

CONFIRMED MINUTES

BOARD MEETING - OCTOBER



At the **Board Meeting - November** on **25 Nov 2024** these minutes were **confirmed as presented**.

Name:	Bowls Auckland
Date:	Monday, 21 October 2024
Time:	1:00 pm to 2:45 pm (NZDT)
Location:	Bowls Auckland , 17 Stokes Road, Mount Eden, Auckland, New Zealand
Board Members:	Rikki Swannell , Ian Dee (Chair), Craig Pryor, Helen Blick , Michael Feek , Tere Brunton
Attendees:	Dean Bartlett, Wendy Brown
Apologies:	Karl Andersen

1. Opening Meeting

1.1 Apologies



Apology

That the Bowls Auckland Board accepts the apology of Karl Anderson.

Decision Date:	21 Oct 2024
Mover:	Michael Feek
Seconder:	Helen Blick
Outcome:	Approved

1.2 Confirm Minutes

Board Meeting - September 30 Sept 2024, the minutes were confirmed with the following changes:

That the Bowls Auckland Board supports the Chair's recommendation in Board only time.



Minutes of September Board Meeting Approval

That the Bowls Auckland Board approves the Board meeting minutes of 30 September 2024, with noted amendment.

Decision Date:	21 Oct 2024
Mover:	Michael Feek
Seconder:	Helen Blick
Outcome:	Approved

1.3 Matters Arising

The paper was taken as read.

1.4 Interests Register

It was confirmed that Karl Anderson had stood down from the Avondale Fund sub committee.

1.5 Health & Safety Report

The paper was taken as read, noting there were no incidents for the month of September.

2. Board Annual Work Plan

2.1 Board Work Plan - October

The paper was taken as read, with no changes noted.

2.2 Board Policy Review

The paper was taken as read.

ID informed the Board that MF has started to draft the new constitution to align with the Incorporated Societies Act 2022 using Bowls New Zealand's template as the basis. DB explained that as the general regulations and therefore some policies are linked to the constitution it is in the Board's best interest to complete the draft version of the constitution and then to move onto the general regulations and other policies following.

It was discussed that the draft constitution will be tabled to the Board in early 2025 for approval, prior to seeking approval from members at an SGM.

ID thanked MF for his contribution.



Draft Constitution Tabled to the Board

MF, DB and ID to work together to finalise the draft constitution.

Due Date: 31 Mar 2025

Owner: Dean Bartlett

2.3 Engagement Survey

The paper was taken as read.

The CEO spoke about the Stakeholder Engagement Survey, developed from the Board work plan and Sport NZ review. He proposed initially circulating the survey to a wider external audience, including club representatives, players, umpires, and coaches, before the end of the year, followed by an internal engagement survey in the new year.

There was discussion on the survey's target audience, previous survey circulation, and its usefulness. The CEO emphasized that this survey is more strategically focused, contrasting with prior event-focused surveys.

1:19 pm - Rikki Swannell joined the meeting.

Further discussion considered the potential impact of the feedback and results. It was agreed to circulate the survey to a broader audience.



The External Stakeholder Survey and Process

The Board approve the survey and process to be actioned as per the recommendation paper.

Decision Date: 21 Oct 2024

Mover: Michael Feek
Seconder: Tere Brunton
Outcome: Approved



External Engagement Survey

DB to action the survey, and collate results.

Due Date: 30 Nov 2024
Owner: Dean Bartlett

2.4 Board Survey and Review

CP provided an overview, noting that Sport NZ recently replaced their governance mark with a new process based on levels, depending on the size of the organization.

ID and CP are now exploring options and next steps, which will be brought back to the Board for consideration and approval.

The Board agreed that conducting the Board survey and reviewing the results was a valuable exercise.



Board Survey and Review

To investigate and table next steps.

Due Date: 30 Nov 2024
Owner: Craig Pryor

3. Management Reports

3.1 CEO Report

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

Shade System NZ Limited Sponsor Update

Confirmed a two-year partnership which includes the event partner for the Champ of Champs series.

The CEO spoke about the strategy to partner with multiple event partners and in addition a major and representative sponsor. He encouraged the Board to consider any potential leads they may have in the sponsorship space and pass details on to him for follow up.

Bowls NZ

Bowls NZ has changed their live streaming model and although they continue to offer streaming at a reasonable daily rate, it is now only for a limited number of events. The alternative providers are being considered for some events, with costs expected to be higher than last year.

Performance

One event has been completed, with positive strategic results and a collaborative approach with players. A review process has already begun. A team officials' meeting is scheduled for 22nd October to review the first event.

Mike Kernaghan Head Coach, from Bowls NZ delivered coaching clinics with a focus on development, which was well received.

Bowls Auckland are currently working with Barrie Lester to deliver a similar programme in November.

Roll-Up Campaign

Marketing and Communications is currently working on the campaign, which was successful last year. This includes radio and digital ads launched next week, with a TVNZ story planned for next month.

3.2 Club Update

The paper was taken as read.

MF discussed the current Constitution, emphasising the requirement for clubs to consult with Bowls Auckland regarding any changes.

ID acknowledged MF's points about the constitution, followed by a discussion on various club projects.

4. Finance Reports

4.1 Finance Committee Minutes

The paper was taken as read with the CEO highlighting the positive figures for September.

The Chair noted the good report and financial results.



Finance Report Received

That Bowls Auckland Board receives the Finance Report.

Decision Date: 21 Oct 2024
Mover: Michael Feek
Seconder: Helen Blick
Outcome: Approved

4.2 August 2024 Executive Summary

The paper was taken as read.

4.3 End of August 2024 Financials

The paper was taken as read.

5. General Reports

5.1 Kimberley Investment Committee: Performance Summary Report

The paper was taken as read.

5.2 Blue Waters Community Trust Report

The paper was taken as read.

The CEO provided an update on the current status. The CEO will send an update to clubs with this information.



Send Communications to Clubs

Send an update to clubs on BWCT.
Due Date: 31 Oct 2024
Owner: Dean Bartlett

5.3 New Lynn Bowling Club

The paper was taken as read.

The CEO provided an update, highlighting positive progress with over 100 members currently registered. Bowls Auckland continues to support the club's growth and revenue, with a plan in place for the next six months.

CP updated on the draft constitution and the New Lynn Board's focus on good governance practices, with support from CP.

ID thanked CP and the CEO for the positive progress made with New Lynn.

5.4 President's Report

The paper was taken as read.



President Report Received

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

Decision Date:	21 Oct 2024
Mover:	Helen Blick
Seconder:	Tere Brunton
Outcome:	Approved

6. Discussion Papers - Governance

6.1 Board Skills Matrix Updated

The paper was taken as read and the Board discussed the results, noting the gaps and potential risks.

ID spoke about options in relation to legal representation on the Board.

6.2 Financial Planning 2025/26 and 2026/27

The paper was taken as read.

The CEO presented on the P&L, future funding for 2025/26, and financial model options to mitigate risks. He emphasised the importance of building relationships in the funding space and asked the Board to share any relevant contacts.

He also discussed sponsorship models, noting that there are currently four commercial partners. The CEO will circulate the sponsorship proposal to the Board for their review.

A discussion followed on the costs associated with running events.

The CEO presented the *Investment and Fund Mapping 2024/25 and Beyond*, detailing the objective, overview, and assumptions. The Board discussed club projects, facilities, current investment, and funding, as well as the funding mechanism options presented by the CEO, including associated risks and mitigation strategies.

7. Avondale Fund

7.1 Applications

The CEO gave an update noting there was one new application.

The Board discussed and were supportive of the application, noting the CEO supported the application too.

The Board discussed the previous application which had presented further information to the Board as requested at their last Board meeting. The Board were satisfied with the additional information provided and were supportive of the application.



Avondale Funding Application | Blockhouse Bay

That the Bowls Auckland Board supports the Blockhouse Bay application as presented.

Decision Date: 21 Oct 2024
Mover: Michael Feek
Seconder: Rikki Swannell
Outcome: Approved



Avondale Funding Application | Te Atatu

That the Bowls Auckland Board supports the Te Atatu application as presented.

Decision Date: 21 Oct 2024
Mover: Michael Feek
Seconder: Craig Pryor
Outcome: Approved

8. Rawhiti Fund

8.1 Covered Green Project Update

The paper taken as read.

The CEO provided an update, noting that Auckland Council is supportive of the project. He outlined the project overview and timeline, with the Club set to request an extension to 31 March 2025 to secure the additional funding required.

9. General Business

9.1 General Business

There was no General Business.

10. Close Meeting

10.1 Close the meeting

Next meeting: Board Meeting - November - 25 Nov 2024, 1:00 pm