

CONFIRMED MINUTES



BOWLS AUCKLAND BOARD MEETING - MAY 2024

At the **Bowls Auckland Board Meeting - June 2024** on **24 Jun 2024** these minutes were confirmed as presented.

Name:	Bowls Auckland
Date:	Monday, 27 May 2024
Time:	1:00 pm to 3:33 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

That the Bowls Auckland Board receives the apology of Rikki Swannell.

Decision Date: 27 May 2024
Mover: Ian Dee
Seconder: Michael Feek
Outcome: Approved

1.2 Confirm Minutes

Bowls Auckland Board Meeting - April 2024 29 Apr 2024, the minutes were confirmed as presented.



Approval of April Board meeting minutes

That the Bowls Auckland Board approves the Board meeting minutes of 29 April 2024 as a true and correct record.

Decision Date: 27 May 2024
Mover: Craig Pryor
Seconder: Michael Feek
Outcome: Approved

1.3 Matters Arising

The CEO gave an update on the Life Member nomination, which had been accepted by the nominated member, and will be tabled at the upcoming AGM.

The CEO gave an update on the new formation of Kimberley Investment Committee.

1.4 Interests Register

1.5 Health & Safety Report

The CEO confirmed there were no incidents to report for April 2024.



Health & Safety report

That the Bowls Auckland Board approves the April 2024 Health & Safety report.

Decision Date: 27 May 2024
Mover: Craig Pryor
Seconder: Michael Feek
Outcome: Approved

2. Board Annual Work Plan

2.1 2024 Work Plan

The CEO confirmed as part of the development plan process, the engagement survey had been included, with no further changes or additions.

CP noted that the Board re-evaluation had been delayed due to technical issues. The CEO is working with Sport NZ to fix this issue asap to ensure they can meet the timeline.

2.2 Set the Membership Fee for 2024/25

The CEO provided an overview noting the alignment of the affiliation fee with Bowls NZ of 4%, which was previously approved by the Board.

2.3 Board Skills Matrix Review

The CEO provided an update noting the comprehensive work undertaken last year, with a further update this year, highlighting the process of review and approval of the document

The Board were asked to review and provide feedback before adopting the changes.



Approval of Skills Matrix

That the Bowls Auckland Board adopts the Board Skills Matrix, noting the aspirational approach.

Decision Date: 27 May 2024
Mover: Michael Feek
Seconder: Craig Pryor
Outcome: Approved

2.4 2024/25 Centre Events Calendar

The CEO took the paper as read and gave an overview, highlighting the strategic purpose in relation to events.

Events Calendar key points:

- Secondary school memberships are declining and an event to address the risk has been explored and included.
- Flagship event discussions, included the two 'Opens' being Jarden and Women Premier Singles, and the planned increase in prize money and entry fee.
- Centre events - Despite an increase in membership, female participation has declined. Strategies to address this issue have been considered.
- Club Calendar Congestion - A priority this season and shall be in future seasons is to alleviate congestion on club calendars if possible.
- Staff resources to deliver events was discussed. The CEO acknowledged this was WIP for 2025/26.
- The CEO acknowledged and thanked the Operations Committee for their support and contribution.



Centre Events Calendar

That the Centre Events Calendar as presented be approved.

Decision Date: 27 May 2024
Mover: Greame Scott
Seconder: Helen Blick
Outcome: Approved

2.5 Risk Register

The CEO gave an update, noting since the previous meeting and feedback received from CP, the rating system had been reviewed and the risk categories had been adjusted to reflect.

Discussion was held and CP spoke about the process and the difference of monitoring of risks and the risks that are front and center, which potentially could result in a Board decision.

3. Management Reports

3.1 CEO Report

The CEO took his paper as read and provided an overview.

- The Business Plan was not included in the Board Pack as the plan is yet to be reviewed for the 23/24 year. The CEO confirmed it would be on the June Board agenda along with the proposed 24/25 Plan for the Board's review and approval.
- The Coaches Committee will run their first workshop on 5th June.
- Broadcast update and the conversations taking place with Bowls NZ on options for next season, noting it was likely that there would be a reduced amount of resource given by Bowls NZ, meaning a likelihood of less events being broadcast. The CEO thanked Bowls NZ for their services.
- Staff update noting delivery had been extremely busy. Acknowledged and thanked the staff and Board for their support in delivering events.



CEO Report

That the Bowls Auckland Board receives the CEO report.

Decision Date: 27 May 2024
Mover: Greame Scott
Seconder: Craig Pryor
Outcome: Approved

4. Finance Reports

4.1 Minutes of May Finance Committee Meeting

The Board received the minutes.

4.2 April 2024 Executive Summary

The Chair noted the pleasing financial result and well-formatted executive summary.

The CEO acknowledged and thanked the Finance Committee for their support and contribution.



Financial Reports

That the Bowls Auckland Board receives the financial reports.

Decision Date: 27 May 2024
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

4.3 End of April 2024 Financials

Taken as read.

5. General Reports

5.1 Events and Operations Report

No verbal report noting it feeds into the draft events program of work (refer Agenda item 2.4)

5.2 President's Report

The President gave an update noting the Champ of Champs events had finished for the season, highlighting the amazing month of Bowls.

The President highlighted the excellent playing of the game, camaraderie and friendships he observed.

He thanked the Clubs that hosted the events, the Markers, Umpires and Bowls Auckland office for their support.

On Sunday the President attended the Auckland Bowling Club 1 to 5 Year Club Single Champion of Champs which was attended by different regions across the North Island. It was well run and he received positive feedback.

The Chair thanked the President for his work, and contribution, which was very much appreciated by the Board.



President Report

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

Decision Date: 27 May 2024
Mover: Michael Feek
Seconder: Ian Dee
Outcome: Approved

5.3 Kimberley Investment Committee: Performance Summary Report - April 2024

Taken as read.

5.4 Blue Waters Community Trust Report

The CEO provided an overview of funding, including a relocation update and potential risk.



Blue Waters Report

That the

Decision Date: 27 May 2024
Mover: Greame Scott
Seconder: Ian Dee

5.5 New Lynn Bowling Club

CP took the paper as read, providing an update on the progress made to date.

The CEO and CP are working closely with the Club Manager to ensure the plan continues to stay on track and outcomes are met.

Bowls Auckland Head to continue to support the club to achieve its financial objectives.

The CEO thanked CP for his continued support and the pleasing activity happening with the club, noting some big events were scheduled which would help raise their profile.

The Board discussed ongoing support and options moving forward, noting CP and the hiring of the Club Manager had resulted in a great turnaround in a short amount of time.

The Board agreed that the Bowls Auckland would continue to administer the club for 2024/25 year, if so requested.



Recommendation

That Bowls Auckland Board approves Bowls Auckland continue to administer the club for the 2024/25 year, if requested by the members.

Decision Date: 27 May 2024
Outcome: Approved



Report

That Bowls Auckland Board receives the report.

Decision Date: 27 May 2024
Mover: Craig Pryor
Seconder: Ian Dee
Outcome: Approved

6. Discussion Papers - Governance

6.1 Final Strategic Plan

The CEO provided an update on progress made, noting the presentation of the Strategic plan was well received by Clubs.

6.2 AGM Matters

The CEO spoke to the paper as read.

After discussion, it was agreed that the CEO would draft a honorarium motion for the June Board meeting and to be on the July AGM Agenda.

It was noted that there were no proposed Constitution amendments for the upcoming AGM.

A Board candidate recruitment update was given.



Prepare an Honoria Recommendation

As above.

Due Date: 16 Jun 2024

Owner: Dean Bartlett

6.3 Bowls NZ AGM

The paper was taken as read. Discussion held on the current Bowls NZ Board vacancy.



Bowls NZ appointment of delegate

That Bowls Auckland Board approves the appointment of Ian Dee as Bowls Auckland Delegate for the Bowls NZ AGM.

Decision Date: 27 May 2024

Mover: Helen Blick

Seconder: John Ross

Outcome: Approved

6.4 General Regulations Update



General Regulations recommendation

That the Bowls Auckland Board approves the adoption of the General Regulations Updated May 2024.

Decision Date: 27 May 2024

Mover: Michael Feek

Seconder: Greame Scott

Outcome: Approved



Update the General Regulations on the Website

As above.

Due Date: 16 Jun 2024

Owner: Dean Bartlett

7. Discussion Papers - Operational

7.1 Performance Review

The CEO spoke to the paper, noting the tabled framework paper at the last Board meeting, which had supported the development of the final framework.

Key points:

- The CEO spoke about the process covering the strategy, draft performance framework and the personnel structure to deliver it.

- Next steps after Board approval would be the review and implementation of the Policies and the overall programme.
- The CEO highlighted and spoke about the Performance Framework pillars - Culture, Development and Perform, and how they fit into the framework.
- The CEO highlighted and spoke to the Performance Structure with the with an emphasis on a strong connection with Bowls NZ, integration between the teams, and link with the clubs.
- The CEO spoke further on the journey and the 'how' to achieve and implementation of the Pillars noting it would be a co-design approach to the how, including measures.
- The CEO spoke about the development of the 'Auckland Way' which would encourage a strong culture and connection to our identity.
- MF acknowledged the great work, noting it was a well-developed structure and plan.
- The CEO spoke about the proposed performance support structure 2024 paper highlighting the process and the roles and purpose, noting two new positions to enhance the existing structure. He also noted the flexibility in recruiting for the roles, dependent on the market and potential suitable candidates.
- The CEO spoke about feedback received, which highlighted the significant gap in the coaching space which was now covered in the proposed performance support structure.
- Discussion was held on the structure and delivery of the proposed performance support. The CEO noted the importance of ensuring overall the performance structure aligned with the Bowls Auckland Strategy.



Performance Strategy|Framework Recommendation

The Board considers and approves the Performance Strategy / Framework and corresponding Support Structure as outlined in this paper and supporting documents.

Decision Date: 27 May 2024
Mover: Greame Scott
Seconder: Craig Pryor
Outcome: Approved

7.2 Operations Committee Review

The CEO spoke to the paper noting the review had taken place after discussion at the April Board meeting.

Key points:

- Three options were considered with the evolved option considered most appropriate after the review.
- Strategic view and each bodies area of focus i.e. board, management and playing programme committee.
- Strategic intent and objectives were highlighted and the process to align with the calendar of events and ensuring successful delivery and the purpose and role of the Operations committee.
- Highlighted the administrative delivery plan, e.g. wet weather process and following the plan to ensure delivery and quick decisions were made as required.
- Highlighted the Bowls Auckland Org Chart noting there would be no Board member representation, although they could apply.
- The CEO clarified the current process of delivery and moving forward the communication to stakeholders.

- Discussion held on incidents that could require intervention, such as the Judicial Committee. The CEO confirmed the process to deal with such incidents to ensure matters were dealt with in a timely manner and prompt decisions were met and actioned.



Recommendation new structure of Operations Committee

The Board considers and approves the evolved version of the Operations Committee as presented, which will now be known as the 'Playing Programme Committee'.

NB HB voted against.

Decision Date: 27 May 2024
Mover: Craig Pryor
Seconder: Michael Feek
Outcome: Approved

7.3 2023 Club Census

The CEO took the paper as read and thanked the Clubs for their support and participation in the Census, which provides valuable data for Bowls Auckland.

8. Avondale Fund

8.1 Bridge Park Facility Enhancement Application



Facilities Application Recommendation

That the Bowls Auckland Board approves the Bridge Park Facilities Application, approved by the Avondale Committee for \$27,900.

Decision Date: 27 May 2024
Mover: Craig Pryor
Seconder: Greame Scott
Outcome: Approved



Inform Bridge Park

DB to inform the club.

Due Date: 16 Jun 2024
Owner: Dean Bartlett

9. Rawhiti Fund

9.1 Carlton Cornwall Facility Enhancement Application and General Update



Recommendation | Facility Enhancement Application

That Bowls Auckland Board approves the Facility Enhancement Application of \$50,000 towards the carpet green project at Carlton Cornwall be presented to the Rawhiti Committee.

The Chair, ID, and HB abstained.

Decision Date: 27 May 2024
Mover: John Ross
Seconder: Craig Pryor

Outcome: Approved



Table to the Rawhiti Committee

DB to table at the next Rawhiti Committee meeting.

Due Date: 8 Jul 2024

Owner: Dean Bartlett

10. General Business

10.1 Board Development Plan

Refer Agenda item 2.1.

10.2 Champ of Champs event participation

HB raised club participation and commitment to attend the Champ of Champs event and represent Auckland in Dunedin.

Discussion was held.

10.3 Board meeting in August

The Board would decide at the June meeting if an August Board meeting would go ahead with the Chair overseas at the time of the meeting.



Update the Board Work Plan

DB to update the Board Work Plan if no August Meeting is held.

Due Date: 24 Jun 2024

Owner: Dean Bartlett

11. Close Meeting

11.1 Close the meeting

Next meeting: Bowls Auckland Board Meeting - June 2024 - 24 Jun 2024, 1:00 pm