5 Rawhiti Provision Summary | November 2022
- 2.8.6 Rawhiti Coaching Grant | November 2022

Key points:

- The CEO flagged his plans to have a conversation in the New Year with the Blue Waters Trust regarding the received grants, with two changes in staff since previous grants were approved. The grants process was discussed and the potential of clawback.
- MF confirmed Financials were in a favourable position.
- Future spend in terms of uniforms was discussed, and noted it was not a budgeted expense and may require further Board approval in January.

Recommendation

That the Bowls Auckland Board Inc receives the Finance Reports ended 30 November 2022.

Moved: Helen Blick
Seconded: Rikki Swannell

Motion Carried

2.9 Events and Operations Report

HB took the paper as read, answered queries, and discussion held on key points.

HB noted the recent resignation of the Convenor.
HB spoke about the protocol for markers at Centre Events.

Recommendation

That the Bowls Auckland Board Inc receives the Operations Report.

Moved: Helen Blick
Seconded: Rikki Swannell

Motion Carried

2.10 President Report (verbal update)

The President gave a verbal report and is looking forward to leading the presentation at the Jarden Open in late December.

2.11 Kimberley Investment Committee

2.11.1 Performance Summary Report | November 2022

2.11.2 Minutes of Kimberley Committee meeting held on 23 November 2022

3 Key Items for Information or Discussion

3.1 Digital Strategy Introduction

The CEO gave an overview noting the need for Bowls Auckland to better reach and talk to existing and future members. The scope is to look at all potential bowlers (new and existing) and how we can perform better via our digital platforms to achieve our vision of more people bowling, more often.

Bowls NZ have started the journey; and it is suggested that Bowls Auckland establish a strategy to organise, and prioritise all existing activity, as well as provide ideas for future activities. This will include what platforms we use to speak to which target market.

The President acknowledged the paper, noting the positive steps. He expressed his concerns about the aging demographic and ensuring the strategic direction and the move into the digital space continued to engage with volunteers, committees, and clubs.

Discussion was held on embracing the digital strategy and having a solid management structure on the ground at clubs to assist the delivery of it with potential funding support from the Blue Waters Trust.

The CEO spoke about the journey to develop the digital strategy and what it would encompass. External experts were being engaged to deliver, such as a content library. Clubs would be part of the journey and have access to the valuable resources.

MF noted it should be on the Agenda for the Strategy meeting in February to be discussed in depth and determine direction in alignment with the strategy.

3.2 Marketing and Communications Update

The CEO provided an overview and background to support the Digital Strategy.

3.3 Operational Plan Key Focus Area Update

Background and overview provided by the CEO, noting the significant changes since its adoption.

3.4 Bowls Hub Adoption Plan Updated

The CEO provided an update since the recent meeting with Bowls NZ, noting the work that was required to deliver to the mid-February deadline.

HB recommended Clubs had access to a laptop as opposed to a tablet, to view current data and specifically to avoid human error in the process. The CEO agreed to follow up on the concerns raised and identify the process and potential to make errors.

3.5 Centre Events Plan and ToR – Operations Committee/Management

The CEO gave an overview of the background and purpose, thanking HB for her guidance and input throughout the process. The Board discussed and gave feedback noted by the CEO.

MF proposed an addition to be included as clause 3 (i) which is to read 'Shall at all times do nothing to undermine the decisions made by the Committee'.

HB to work through the plan with CEO to finalise. MF to send any further feedback and comments to the CEO for consideration at the January Operations meeting

Recommendation

That the Board approves the Operations Committee Terms of Reference, subject to the amendments raised by Michael Feek.

Moved: Helen Blick

Seconded: John Ross

Motion carried

3.6 Coaching | School Engagement | Rawhiti Proposal

The CEO spoke to the paper noting the overall purpose was to connect schools and clubs. The CEO also highlighted that with no designated staff member focusing on this area there is currently a gap in supporting students to engage with bowls. The proposal would support clubs to connect with schools and provide engagement opportunities for students.

MF requested that reference to volunteers was listed as part of the \$500 contribution.

HB stated she didn't support the proposal and suggested an alternative approach using a contractor.

The CEO acknowledged it was an interim temporary solution for term 1 and other opportunities were being explored to fill the need in a more permanent basis.

The President noted timing wise it would be difficult to deliver as clubs already have plans in place for 2023. He expressed the importance to use the right channels and people who have experience and contacts to keep good faith within the organisation and build on relationships with schools.

ID spoke about experience and connections within the Bowling community and ensuring the correct people were on the ground representing Bowls Auckland at secondary school level and how best Bowls Auckland could support the initiative.

4 General Business

4.1 Home of Bowls Update

The Chair gave an update on progress, which continues to be positive.

4.2 Board Strategy Meeting - February

The CEO to circulate proposed date.

4.3 Proposed Provincial Centre Tournament

A discussion was held on the proposed Tournament. The Board are supportive in principle with the finer details to be worked through before confirming.

4.4 Board Honorarium

Recommendation

That as per the Constitution the board honorariums are actioned.

Moved: Ian Dee

Seconded: Greame Scott

Recommendation

That the BAI Board move into committee at 4.20pm.

Moved: Ian Dee

Seconded: Greame Scott

Meeting closed at 4.30pm

The next Board meeting will be held Tuesday 31 January 2023 at 1.00pm

Chairperson.....

Date.....31/1/23.....