

# CONFIRMED MINUTES

## BOWLS AUCKLAND BOARD MEETING - MARCH 2024



At the **Bowls Auckland Board Meeting - April 2024** on **29 Apr 2024** these minutes were confirmed as presented.

<b>Name:</b>	Bowls Auckland
<b>Date:</b>	Tuesday, 26 March 2024
<b>Time:</b>	12:30 pm to 1:00 pm (NZDT)
<b>Location:</b>	Default Location, 17 Stokes Road, Mount Eden, Auckland, New Zealand
<b>Board Members:</b>	Ian Dee (Chair), Craig Pryor, Greame Scott, Helen Blick, John Ross, Michael Feek, Rikki Swannell
<b>Attendees:</b>	Dean Bartlett

### 1. Opening Meeting

#### 1.1 Apologies

Nil

#### 1.2 Confirm Minutes

**Bowls Auckland Board Meeting - February 2024 12 Feb 2024**, the minutes were confirmed as presented.



#### February 2024 Board Minutes Approval

That the Board accepts the Minutes of the February 2024 Board Meeting

<b>Decision Date:</b>	26 Mar 2024
<b>Mover:</b>	Michael Feek
<b>Seconder:</b>	Rikki Swannell
<b>Outcome:</b>	Approved

#### 1.3 Matters Arising

The CEO highlighted the following key points.

- Met with the Committee of the St George Bowling Club, and has since followed up via email correspondence. Currently awaiting a reply.
- Chaired the Otahuhu Railway Bowling Club SGM. Ultimately, the proposed motion of a vote of no confidence in the current Executive Committee was denied, in a land side vote against. Therefore, the current Committee continues until the next AGM.
- Met with the conveners of the Auckland Bowling Coaches Association (ABCA) to discuss the proposal of forming a 'Coaching Subcommittee' under Bowls Auckland. The conveners were supportive, and Bowls Auckland will assist the ABCA to set up an SGM to propose

the motion. Subsequently, and if approved, a Terms of Reference will be established, along with over applicable actions.

## 1.4 Interests Register

New Lynn Bowling Club was included as an interest for the respective Board Members.

## 1.5 Health & Safety Report



### Health and Safety Report

That the Board receives the February 2024 Health and Safety Report

**Decision Date:** 26 Mar 2024  
**Mover:** Michael Feek  
**Seconder:** John Ross  
**Outcome:** Approved

## 2. Board Annual Work Plan

### 2.1 Updated 2024 Work Plan

The CEO highlighted that the Performance Policy has been included in the Work Plan.

## 3. Management Reports

### 3.1 CEO Report

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

- Management will undertake a Performance / Representative Review and report back to the Board at the April meeting.
- Bowls Auckland are supporting AKTIVE's lobbying to Auckland Council regarding Council's Long Term Plan and the inclusion and continuation of their Facilities Investment Fund.
- The Club Delegates Forum has been set for 24th April.

The Board requested that 'Code of Conduct' and behaviour be discussed at the Delegates Forum.



### CEO Report

The Board accepts the CEO's Report

**Decision Date:** 26 Mar 2024  
**Mover:** Greame Scott  
**Seconder:** Michael Feek  
**Outcome:** Approved



### Delegates Forum

To include behaviour and Code of Conduct in discussions.

**Due Date:** 24 Apr 2024  
**Owner:** Dean Bartlett



### Table the recommended Performance Program / Structure for 2024/25...

Table the recommended Performance Program / Structure for 2024/25

**Due Date:** 29 Apr 2024  
**Owner:** Dean Bartlett

## 4. Correspondence

### 4.1 Bowls NZ



#### Acceptance of Inwards Correspondence

That the inwards correspondence be accepted by the Board

**Decision Date:** 26 Mar 2024  
**Mover:** Craig Pryor  
**Seconder:** Greame Scott  
**Outcome:** Approved

## 5. Finance Reports

### 5.1 Minutes of March Finance Committee Meeting

Taken as read.

### 5.2 February 2024 Executive Summary

The reports were taken as read with the CEO highlighted the following.

- Bowls Auckland continue to track closely to forecast, which is currently showing a small surplus of around \$20,000.
- Management will consider any project spend during April and provide a recommendation to the Finance Committee if actioned.
- The draft budget will be tabled at the April Board Meeting for approval.



#### 2024/25 Budget

To table the draft 2024/25 budget to the Board for approval.

**Due Date:** 29 Apr 2024  
**Owner:** Dean Bartlett

### 5.3 End of February 2024 Financials



#### Financial Reports

That the Financial Reports for the end of February 2024 be accepted.

**Decision Date:** 26 Mar 2024  
**Mover:** Michael Feek  
**Seconder:** Greame Scott  
**Outcome:** Approved

## 6. General Reports

### 6.1 Events and Operations Report

HB gave a verbal update, highlighting.

- The Molecheck Interclub 7's event was a success, with the Headquarter host club; Howick, being a fantastic host.
- There were a few minor incidents regarding behaviour, and it is suggested that Bowls Auckland encourage clubs to establish and implement their own code of conduct, as well as enforcing Bowls Auckland's.
- The Premier Development Octagonal hosted by Bowls Auckland at Howick Bowling Club was a resounding success, and thanked everyone involved.
- The Men's Singles and Women's Triples events have been postponed to 4 and 5 May due to the weather.



### Operations Report

The Board receives the Operations Report.

**Decision Date:** 26 Mar 2024  
**Mover:** Michael Feek  
**Seconder:** John Ross  
**Outcome:** Approved

## 6.2 President's Report

GS provided a verbal report, highlighting the following.

- Attended the National Intercentre in Wellington. Although the results did not meet expectations, the participation of the players was excellent.
- Acknowledged the pre-tournament event Bowls Auckland hosted prior to the respective tournaments at Carlton Cornwall, and congratulated all for their involvement.



### President's Report

That the Board receives the President's Report.

**Decision Date:** 26 Mar 2024  
**Mover:** Ian Dee  
**Seconder:** Michael Feek  
**Outcome:** Approved

## 6.3 Kimberley Investment Committee: Performance Summary Report - February 2024

Taken as read.

## 6.4 Blue Waters Community Trust Report

The paper was taken as read with the CEO providing a verbal report.

HB requested that clubs without clocks enquire for funding from Blue Waters Community Trust.

## 6.5 New Lynn Bowling Club Update

The paper was taken as read, with CP highlighting.

- The situation at the club is improving, with several club members illustrating a want to re-engage and volunteer their time, which is pleasing.
- The vacant Club Manager role is currently in market.
- The Club have found a preferred candidate to join as Bar Manager.

The Board thanked CP for his contribution thus far.

## 7. Discussion Papers

### 7.1 AGM Timeline / Considerations

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

- The AGM Notice with corresponding material will be circulated as per the Constitution before the end of March.
- Two Board Members are due to retire by rotation and both are eligible to re-apply, being RS and JR.
- The current term/s for the President and Vice President has also come to an end, being GS and HB respectively. Both, are eligible to be nominated again.
- Two Kimberley Committee Members two-year term has come to an end being David Timms and Bob Croker.
- Applications or nominations for the above roles will close on 15 May 2024.



#### AGM Notice

CEO to send AGM notices to clubs, board, life members, and Bowls New Zealand.

**Due Date:** 30 Mar 2024  
**Owner:** Dean Bartlett

### 7.2 Draft Role Description/s - President and Vice President



#### Role Description - President and Vice President

The draft role description for President and Vice President was approved by the Board.

**Decision Date:** 26 Mar 2024  
**Mover:** Ian Dee  
**Seconder:** Michael Feek  
**Outcome:** Approved

## 8. Avondale Fund

### 8.1 Avondale Fund

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

- Completed the first meeting, which was successful and thanked RS and CP for their attendance.
- The Board Recommendations were approved by the Avondale Committee as presented.
- Applications have been opened.

## 9. General Business

### 9.1 Board Evaluation Review

CP informed the Board that the evaluation has been completed, and the draft will be circulated prior to the next meeting.

## 10. Close Meeting

### 10.1 Close the meeting

**Next meeting:** Bowls Auckland Board Meeting - April 2024 - 29 Apr 2024, 1:00 pm

*Ian Dee.*

Ian Dee  
29 Apr 2024