



# minutes

## **Bowls Auckland Inc**

Monday 1 May 2023  
Bowls Auckland Inc. Office  
Board Room

### **PRESENT**

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

Greame Scott (GS)  
John Ross (JR)  
Rikki Swannell (RS)

### **IN ATTENDANCE**

Dean Bartlett | CEO

Wendy Brown | Board Secretary (Zoom)

*The Chair welcomed everyone to the meeting.*

## **1. APOLOGIES**

Nil

## **2. BOARD OF MANAGEMENT BUSINESS**

### **2.1 Minutes of Bowls Auckland Inc Board meeting held on 27 March 2023.**

#### **Recommendation**

*That the Minutes of Bowls Auckland Inc Board meeting held on 27 March 2023 to be confirmed as a true and correct record.*

Moved           Helen Blick  
Seconded       Rikki Swannell

*Motion Carried*

### **2.2 Minutes of Bowls Auckland Inc Board meeting held on 11 April 2023 via email correspondence.**

#### **Recommendation**

*That the Minutes of Bowls Auckland Inc Board meeting held on 11 April 2023 via email correspondence to be confirmed as a true and correct record.*

Moved           Michael Feek  
Seconded       Graham Scott

*Motion Carried*

**2.3 Minutes of Bowls Auckland Inc Board meeting held on 12 April 2023 via email correspondence.**

**Recommendation**

***That the Minutes of Bowls Auckland Inc Board meeting held on 12 April 2023 via email correspondence to be confirmed as a true and correct record.***

Moved: Michael Feek  
Seconded: Graham Scott

**2.4 Corrections to Minutes**

Nil

**2.5 Matters Arising**

3.6 Club is the Hub (CITH) query from HB who asked if there was the potential to support clubs who don't currently have an established online presence such as a website.

Discussion was held and the CEO confirmed support would be considered on a case-by-case basis as per the CITH program. Clubs expressing an interest in different services, such as a website could explore an opt in service or request a grant, the overall intent is that Bowls Auckland collaborates in partnership with clubs, so we will fill the gaps where there is the most need.

**2.6 Conflict of Interest Register**

No Changes.

**2.7 Health & safety Report – March 2023**

No incidences to report for March.

**Recommendation**

***That the Bowls Auckland Board Inc receive the Health & Safety report.***

Moved: Ian Dee  
Seconded: Greame Scott

*Motion carried*

**2.8 Board Annual Work Plan**

It was noted that the Board skills matrix review would be on the May Board Agenda.

**2.9 Risk Register**

Taken as read and noted as work in progress and a live document that would be updated as needed.

## 2.10 CEO Summary Report

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

- New refreshed Strategy has been finalised.
- Open invitation will go out to club officials (two members from each club) to attend a Strategy presentation and bring them on the journey. Discussion held on timing of presentation, and it was agreed to run after the Clubs had held their AGMs to allow for newly appointed club committee members to attend.
- Club is the Hub presentation and communication plan to be confirmed.
- The Oceania Challenge was a successful event noting Bowls NZ would like to see the event held annually. Discussion held on logistics and funding of the event moving forward, along with leveraging the event from a branding and relationship building perspective especially with the Pasifika community.
- Club membership fee increase to be adjusted from 7% to 6.5%, due to CPI (refer Budget for recommendation).
- BAI office staff update with discussion held, noting consideration to be given to succession planning in relation to Tournament Convenors and the expected need to have more than one for the next season.

The president acknowledged the continuing great work done by the CEO and his team, which was appreciated by the Board.

The CEO thanked available Board members for their support at the event over the weekend.

### **Recommendation**

***That Bowls Auckland Inc Board accepts the CEO report.***

Moved: Rikki Swannell

Seconded: Greame Scott

*Motion Carried*

## 2.11 Correspondence

### **Inwards**

2.11.1 Bay of Plenty

2.11.2 Counties Manukau

2.11.3 Otahuhu Railway

### **Recommendation:**

***That Bowls Auckland Inc Board receives the inwards correspondence.***

Moved: Rikki Swannell

Seconded: Greame Scott

*Motion Carried*

## 2.12 Finance Reports

The Chair took the reports as read, highlighted key points, and responded to questions.

- 2.12.1 Minutes of the Finance committee meeting held on 21 April 2023
- 2.12.2 Finance Executive Summary | March 2023
- 2.12.3 Balance Sheet Report as at 31 March 2023
- 2.12.4 Profit & Loss for the month ended 31 March 2023
- 2.12.5 Year End Forecast | March 2023
- 2.12.6 Rawhiti Bank Investments Summary | March 2023
- 2.12.7 Rawhiti Provision Summary | March 2023
- 2.12.8 Rawhiti Coaching Grant | March 2023

### Key points:

- Management of finances, including payroll and GST have been moved to the inhouse Finance Manager and no longer externally resourced.
- Leave policy to be drafted and implemented to ensure good practice is followed and will include clear process on leave balances, leave application process, automation, which is expected to minimise the holiday pay liability and address current high leave balances.

Discussion was held and the CEO confirmed the process for days in lieu moving forward, in relation to weekend work, and ensuring BAI Office meet their duty of care and health and wellbeing of all staff.

### **Recommendation**

***That Bowls Auckland Inc Board receives the Finance Reports ended 31 March 2023.***

Moved: Michael Feek  
Seconded: Greame Scott

*Motion Carried*

## 2.13 Operations Report

- 2.13.1 Minutes of the Operations Committee of Bowls Auckland meeting held on 24 April 2023
- 2.13.2 Verbal report

The paper was taken as read and a verbal update was given. Noting key points:

Discussion held on next seasons programme and the options currently being explored by the Operations Committee, based on the Centre Event Player Survey. The process that will be followed is after the survey and a Club Forum, the Operations Committee will circulate the draft calendar for further consultation with clubs prior to tabling the final version at the May Board Meeting.

The President raised his concerns in relation to alcohol consumption and smoking at recent events. Discussion was held, including the responsibility of clubs who hold the bar licenses to enforce their individual policies. The Chair suggested the CEO discuss with Bowls NZ to gain more insight and support.

### **Recommendation**

***That Bowls Auckland Inc Board receives the Operations Report.***

Moved: Helen Blick

Seconded: John Ross

*Motion Carried*

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

GS delivered a verbal report including:

- April proved to be a great month in terms of centre events, i.e. rep days, bowls, social bowls, noting the Rooky Nook event was a well-run, engaging event he attended.
- Manukau Challenge successful event.
- Champ of Champ event was another well-run event. Both finals were competitive, displaying great bowling skills and with a positive, engaging atmosphere.
- The Chair acknowledged the excellent support of Mt Albert Bowling club at the Champ of Champ event.

### **Recommendation**

***That Bowls Auckland Inc Board receives the President's Report.***

Moved: Ian Dee

Seconded: Helen Blick

*Motion Carried*

## **2.15 Kimberley Investment Committee**

2.15.1 Performance Summary Report | March 2023

Noted

## **2.16 Blue Waters Community Trust**

The CEO took the paper as read, and provided highlights as follows:

- Planned relocation on pause and hoping to relocate within the next three months.
- Explore developing a measure to monitor our success to ensure Bowling communities are applying for funding. This tranche no bowling clubs had applied for funding.
- Discussion held on various funding options and the potential to apply for funding from different Trusts specific to the sporting sector.

### **Recommendation**

***That Bowls Auckland Inc Board receives the Blue Waters Community Trust Report.***

Moved: Greame Scott

Seconded: Rikki Swannell

*Motion Carried*

### 3. KEY ITEMS FOR DISCUSSION OR INFORMATION

#### 3.1 Final Budget 2023/24

3.1.1 Final Budget Profit and Loss

3.1.2 Capex Budget

- It was noted that some of the Club census data was still to be received from Bowls NZ.
- Club affiliation fees update since the last meeting as the budget adjustment is needed to reflect the CPI figure.
- MF highlighted the Constitutional change approved last year allowing a student fee for anyone in full time education up to the age of 25 years old.
- Vehicle lease review highlighted it was more cost effective to purchase and own a company vehicle. Budget changed to reflect this outcome.
- HB queried sponsorship projection total of \$25k given the economic climate. The CEO confirmed the budget was focused on growth and he was confident they could meet this figure. His focus was also on partnerships with organisations who could help support BAI to achieve better results in certain areas.
- HB queried staff costs and efficiencies, noting the higher figure. In response the CEO spoke about the unique financial opportunity BAI had and the ability to increase and focus on growth and achieve strategic goals for overall positive outcomes.

#### Recommendations

***That Bowls Auckland Inc Board approves a student fee at half the cost of the standard affiliation fee.***

Moved: Michael Feek

Seconded: Greame Scott

*Motion Carried*

***That Bowls Auckland Inc Board approves the annual affiliation fee amendment to 6.5% from the previously approved 7% increase (April Board meeting), due to CPI.***

Moved: Michael Feek

Seconded: Greame Scott

*Motion Carried*

***That Bowls Auckland Inc Board approves the adoption of the proposed budget.***

Moved: Michael Feek

Seconded: Greame Scott

*Motion Carried*

#### 3.2 Business Plan

3.2.1 Strategic Plan

3.2.2 Discussion Paper

3.2.3 Business Plan

The papers were taken as read with key points highlighted, discussion held and suggested minor amendments noted by the CEO.

- The plan is general in some areas as opposed to specific measures due to unknown elements such as staffing.
- Presentation to staff shortly for their feedback as it is vital they own their specific areas.
- The plan is live and will continue to develop throughout the year, prioritising strategic goals. It will be a standing agenda item to ensure the Board are kept up to date.
- Currently in the design phase with the final plan expected to be presented to the Board in June.
- 1.2 Governance Plan a key piece of work requiring the Board's input and commitment.
- 2.2 Critical People Resources Plan/s update on recent meetings with key stakeholders and options being explored.

### **Recommendation**

***That Bowls Auckland Inc Board receives the Business Plan.***

Moved: Ian Dee  
Seconded: Michael Feek

*Motion Carried*

### **3.3 Digital Strategy Update**

- 3.3.1 Information paper
- 3.3.2 Brandspank Proposal

The paper was taken as read and noted for information. Key points:

- Moving into the first phase with a workshop planned for next week.
- Club focus groups to identify three to four profiles and how best to connect with the individual profiles. Work with clubs is imperative to gain valuable insights.
- It is planned that Brandspank will present findings to the Board at the May meeting.

### **3.4 Point Chevalier Appeal | Operations Committee**

The CE provided the background, noting the timeline and responded to questions.

The Board discussed the situation, and merits of the appeal. It was concluded that although there were some changes made to the calendar they were done in the appropriate manor, and sufficient notice time was issued to all parties.

A discussion was held on the process and potential of an appeal. As the Board supported the decision made by the Operations Committee, the only channel of possible appeal would be to Bowls NZ.

The Board requested that the CEO enquire if Bowls NZ would consider this case on appeal, or not, and inform the club as applicable.

## Recommendation

***That Bowls Auckland Inc Board supports the findings and decision of the Operations Committee and Pt Chevalier Bowling Club will be advised in writing plus further steps as guided by Bowls NZ.***

Moved: Ian Dee  
Seconded: Michael Feek

*Motion Carried*

## 4. RAWHITI FUND ITEMS FOR DISCUSSION OR INFORMATION

- 4.1 Howick Bowling Club
- 4.2 General Update

Rawhiti Committee Update given by CEO.

The CEO confirmed Howick Bowling Club had provided the information requested by the Board and reapplied with their application being approved to support their re-imaged covered greens project. There are currently terms agreements being drawn up.

Club is the Hub Investment program presentation was met with a positive response by the Committee and some key points were raised and discussed to ensure a successful outcome and best practice.

JR provided a progress update on Papatoetoe Bowling Club. Discussion held on the remaining plan and timeline to complete the project.

## 5. GENERAL BUSINESS

- HB raised the Operations Committee Chair's request for petrol vouchers as compensation for the work the Operations committee do. Discussion was held on the pros and cons, noting there were numerous committees and volunteers across the organisation. The CEO highlighted an initial management discussion would have been appropriate considering there was a budget involved too. The Board agreed not to accept the recommendation and HB would convey the decision and findings to the Operations Chair.
- Progress update on the Awards Luncheon being held on Sunday 18 June. The Board agreed sourcing of a suitable host was paramount. RS to identify suitable candidates and pass on details to the CEO for follow up. The chair noted that criteria and nomination forms are in place for the awards.
- MF requested to meet the name change requirements that the general and disciplinary regulation documents are updated to reflect the change.
- The Board requested an ethnicity category was added to the skills matrix as suggested and a change to clause 19.6 in the Constitution.
- MF discussed the judicial changes Bowls NZ had made under their Constitution and motions passed at the AGM last year and the need for BAI to consider aligning.
- MF proposed the inclusion of a limited player member to cover social bowls days notice of motion be submitted to NZ Bowls AGM for amendment of their clause. The motion would then be included on the 2024 Bowls Auckland AGM Agenda.



- MF noted that at the next Board Meeting the Board Selection Panel will need to be appointed.

**Recommendation:**

***That the BAI Board Inc approves the submission of a limited player member amendment to the Bowls NZ Constitution.***

Moved: Michael Feek  
Seconded: Greame Scott

*Motion carried*

**Recommendation**

***That the Bowls Auckland Inc Board approves a Bowls Auckland Office credit card application and limit of \$5,000.***

Moved: Rikki Swannell  
Seconded: Ian Dee

Motion carried

*NB Michael Feek left the room at 3.45pm.*

**Recommendation:**

***That the Bowls Auckland Inc Board approves the Life Membership nomination of Michael Feek, and it will be proposed at the upcoming AGM to be considered.***

Moved: Ian Dee  
Seconded: Helen Blick

*Motion carried*

***Meeting closed at 3.55pm***

***The next Board meeting will be held Monday 29 May at 1.00 pm.***

***Chairperson.....***

***Date.....***