

CONFIRMED MINUTES



BOWLS AUCKLAND BOARD MEETING - APRIL 2024

At the **Bowls Auckland Board Meeting - May 2024** on **27 May 2024** these minutes were confirmed as presented.

Name:	Bowls Auckland
Date:	Monday, 29 April 2024
Time:	1:00 pm to 3:30 pm (NZST)
Location:	Default Location, 17 Stokes Road, Mount Eden, Auckland, New Zealand
Board Members:	Ian Dee (Chair), Craig Pryor, Greame Scott, Helen Blick, John Ross, Michael Feek
Attendees:	Dean Bartlett, Wendy Brown
Apologies:	Rikki Swannell

1. Opening Meeting

1.1 Apologies



Apology Recommendation

The Bowls Auckland Board receives the apology.

Decision Date:	29 Apr 2024
Mover:	Michael Feek
Seconder:	Ian Dee
Outcome:	Approved

1.2 Confirm Minutes

Bowls Auckland Board Meeting - March 2024 26 Mar 2024, the minutes were confirmed as presented.



approved

The Bowls Auckland Board approves the Minutes of the Board meeting held 26 March 2024 as a true and correct record.

Decision Date:	29 Apr 2024
Mover:	Michael Feek
Seconder:	Helen Blick
Outcome:	Approved

1.3 Matters Arising

The paper was taken as read.

Code of Conduct

The CEO provided a verbal update on the Code of Conduct explaining that club's will need to update their disciplinary procedures to align with the new Incorporated Societies Act. Bowls New Zealand are currently completing the club template, of which clubs will need to adapt and then adopt.

Currently Bowls Auckland have created a Club Code of Conduct in collaboration with Bowls New Zealand that clubs will be encouraged to adopt.

Membership Fee

Deferred to the next meeting.

Board Selection Panel

The Chair provided an update to the makeup of the panel, with a recommendation by the Chair to nominate Craig Pryor, along with current President Greame Scott and the Club Representative as voted at the last AGM Graeme Bennett.

Life Membership

Discussion was held on the nomination of Bob Croker as previously approved by the Board, the CEO is to inform Bob of the nomination, and based on his acceptance it will be put to the AGM.

Papatoetoe Update

JR provided an update, noting the ongoing delays to the project. JR confirmed that Kolmar Trust was responsible for managing any delays as the contract holders.

The CEO noted Bowls Auckland would act in an advisory capacity and support the Club to work towards the Club opening for operation, ideally by the 2024 season, noting the project is 18 months behind.

Howick

Council have approved the latest Loan Agreement, and it can be signed off once the Club are satisfied with the final version. The CEO confirmed it has also had a full legal review.



Confirmation of Board Selection Panel

The Board approved the Board Selection Panel to be Craig Pryor, along with current President Greame Scott and the Club Representative as voted at the last AGM Graeme Bennett.

Decision Date:	29 Apr 2024
Mover:	Ian Dee
Seconder:	Michael Feek
Outcome:	Approved

1.4 Interests Register

1.5 Health & Safety Report

The paper was taken as read and the CEO confirmed there were no incidents to report.



Received

That Bowls Auckland Board receives the Health & Safety report.

Decision Date:	29 Apr 2024
Mover:	Craig Pryor
Seconder:	Michael Feek
Outcome:	Approved

2. Board Annual Work Plan

2.1 2024 Work Plan

The paper was taken as read and the CEO provided an update on upcoming tasks.

The Board discussed the Work Plan and decided to delay setting the Membership Fee to May in future years.



Update the Work Plan

Update the Work Plan

Due Date: 26 May 2024

Owner: Dean Bartlett

2.2 Risk Register

The paper was taken as read and the CEO advised that Culture and Values had been added to the register (17) and were part of the Board Development plan.

CP raised the depth of the risk register, noting the wide scope, and asked the Board to consider further what the focus should be from a governance perspective.

In response to CP It was agreed the Chair and the CEO would review the risk register and consider reformatting the document as per the discussion.



Risk Register

The Chair and the CEO to review the risk register and ensure high risks only were highlighted for the Board.

Due Date: 17 Jun 2024

Owner: Dean Bartlett

2.3 General Regulations

The CEO provided the background and gave an overview of the recommended changes which included the addition of the Avondale Committee and Coaches Committee.

It was highlighted that the Operations Committee and Representative matters may also need to be updated, however, the review must be undertaken first, therefore the CEO will recommend further changes if applicable at the next meeting.



General Regulations Update Recommendation

That the Bowls Auckland Board approves the changes as outlined in the General Regulations update paper.

Decision Date: 29 Apr 2024

Mover: Michael Feek

Seconded: John Ross

Outcome: Approved



Update and Publish General Regulations as April 2024

Update and Publish General Regulations as April 2024

Due Date: 26 May 2024

Owner: Dean Bartlett



Include Proposed Changes from the Respective Reviews

At the next meeting, or June.

Due Date: 26 May 2024

Owner: Dean Bartlett

3. Management Reports

3.1 CEO Report

The paper was taken as read, and the CEO highlighted key points:

Oceania Challenge Update

- The second event will be held in November 2024 and hosted by New Lynn and Royal Oak.
- Discussion held on funding support via Blue Waters Trust grant.

Coaching

- The CEO gave an update on the Coaching Committee Terms of Reference and how the Coaching Strategy and 1 to 5 Year Winter Program will co-exist.
- The CEO confirmed that ABCA now sat under the Bowls Auckland banner as a Subcommittee and BAI were looking forward to the relationship and the focus on collaboration.

Schools

In response to Bowls NZ's suggestion to take over the school delivery in the greater Auckland area, the team are currently exploring opportunities and best options, and will go back to Bowls NZ with a counterproposal on how the initiative could work, prior to forming a recommendation to the Board.



CEO Report approval

Bowls Auckland Board received the CEO Report.

Decision Date: 29 Apr 2024

Mover: Michael Feek

Seconder: Craig Pryor

Outcome: Approved



School Engagement

Provide a recommendation / update to the Board on the wider Auckland delivery.

Due Date: 26 May 2024

Owner: Dean Bartlett

4. Finance Reports

4.1 Minutes of April Finance Committee Meeting

The paper was taken as read.



Finance Committee Meeting Minutes Recommendation

That the Bowls Auckland Board receives the minutes of the April Finance Committee meeting.

Decision Date: 29 Apr 2024
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

4.2 March 2024 Executive Summary

The Chair took the Finance Reports as read and asked for questions.

Discussion was held and the CEO provided clarification on financials, in response to questions raised by the Board.

The CEO acknowledged the support of the Finance Committee and approval of delegation in relation to strategic matters.

4.3 End of March 2024 Financials



March Financial Reports Recommendation

That Bowls Auckland Board received the March Financial Reports.

Decision Date: 29 Apr 2024
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

4.4 2024/25 Draft Budget

The paper was taken as read; the CEO gave an overview noting key points:

- Open events prize money increase.
- The budget was primarily strategic led, i.e. Business plan/strategic plan delivery.
- Income and funding updates were given.
- Policy document - the CEO flagged to the board that the vehicles had a 5-year term and were due to be renewed in the next financial year.
- Funding update.
- Expense update.
- Tournaments and event update
- Marketing and Communications update.



Budget recommendation

That the Board approve the draft budget for 2024/25 as presented subject to the Avondale Fund being included.

Decision Date: 29 Apr 2024
Mover: Michael Feek
Seconder: Helen Blick
Outcome: Approved

5. General Reports

5.1 Events and Operations Report

HB gave an overview, noting key points:

Event delivery on the day was at an optimum level of performance.

Raised the need for communications and technology to be integrated further.

CEO spoke about the communications that now is focused directly to the participant where applicable.

The CEO thanked the Board for their support and participation at events.



Received

The Bowls Auckland Board receives the verbal Operational report.

Decision Date: 29 Apr 2024
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

5.2 President's Report

The President gave an overview of activities he had attended over the past month.

St George Bowls Club SGM update and next steps.

The distribution of assets and relevant documentation options were being considered by the Club.

The Code of Conduct and support to Umpires was raised by GS expressing that he would like them to receive more support, to ensure they can proactively conduct their role as Umpires, while feeling safe across all events and tournaments.

A robust discussion was held, by the Board, on the code of conduct.



Received

The Bowls Auckland Board receives the President's verbal report.

Decision Date: 29 Apr 2024
Mover: Ian Dee
Seconder: Craig Pryor
Outcome: Approved

5.3 Kimberley Investment Committee: Performance Summary Report - March 2024

The paper was taken as read.

5.4 Blue Waters Community Trust Report

The paper was taken as read and the CEO gave an update.

5.5 New Lynn Bowling Club

CP and the CEO gave an update on the status of the club, noting a new Club Manager and Bar Manager had been appointed.

The Club have come to the end of their Financial Year, and plans are currently underway to complete the audit process, and plan for the AGM.

The CEO thanked CP for his commitment and work with the New Lynn Bowling Club and the excellent progress made to get to this point.

CP provided a recommendation that due to the financial constraints of the poker machines they be sold and replaced with something that is less expensive to run and more fitting of an inclusive environment.



Poker Machines approval of removal

That the Bowls Auckland Board approves the removal and sale of the poker machines.

Decision Date: 29 Apr 2024
Mover: Craig Pryor
Seconder: Ian Dee
Outcome: Approved



New Lynn BC Poker Machines

To inform the members of the sale, and explore a buyer at the best possible rate.

Due Date: 26 May 2024
Owner: Craig Pryor

6. Discussion Papers - Governance

6.1 Board Development Plan

The paper was taken as read and CP gave an overview noting the comprehensive report was available in BoardPro in the governance folder.

Governance Mark

- To achieve the mark, there are three items to complete and a Development Plan has been created.
- CP explained the timeline and process to meet the standard and achieve the Governance Mark.
- The foundational level of culture at Bowls Auckland was one focus area being addressed and developed by the CEO, with a paper to be presented to the Board at a later date.
- Whistle-Blowers Policy had been drafted and included in the April Board papers.
- CP indicated the expectation was to meet the governance by the deadline date of the July AGM. He was confident this date could be met with a solid plan in place.
- The Chair emphasised the importance of keeping the work moving forward, and thanked CP for his work in this space.



Development Plan

The Bowls Auckland Board approved the report Development Plan as read.

Decision Date: 29 Apr 2024
Mover: Craig Pryor
Seconder: Ian Dee
Outcome: Approved



Whistle Blowers Policy

The approved policy by published on the website.

Due Date: 26 May 2024
Owner: Dean Bartlett

6.2 Strategic Plan Refresh

The paper was taken as read and the CEO gave an overview, and progress made, along with options for the Board to consider.

Discussion held, and the Chair and Board indicated their support to align with Bowls NZ.



Bowls Auckland Strategic Plan Refresh

That Bowls Auckland Board aligns the Bowls Auckland Strategic Plan purpose and vision with Bowls NZ, indicating their preference - a game for all, a community for everyone.

Decision Date: 29 Apr 2024
Mover: Michael Feek
Seconder: Craig Pryor
Outcome: Approved



Update and Confirm the Strategic Plan

To publish the refreshed Strategy

Due Date: 26 May 2024
Owner: Dean Bartlett

6.3 Financial Strategy Working Group

The paper was taken as read and the CEO thanked the Working Group for their commitment and support.

The CEO gave an update on the options explored and the recommendation for the Board to consider for approval.

The CEO responded to questions and, discussion was held.



Recommendation

That Bowls Auckland Board adopted the recommendation from the Finance Strategy Committee and actions outlined in the paper.

Decision Date: 29 Apr 2024
Mover: Michael Feek
Seconder: Greame Scott
Outcome: Approved



Financial Strategy Application

To carry out the actions as per the Strategy: Foundation, recommendation to Kimberley, and being more active to acquire more sites for Blue Waters.

Due Date: 26 May 2024
Owner: Dean Bartlett

7. Discussion Papers - Operational

7.1 Performance Review

The paper was taken as read.

The CEO gave an overview noting the purpose of the review is to establish a Performance Strategy, Personnel Structure, and policy documents to support it.

The CEO confirmed the timeline noting a recommendation paper will be presented at the May meeting.



Performance Review Recommendation

That the Board approves the recommendation as outlined in the Performance Review paper.

Decision Date: 29 Apr 2024
Mover: Greame Scott
Seconder: Michael Feek
Outcome: Approved



Table the Performance Recommendation Paper

Table the Performance Recommendation Paper

Due Date: 26 May 2024
Owner: Dean Bartlett

7.2 Operations Committee Review

The paper was taken as read.

The CEO gave an overview noting the purpose of the review which is to ensure the structure is fit for purpose given the recent changes in environment, and explore possible improvements.

The CEO confirmed the timeline noting a recommendation paper will be presented at the May meeting.



Recommendation

That Bowls Auckland Board approves the review of the Operations Committee.

Decision Date: 29 Apr 2024
Mover: Greame Scott
Seconder: Helen Blick
Outcome: Approved



Table an Operations Recommendation Paper at the May meeting

Table an Operations Recommendation Paper

Due Date: 26 May 2024
Owner: Dean Bartlett

7.3 Coaching Committee

The paper was taken as read. The CEO gave an overview, noting it was based on the Operational Committee Terms of Reference.

The CEO responded to questions and clarified the financials and associated expenses.



Coaching Committee Recommendation

That Bowls Auckland Board approves a Coaching Committee to replace the Auckland Coaches Bowling Association.

Decision Date: 29 Apr 2024
Mover: Michael Feek

Seconded: Greame Scott
Outcome: Approved



Coaching Committee - Table the Recommendation of a Chair to the Board

Table the Recommendation of a Chair to the Board

Due Date: 26 May 2024
Owner: Dean Bartlett

8. Avondale Fund

8.1 Avondale Fund

The paper was taken as read and discussion held.

9. Rawhiti Fund

9.1 Club is the Hub Project Application Form



Recommendation

That the Bowls Auckland Board approves the Club is a Hub Project Application Form.

Decision Date: 29 Apr 2024
Mover: Ian Dee
Seconded: Craig Pryor
Outcome: Approved

9.2 Glendowie BC Application

The paper was taken as read and the CEO gave an overview, noting the current club status and the potential growth and support Bowls Auckland could provide with the two clubs leading the initiative. The CEO confirmed that Sport Auckland was also supportive of the initiative.

A robust discussion was held, including previous funding and support given to Glendowie.

The CEO spoke about the strategic approach and the positive outcomes that could be achieved, along with the at-risk future of Glendowie if no support was given.



Recommendation

That Bowls Auckland Board approves the Glendowie Rawhiti application to be presented to the Rawhiti Committee, with a recommended contribution of \$3,500

Decision Date: 29 Apr 2024
Mover: Ian Dee
Seconded: Michael Feek
Outcome: Approved



GBC Application Table at the next Rawhiti Meeting

Table at the next Rawhiti Meeting

Due Date: 6 May 2024
Owner: Dean Bartlett

9.3 Remuera Agreement Amendment

The paper was taken as read. The CEO gave an overview on the proposed amended agreement between Bowls Auckland and Remuera.

The Board confirmed their support for the proposal, noting it would then be presented to the Rawhiti Committee for final approval.



Remuera Agreement Amendment Recommendation

That Bowls Auckland Board approves the proposed recommendation.

Decision Date: 29 Apr 2024
Mover: Ian Dee
Seconder: Michael Feek
Outcome: Approved



Remuera Agreement Amendment - Table at the Next Rawhiti Meeting

Table at the Next Rawhiti Meeting
Due Date: 6 May 2024
Owner: Dean Bartlett

10. General Business

11. Close Meeting

11.1 Close the meeting

Next meeting: Bowls Auckland Board Meeting - May 2024 - 27 May 2024, 1:00 pm