

# CONFIRMED MINUTES

## BOARD MEETING - NOVEMBER



At the **Board Meeting - December** on **16 Dec 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Bowls Auckland
<b>Date:</b>	Monday, 25 November 2024
<b>Time:</b>	1:00 pm to 3:00 pm (NZDT)
<b>Location:</b>	Bowls Auckland , 17 Stokes Road, Mount Eden, Auckland, New Zealand
<b>Board Members:</b>	Ian Dee (Chair), Craig Pryor, Helen Blick , Michael Feek , Rikki Swannell , Karl Andersen, Tere Brunton
<b>Attendees:</b>	Dean Bartlett, Wendy Brown

### 1. Opening Meeting

#### 1.1 Apologies

#### 1.2 Confirm Minutes

**Board Meeting - October 21 Oct 2024**, the minutes were confirmed as presented.



#### Approve

***That the Bowls Auckland Board confirm the Board Meeting Minutes of 21 October 2024 are a true and correct record.***

**Decision Date:** 25 Nov 2024  
**Mover:** Rikki Swannell  
**Seconder:** Tere Brunton  
**Outcome:** Approved

#### 1.3 Matters Arising

The paper was taken as read.

- An update was provided on the recent meeting between the CEO and Chair with St George's Bowls and Sports Club regarding their current position and future plans.
- Bowls Auckland continues to offer support as required.

#### 1.4 Interests Register

No changes.

## 1.5 Health & Safety Report

The Board noted the report. The CEO confirmed there were no incidents to report.

## 2. Board Annual Work Plan

### 2.1 Board Work Plan - November

The Board Work Plan was taken as read.

The only change to the Work Plan was the start time of the 16 December meeting which was pushed back from 1pm to 2pm due to the Christmas function.

### 2.2 Business Plan

The paper was taken as read, with the CEO provided an overview with the following key points:

#### **Bowls Auckland Constitution**

- Draft Version 1 was created by MF, and discussed between CEO, Chair and MF.
- The Chair and CEO thanked MF for the support and his contribution thus far.
- It is planned that Draft Version 2 will be tabled to the Board seeking approval.
- Following Board approval, it will be distributed to all member clubs and be tabled at an SGM.
- It is planned that Board approval will be sought mid-next year, with an SGM called some-time after the AGM.
- Once approved, the new constitution will be registered.

#### **Club Constitutions**

- A discussion was held on member club constitutions.
- As part of the process and to align with the Bowls Auckland constitution, clubs are encouraged to send their updated constitutions to Bowls Auckland prior to filing with the registrar.

#### **School Engagement**

- Due to a timing challenge, any further AKITVE funding will not be received until next financial year, which will likely negatively impact this years budget.
- To ensure the momentum created over the past 12 to 18 months, Bowls Auckland will continue to deliver the school engagement program in Term 1 2025 which may include the hiring of an Activator, however, expenses will be managed more conservatively.
- Bowls Auckland plans to apply to AKTIVE again in March 2025 for expected delivery over Term 4 2025 and Term 1 2026.

### 2.3 Risk Register

The paper was taken as read.

The CEO provided an overview of key risks and outlined the mitigation strategies currently in place. A re-prioritisation of risks was confirmed, with background provided to support these decisions, which included the potential change in trust funding available.

## 3. Management Reports

### 3.1 CEO Report

The paper was taken as read with the CEO highlighting the following key points:

- An application to be submitted to Four Winds foundation for coaching equipment.
- Bowls Plus platform update, which Bowls NZ plan to release in February 2025. The CEO noted that Bowls Auckland are already utilising Bowls Hub, which is a significant advantage in terms of transfer of data. The CEO provided an update on additional functions and features, which will enhance the bowler's experience.
- Overview of the Bowls Wellington GM's visit to Bowls Auckland.
- The Bowls Auckland office will be closed from 20 December, and re-open again on the 6th of January.



#### Four Winds Application

***That the Bowls Auckland Board approves the application to Four Winds for \$5,750 as a contribution to coaching equipment***

**Decision Date:** 25 Nov 2024  
**Mover:** Michael Feek  
**Seconder:** Rikki Swannell  
**Outcome:** Approved

## 4. Finance Reports

### 4.1 Finance Committee Minutes

The Finance papers were taken as read. The CEO highlighted the following:

- Kimberley and trust funding update in terms of cash position and budget forecasting.
- Next FY budget planning update and planned application in February to Kimberley, noting the process, including timeline of the budget presentation to the Finance Committee, Kimberley and the Board.



#### Finance Reports Received

***That the Bowls Auckland Board received the Finance Reports.***

**Decision Date:** 25 Nov 2024  
**Mover:** Michael Feek  
**Seconder:** Karl Andersen  
**Outcome:** Approved

### 4.2 October 2024 Executive Summary

Taken as read.

### 4.3 End of Month Financials

Taken as read.

## 5. General Reports

### 5.1 Kimberley Investment Committee: Performance Summary Report

The paper was taken as read.

The Chair noted the pleasing result, and thanked the Committee and Jarden for their ongoing services.

### 5.2 Blue Waters Community Trust Report

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

- The Trustee's met on the morning of 25 November.
- The Trustee's are currently considering all options presented, and more information will be known following the next meeting which is on 16 December.
- As the Bowls Auckland Board have power of appointment, there needs to be consideration given to succession planning as current trustee/s have indicated a desire to step down within the next 12-months.

### 5.3 New Lynn Bowling Club

The paper was taken as read.

- The Club Manager is making good progress and Bowls Auckland continue to work with the club to help them deliver their Business Plan.
- KA spoke about his recent visit and the improvements made, which were positive. He also raised his concerns on the deficit in terms of the bar net profit through the first half of the FY.
- In response, the CEO spoke about the processes being implemented at the moment in terms of the bar, gross profit margins, expenses, stock take, purchasing etc.
- CP noted the progress to date, including member numbers and the Club Manager's ability to turn the club around, which was pleasing. He noted further work needed to be done to balance membership activity with external activity such as corporate bookings.
- The audit continues to be met with delays, and it is now expected to be completed by the end of November 2024.
- The Club Manager has established a trust funding schedule, and as soon as the accounts are audited will start to submit applications.
- Once the audit has been completed, members will be notified.
- The Chair noted the positive progress made.

### 5.4 President's Report

The paper was taken as read.

The Chair thanked HB for her contribution in her role as President and the engagement with clubs, noting she was doing a great job.

## 6. Discussion Papers - Governance

### 6.1 External Engagement Survey

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

- The average rating was 3.7 out of 5 stars or 7.4 out of 10 or 74%.
- Overall, this is a positive result that supports the direction Bowls Auckland are going, outlines future improvements and also enables a baseline in which future surveys can be compared to.
- Interestingly, Bowls Auckland rates highest with club representatives, and coaches when compared to members / players.
- This supports recent strategic initiatives being brought to life for clubs and coaches including the club leaders workshops and newly established coaches committee, and perhaps highlights the need to further amplify focus on members / players and umpires.
- Bowls is unique when compared with other sporting codes, in bowls both clubs and members / players have direct communication and interactions with Bowls Auckland, in other sports especially team codes, the majority of the communication and interaction comes via the club.
- This presents challenges and opportunities in terms of communications.

Discussion was held by the Board including.

- The anonymous nature of the survey, noting that feedback was largely constructive and positive.
- RS raised the challenge of ensuring that players / members understand that the more growth initiatives i.e., school engagement are for the betterment of bowls in general.
- The CEO emphasised the role of "storytelling" and using the various platforms to not only talk about tournaments, but all that is happening within the environment including club initiatives.
- MF suggested introducing a Q&A format in the Friday Flash to boost engagement and enable commonly asked questions to be answered more publicly.



### **Action Plan Established and Delivered**

To establish and deliver a plan aimed to address the improvements highlighted through the survey.

**Due Date:** 13 Dec 2024

**Owner:** Dean Bartlett

## **7. Information Papers / Discussion - Operations**

### **7.1 Roll Up Campaign - Mid-Campaign Summary**

The paper was taken as read.

The Chair congratulated and thanked management for the initiative and noted the great segment on TVNZ's Breakfast Show.

### **7.2 Playing Programme Committee - Recommendation Paper**

The paper was taken as read.

The Chair acknowledged the recommendation and thanked the Playing Programme Committee for tabling it.

The Board supports the recommendation tabled, and in addition wishes the Committee to consider the following.

- To make all 'Open' events being Women's Premier Open Singles, Jarden Mixed Pairs Open, and the National U26 Pairs Open to be included as a Centre title, and therefore points towards a Gold Star for any player regardless of their club affiliation. This means

that any player who plays (whether a member of an Auckland club or not) and wins the tournament/s would receive a Centre title and points towards a Gold Star.

- To make a recommendation on the practical implication of the above, considering one of two options.
  - To be applied from and including the 2024/25 season, meaning the winner of the Women's Premier Open Singles would be included and the Conditions of Play for the Jarden Open and U26 Pairs to be amended to align.
  - To be applied from the 2025/26 season, meaning this season's winners would not be impacted and status quo would continue until next season.



### **Request further information from the PPC**

To request further information and consideration on the recommendation paper and report back to the Board at the December meeting.

**Due Date:** 13 Dec 2024

**Owner:** Dean Bartlett

## **8. Avondale Fund**

### **8.1 Applications**

No applications we received.

## **9. Rawhiti Fund**

### **9.1 Applications**

Papatoetoe Hunters Corner Application was tabled.

The Chair gave an overview on the background and the historical matters, suggesting the Board need to consider including a proviso in these circumstances, which would aim to ensure the facility is maximised by the way of an agreed to management solution.



### **Approved**

That the Bowls Auckland Board supports a \$50,000 contribution towards the replacement of the carpet green project subject to the appointment of an agreed to management solution that maximises the usage of the canopy.

**Decision Date:** 25 Nov 2024

**Mover:** Ian Dee

**Seconder:** Craig Pryor

**Outcome:** Approved

### **9.2 Covered Green Update**

The CEO provided an update on the projects:

- Howick - The club has submitted six funding applications and is exploring alternative quotes to secure all funding.
- Papatoetoe - The canopy has been completed and passed Council inspection. The next stage of the project involves replacing the carpet.

## 10. General Business

### 10.1 General Business

There was no General Business.

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Board Meeting - December - 16 Dec 2024, 2:00 pm

*Ian Dee.*

Ian Dee  
17 Dec 2024