

CONFIRMED MINUTES

BA BOARD MEETING - SEPTEMBER



At the **BA Board Meeting - November** on **24 Nov 2025** these minutes were **confirmed as presented**.

Name:	Bowls Auckland
Date:	Wednesday, 1 October 2025
Time:	1:00 pm to 4:00 pm (NZDT)
Location:	Bowls Auckland , 17 Stokes Road, Mount Eden, Auckland, New Zealand
Board Members:	Ian Dee (Chair), Craig Pryor, Helen Blick , Karl Andersen, Tere Brunton
Attendees:	Dean Bartlett
Apologies:	Michael Feek , Rikki Swannell
Guests/Notes:	Andy Adams (Visitor Solutions), Paul MacKinnon (Performance Lead, Bowls Auckland)

1. Opening Meeting

1.1 Apologies



Apologies.

Apologies we received and accepted.

Decision Date:	1 Oct 2025
Mover:	Tere Brunton
Seconder:	Karl Andersen
Outcome:	Approved

1.2 Confirm Minutes

BA Board Meeting - June 30 Jun 2025, the minutes were confirmed as presented.



Minutes

The following minutes were approved as a true and accurate record.

- 30 June 2025
- 17 July 2025 via correspondence
- 26 July 2025

Decision Date:	1 Oct 2025
Mover:	Tere Brunton
Seconder:	Karl Andersen
Outcome:	Approved

1.3 Matters Arising

DB highlighted the following.

- Requested guidance from Bowls New Zealand regarding reviewing the current Health and Safety reporting process. Bowls New Zealand are currently reviewing their processes (which Bowls Auckland has modelled) and will report back one finalized for Bowls Auckland consideration.
- Suggested to remove item 8.2 based on Bowls New Zealand's advice.

1.4 Interests Register

Tere Brunton's involvement at Pakuranga Bowls was updated to Board and Life Member.

1.5 Health & Safety Report

Taken as read.



Health and Safety

The Health and Safety Report as tabled was received and approved.

Decision Date:	1 Oct 2025
Mover:	Ian Dee
Seconder:	Tere Brunton
Outcome:	Approved

2. Board Annual Work Plan

2.1 Board Work Plan

Items covered in the Board Pack.

2.2 Business Plan 2025/26 - Quarterly Update

DB highlighted.

- Significant progress has been made in several areas including.
 - BA constitution and re-registering process.
 - Facilities Plan.
 - Performance programme.
 - World Bowls sanctioned event.

The following have completed the Governance 101 online training.

- ID, HB, CP, RS, DB and KA.



Sport New Zealand Governance 101 Course

To complete the Sport New Zealand Governance 101 Course.

Due Date:	31 Oct 2025
Owners:	Michael Feek , Tere Brunton

2.3 Risk Register

DB highlighted the following.

- Several risks have been downgraded as per the initiatives illustrated in red on the Register.
- Recommended to remove risk 10 due to the increase in all weather greens.
- Recommended to amend risks 11 and 13 due to the changing nature of the funding landscape.



Amendments to Risk Register

The recommended changes to the Risk Register be approved.

Decision Date: 1 Oct 2025
Mover: Ian Dee
Seconders: Tere Brunton
Outcome: Approved



Amendments to Risk Register

Update Risk Register as discussed.

Due Date: 24 Nov 2025
Owner: Dean Bartlett

2.4 Board Work Plan 2025/26

Taken as read, with ID highlighting the following.

- From next meeting (20th October) onwards board meetings will be at 3pm.

There was a discussion around reducing frequency of board meetings as the Board continues to elevate it's role as one more aligned to governance which will continue to be monitored.



Board Work Plan Approved

The Board Work Plan as tabled was received and approved.

Decision Date: 1 Oct 2025
Mover: Ian Dee
Seconders: Tere Brunton
Outcome: Approved

2.5 Employee Policies and Procedures Manual

Taken as read.



Employee Policies and Procedures Manual Approval

The Employee Policies and Procedures Manual as tabled was received and approved.

Decision Date: 1 Oct 2025
Mover: Karl Andersen
Seconders: Helen Blick
Outcome: Approved

3. Management Reports

3.1 CEO Report

Taken as read, with DB highlighting.

- Trust funding outside Blue Waters Community Trust continues to be difficult, with four declined applications in recent months.
- Commercial Partnerships continue to increase with the onboarding of JBWere (formally Jarden) as the event partner for the JBWere Auckland Open.
- There is currently a proposed Online Gambling Bill that may impact trust funding availability in the future. Bowls Auckland officially submitted opposing the Bill.
- Bowls Auckland through the leadership of the newly formed Coaches Committee completed the 1 to 5 Year Winter Programme. Through the process, it became relevant an overarching strategic document is required.
- Michael Anderson (Finance Manager) will be leaving Bowls Auckland at the end of November 2025. The Board thanked Michael for his tremendous contribution to Bowls Auckland and the bowling community over his three years of service.
- Acknowledged and thanked staff, and all involved in the delivery of many recent events including Tayla Bruce Masterclass, Molecheck Women's Open, Foundation / Finals Luncheon, President's Day, SGM, and the upcoming Performance Launch.

Board discussion.

- The Board discussed the current board member memberships at New Lynn Bowling Club, it was ultimately agreed that due to the situation (BA being in administration) it is appropriate that selected board members are club members.



CEO's Report

The CEO's report as tabled be received and approved.

Decision Date: 1 Oct 2025
Mover: Ian Dee
Seconded: Craig Pryor
Outcome: Approved



1 to 5 Year Winter Programme Strategy

A 1 to 5 Year Winter Programme Strategy be established.

Due Date: 30 Nov 2025
Owner: Dean Bartlett

4. Finance Reports

4.1 Executive Summary

Taken as read, with DB highlighting.

- Financials are tracking closely to budget.
- The main risk currently is the outstanding \$55,000 income budgeted from other trust funding sources. Two more applications are planned to be submitted in October.
- The balance from the wind up of St George Bowls has been received, is currently in a three month term deposit and is shown on the balance sheet.

4.2 Finance Committee Minutes - August

Taken as read.



Financials and Minutes Approved

The August end financials and Finance Committee Minutes be received and approved.

Decision Date: 1 Oct 2025
Mover: Ian Dee
Seconded: Craig Pryor
Outcome: Approved

4.3 End of Month Financials

Taken as read.

4.4 Financial Considerations Paper / Rawhiti Closure / St George Fund

Taken as read, with DB highlighting the following.

- As per the Deed, the Rawhiti Fund is due to wind down, and the balance transferred to Bowls Auckland. The Paper outlined a recommendation to distribute the balance to achieve strategic objectives including but not limited to seeding the Bowls Auckland Foundation and setting up the Club Investment Fund.
- All grants approved prior to Rawhiti Fund's closure will be honored.
- With the St George balance now under the auspices of Bowls Auckland, it is planned that the previously approved MOU can now be progressed.



Financial Considerations Paper

That the recommendations as outlined in the paper relating to the winding down and distribution of the Rawhiti Fund, and the establishment of the St George Fund be received and approved.

Decision Date: 1 Oct 2025
Mover: Helen Blick
Seconded: Tere Brunton
Outcome: Approved

5. General Reports

5.1 Kimberley Investment Committee: Performance Summary Report

Taken as read.

5.2 Blue Waters Community Trust Report

Taken as read with DB highlighting.

- The Trust have completed the required audit, cessation pack, and final distribution.
- The Trust have requested that Bowls Auckland underwrite any future unforeseen costs until it is officially wound down.

Board discussion.

- The Board thanked the Trustee's for their contribution to bowls.



Bowls Auckland Underwrite Approval

That the Board agrees to underwrite any unforeseen expenses the Blue Waters Community Trust incurs until further notice is approved.

Decision Date: 1 Oct 2025
Mover: Helen Blick
Seconder: Karl Andersen
Outcome: Approved

5.3 Bowls Auckland Foundation

Taken as read, with DB highlighting.

- Since the last meeting, John Slater has joined as a Trustee.
- The Foundation was launched successfully, thanking Royal Oak for hosting, management for delivering and Trustee's for their support.
- The net profit plus raffle revenue from the event will be transferred to the Foundation.
- The 500 Club is gaining momentum, currently with 10 members.

5.4 New Lynn Bowling Club

Taken as read with DB highlighting.

- The external accountant has finally finished completing the end of year accounts, and they are with the auditor. This process has been painfully slow, therefore, management are seeking a new external accountant for next year.
- Once the financials are audited, they will be circulated to the Board and members.
- Compared to last financial year at the same point, the club are tracking well, with the following highlights.
 - Income up 80% mainly due to bar sales, pavilion and green hire.
 - Expenses only up 9% this has managed to be low due to savings on green expenses.
 - Net profit up 50%.

Board discussion.

- The Board congratulated club management, and acknowledged the recent change in club positivity illustrated in representatives attending the BA Foundation Luncheon, and President's Day.

5.5 President's Report

Taken as read.

Board discussion.

- The Board thanked HB for her mammoth contribution over the past two months ranging from club visits, and centre event presentations to Bowls New Zealand commitments.
- Further, the Board acknowledged TB for his commitment in support as Vice President.

6. Governance Papers

6.1 Bowls Auckland SGM and Constitution

ID highlighted.

- The SGM was successful, with good attendance, and the constitution was unanimously approved.
- The constitution now needs to be approved by the Incorporated Societies Office, once approved, Bowls Auckland will then move to the new constitution, which will mean some actionable changes.
- One change is the disestablishment of the Vice President role which TB currently holds. The Board's intent is to co-opt TB on so he can continue his role on the Board at Bowls Auckland.



Submitting Constitution

Submit and get the new constitution approved, therefore, completing the re-registering process.

Due Date: 24 Oct 2025

Owner: Dean Bartlett

6.2 Bowls Auckland Facilities Plan

The Facilities Plan was taken as read.

Andy Adams from Visitor Solutions was in attendance and presented the Plan, highlighting the following.

- The Plan illustrates the current state of bowls and facilities, the changing demands, therefore needs of the network in the future.
- Clubs submitted all proposed facility projects, which were filtered through a project criteria list which was assessed by a Steering Group, which populated a project priority list.
- It is recommended that Bowls Auckland seeks to support club projects in a descending manor on the project priority list.
- Support will not always be solely funding, but also lobbying other funders or assisting projects in a bespoke manor to completion.
- It is recommended that the Plan be reviewed and updated on an annual basis to ensure the facility project list remains relevant, changes are included and investment can continue to be strategically directed.

Board discussion.

- Thanked Andy and the team at Visitor Solutions for the excellent work in putting the Plan together.
- There was a discussion around certain projects, and their position on the facilities priority list, in which management showed the Board the process of rating each project against the set criteria.



Bowls Auckland Facilities Plan Approval

That the Board receives and approves the Bowls Auckland Facilities Plan.

Decision Date: 1 Oct 2025

Mover: Ian Dee

Seconded: Helen Blick

Outcome: Approved



Communicate and Action the Plan

To communicate the final plan to all stakeholders, and begin to action the list.

Due Date: 31 Oct 2025

Owner: Dean Bartlett

6.3 Club Investment Fund

Taken as read, with DB highlighting.

- To support the delivery of the pre-approved Club Investment Fund.
- The Club Investment Fund has been set up to continue the legacy of the Rawhiti Fund, and support strategically aligned investment into clubs.
- The Fund will have two arms.
 - Facilities.
 - Club is the Hub.
- Facilities - this arm of the Fund will be non-contestable and support the delivery of the Bowls Auckland Facilities Plan.
- Club is the Hub.
 - Professional Management Solution - will be a continuation of what has been set up.
 - Projects - will be a continuation of what has been set up.
- The Club Investment Fund will work in parallel with the Avondale Fund until it is wound down in circa four years.



Approval of the Mechanics Behind the Club Investment Fund

That the Board approves the mechanisms and make-up of the Club Investment Fund as tabled.

Decision Date: 1 Oct 2025

Mover: Helen Blick

Seconder: Tere Brunton

Outcome: Approved



Set Up and Communicate

To set up, communicate and open the Club Investment Fund.

Due Date: 31 Oct 2025

Owner: Dean Bartlett

6.4 Bowls New Zealand AGM

HB reported the following.

- ID has again been appointed onto the Bowls New Zealand Board Selection Panel.
- The Bowls New Zealand club membership fee increased as per CPI.

7. Operations Papers

7.1 Performance Programme Update

Paul MacKinnon (Performance Lead) presented.

- The philosophy behind performance, is executing a high level skill set, consistently.
- As per the Performance Strategy, Team Management have been working through and completing player depth charts and campaign plans.
- Each of the units have completed the above, and there has been an integrated campaign calendar established.
- The documents will play a vital component this season, assisting selections, tracking players, and ensuring a development and playing programme can be delivered, whilst also setting the baseline for future seasons.

7.2 Club Membership Plan

Taken as read, with DB highlighting.

- The Club Membership Plan has been established as an information piece for clubs to adapt and adopt as they see fit.
- It aims to simplify membership categories, simplify the joining / application process, encourage membership (of any kind), support the transition from social (or limited) to full, transition the membership process onto digital platforms (along with the renewal process) and for clubs to expand offerings, therefore value to current and future members.
- It is founded on the belief that everyone who enters a bowling club should be offered a membership, and that all members should have access to bowls.
- Bowls Auckland's role is to assist clubs in moving over to digital platforms, lobbying Bowls New Zealand for simplification in the 'official' membership categories and to consider changes to the current membership fee model.

7.3 Club Re-Registering Update

Taken as read, with DB highlighting.

- 23 clubs have completed the process, with four more awaiting SGM's, and six currently in the drafting stage.
- That leaves six further clubs who have not yet given an update, and may require more assistance.
- To have 33 clubs either completed the process, or close to is a fantastic position to be in, and the Board thanked Bowls New Zealand for their contribution.

8. Avondale Fund

8.1 Update & Recommendation

Taken as read, with DB highlighting.

- To better align with the Club Investment Fund, and to best support the delivery of the Bowls Auckland Facilities Plan, it is recommended that the Covered Green Fund, be re-named to the Facilities Plan Fund, and support it's delivery.



Avondale Fund - Covered Green Fund Re-Categorising

To provide a recommendation to the Avondale Committee, and if approved, make the necessary changes and communicate to those clubs impacted.

Due Date: 31 Oct 2025

Owner: Dean Bartlett



Re-Categorizing the Covered Green Fund

That the Board approve the re-categorizing of the Covered Green Fund to the Facilities Plan Fund to support the delivery of the new Bowls Auckland Facilities Plan.

Decision Date: 1 Oct 2025
Mover: Ian Dee
Seconders: Helen Blick
Outcome: Approved

9. Rawhiti Fund

9.1 Application/s and Update

Taken as read, with DB highlighting.

- Henderson has applied and agreed to all conditions to become part of the Club is the Hub Professional Manager programme. The Club has provision for four greens, is well located, has a solid traditional membership, however, is lacking the resource to engage in growth initiatives such as social bowls, corporate bookings or a twilight league.
- The Howick covered green project has commenced with a completion date in December 2025.
- Kolmar are still yet to finalise the funding required to complete the carpet renewal and light installation to complete the covered green at Papatoetoe Bowls.



Table to Rawhiti Committee

To table the recommendation to the Rawhiti Committee

Due Date: 31 Oct 2025
Owner: Dean Bartlett



Henderson Club is the Hub Application

That the Board approves Henderson Bowls application for a grant of \$40,000 as part of the Club is the Hub programme and to support the establishment of a full-time club manager.

Decision Date: 1 Oct 2025
Mover: Karl Andersen
Seconders: Tere Brunton
Outcome: Approved

10. General Business

10.1 General Business

NA

11. Close Meeting

11.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Ian Dee.

Ian Dee
25 Nov 2025