

CONFIRMED MINUTES



BOWLS AUCKLAND BOARD MEETING - JUNE 2024

At the **Board Meeting - September** on **30 Sept 2024** these minutes were **confirmed as presented**.

Name:	Bowls Auckland
Date:	Monday, 24 June 2024
Time:	1:00 pm to 3:30 pm (NZST)
Location:	Bowls Auckland , 17 Stokes Road, Mount Eden, Auckland, New Zealand
Board Members:	Ian Dee (Chair), Greame Scott , Helen Blick , John Ross , Craig Pryor
Attendees:	Dean Bartlett, Wendy Brown
Apologies:	Rikki Swannell , Michael Feek

1. Opening Meeting

1.1 Apologies



Apologies.

That Bowls Auckland Board accepts the apologies of Rikki Swannell and Michael Feek.

Decision Date:	24 Jun 2024
Mover:	Greame Scott
Seconder:	Ian Dee
Outcome:	Approved

1.2 Confirm Minutes

Bowls Auckland Board Meeting - May 2024 27 May 2024, the minutes were confirmed as presented.



Approval of May Board Minutes

That Bowls Auckland Board confirms the Minutes of the Board meeting held on 27 May 2024 are a true and correct record.

Decision Date:	24 Jun 2024
Mover:	Greame Scott
Seconder:	Craig Pryor
Outcome:	Approved

1.3 Matters Arising

1.72 - HB clarified her change in voting status after her discussion with the CEO at the close of the May meeting.

1.4 Interests Register

1.5 Health & Safety Report

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



Health & Safety Report

That Bowls Auckland Board receives the May Health & Safety Report.

Decision Date: 24 Jun 2024
Mover: Helen Blick
Seconder: Greame Scott
Outcome: Approved

2. Board Annual Work Plan

2.1 2024 Work Plan

The paper was taken as read.

2.2 Board Policies Review

The Chair highlighted that he and the CEO will do a more thorough review of the policy, and the plan is to update the policy in separate segments rather than as an entire document.

2.3 Board Induction Policy Review

The Chair outlined proposed changes to the Induction Policy for Board Members.



Board Induction Policy proposed changes

That the Bowls Auckland Board approves the proposed changes to the Induction Policy.

Decision Date: 24 Jun 2024
Mover: Ian Dee
Seconder: Craig Pryor
Outcome: Approved



Update the Induction Policy

DB to update the Induction Policy as approved.

Due Date: 26 Jul 2024
Owner: Dean Bartlett

2.4 Business Plan Review

The paper was taken as read.

If there is no Board Meeting in August, those items will be completed via correspondence or deferred to September.

2.5 Business Plan Preview

The CEO provided an overview noting main trends and the priority focus areas for the next 12 months and the intention to hold a quarterly review of the plan.

Discussion was held, and the CEO noted feedback.



Business Plan

That Bowls Auckland Board approves the Business Plan for 2024/25.

Decision Date: 24 Jun 2024
Mover: Ian Dee
Seconded: Greame Scott
Outcome: Approved

3. Management Reports

3.1 CEO Report

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

Employment related matters in relation to clubs and absorbing resource. A centralised system is being explored and the option to partner with Employment Hero to become the Bowls Auckland HR provider and a shared service for Clubs who choose to opt in. The service includes resources such as contract templates and advice for organisations.

Discussion held on access and ensuring privacy rights are met, which the CEO confirmed he was working through with Employment Hero.

The CEO thanked the President for attending the recent Club Leaders workshop.

Coaches workshop and committee meeting update was given, noting the first workshop had been held and was well attended with good feedback.

The CEO thanked the Board who attended the Awards Luncheon yesterday, along with recognising the excellent work Roz Murray had done.



CEO report

That Bowls Auckland Board receives the CEO report.

Decision Date: 24 Jun 2024
Mover: Ian Dee
Seconded: Greame Scott
Outcome: Approved

4. Finance Reports

4.1 May 2024 Executive Summary

The paper was taken as read.

The CEO noted there was no Finance Committee meeting held in June.

The Chair recommended a Finance Committee meeting be held in July noting that Michael Feek will be an apology as he is currently overseas.

The Audit has been completed and was successful. The CEO acknowledged and thanked Michael Anderson for his work in this space.



May Finance Papers

That Bowls Auckland Board receives the May Finance Reports.

Decision Date: 24 Jun 2024
Mover: Ian Dee
Seconder: John Ross
Outcome: Approved



Schedule July Finance Committee Meeting

DB to organise a July Finance Committee meeting.

Due Date: 11 Jul 2024
Owner: Dean Bartlett

4.2 End of May 2024 Financials

Refer 4.1

5. General Reports

5.1 Kimberley Investment Committee: Performance Summary Report - May 2024

The paper taken as read.

The CEO updated the Board on the upcoming changes in committee members.

5.2 Blue Waters Community Trust Report

The CEO provided an overview on the club funding applications that were approved, noting the next meeting to be held in July.

The CEO confirmed they would be submitting an application in July, which would be circulated to the Board for approval.



July BWCT Application

DB to seek approval from the Board to submit a funding application to BWCT in July 2024.

Due Date: 18 Jul 2024
Owner: Dean Bartlett

5.3 New Lynn Bowling Club

The Chair provided an overview, noting the good work at New Lynn by the recently appointed club manager.

The CEO confirmed that the New Lynn AGM date.

Discussion held on the recommendation and next steps, along with timing.

The Board noted their support and the CEO would seek further advice, and look at the best way to implement the preferred option discussed by the board, while being mindful of all the moving parts.

5.4 Events and Operations Report

The CEO gave an update, noting the successful events held over the weekend and the good attendance.

Meeting held last week in which the Chair Roger Seaton advised he will not be continuing post the AGM. The Board thanked him for his significant service over his time with the Committee.

Applications are now open for the newly formed Playing Programme Committee.

5.5 President's Report

The President provided an update, noting it was his last report as President.

Key Points

- Expressed his pleasure with attending the events and participating in presentations along with getting to know the players. The camaraderie, atmosphere and fellowship has improved over the past few years.
- Acknowledged and thanked Michael Anderson, Finance Manager, for his perseverance and skills in the financials and achievements to date. Professional manner and reports have been great.
- Acknowledged and thanked the staff at Bowls Auckland for their support and friendship.
- Acknowledged and thanked the Board. He noted his disappointment to be moving on but assured the Board he would still be around. Been a most enjoyable, rewarding time and the change in the last seven years has been great.
- Personal appreciation of the direction, and the Umpires and Greenkeepers are the final cogs in the wheel.
- He ended thanking and wishing everyone well for the future and the Board moving forward.

The Chair acknowledged and thanked the President for his support, involvement and energy noting his friendly and positive approach with all the bowlers, which was appreciated, and goes a long way to building relationships between the Board and Clubs.

The Chair further noted the President's positive contribution around the Board table.

On behalf of the Bowls Auckland staff, the CEO thanked the President for all his work and involvement, which was really appreciated.



President report

That Bowls Auckland Board receives the President's report.

Decision Date: 24 Jun 2024
Mover: Ian Dee
Seconder: Helen Blick
Outcome: Approved

6. Discussion Papers - Governance

6.1 AGM Matters

The CEO confirmed the AGM papers would be circulated this week.

CP proposed change was noted and agreed by the Board.

The Chair provided feedback, which was noted for updating, by the CEO

6.2 Proposed Judicial Committee

The paper was taken as read and discussion held.



Judicial Committee

That the Board approves the recommended Judicial Committee for 2024/25 as outlined in the paper and subject to their availability

Decision Date: 24 Jun 2024
Mover: Ian Dee
Seconder: John Ross
Outcome: Approved



Confirm the Judicial Committee

DB to confirm the Judicial Committee for 2024/25.

Due Date: 26 Jul 2024
Owner: Dean Bartlett

7. Discussion Papers - Operational

7.1 Centre Events 2023/24 Numbers Analysis

The CEO provided an overview of the statistics in terms of entries and gave an update on next steps, including strategic oversight, and using the analysis in decision making.

Discussion was held, and the CEO responded to questions.

7.2 Bowls New Zealand Hall of Fame

Discussion held on nominations, noting the criteria and potential nominees.



Nomination hall of fame

That Bowls Auckland Board approves the nomination as discussed to the Bowls NZ Hall of Fame.

Decision Date: 24 Jun 2024
Mover: Greame Scott
Seconder: Helen Blick
Outcome: Approved

7.3 Club is the Hub First Year Summary

The paper was taken as read and the CEO provided an overview, noting comparison of status when initially inducted into the program, and the performance of clubs now.

Progress made included writing of strategic plans, business plans, employment contracts and budgets. There had been an engagement focus for the first 12-month cycle which was achieved. The CEO noted the pleasing results across all clubs.

The CEO took the Board through the partnership tracking spreadsheet and process, ensuring good engagement between the Club and Bowls Auckland. The results have been positive and resulted in helping clubs to achieve some great outcomes.

The Chair acknowledged the good work achieved by the CEO and his team in this space.

8. Avondale Fund

8.1 Club is the Hub Second Year Renewals



Approval of Club is the Hub Second Year Renewals

That the Bowls Auckland Board approves the Club is the Hub recommendation as outlined in the paper for New Lynn, Pt Chevalier and Blockhouse Bay.

Decision Date: 24 Jun 2024
Mover: Greame Scott
Seconder: John Ross
Outcome: Approved

The paper was taken as read and the CEO provided an overview.

8.2 Pt Chevalier Avondale Fund Letter

The paper was taken as read and discussion held with the following key points:

- It was noted they were a well-established club, and a surplus was made with new management in place.
- Artificial surface will allow them to operate all year round.
- The CEO clarified the application and maximum funding available and the various options, including Rāwhiti and Avondale funds available to the Clubs.
- The Board discussed the intent to support the Club as best possible, however, ensuring other clubs are not negatively affected.
- The Board requested the CEO seek more information over the indicative cost of the proposed project.



Recommendation Funding Request

That Bowls Auckland Board provisionally supports the general concept subject to revised costings and quote and application to Rawhiti and Avondale.

Decision Date: 24 Jun 2024
Mover: Craig Pryor
Seconder: Ian Dee
Outcome: Approved

9. Rawhiti Fund

9.1 Club is the Hub Second Year Renewals

The CEO provided an overview of the applications.



Recommendations for Club is the Hub applications

That the Bowls Auckland Board approves the Club is the Hub recommendation as outlined in the paper for Howick, Royal Oak and Papatoetoe.

Decision Date: 24 Jun 2024
Mover: Craig Pryor

Seconded: Ian Dee
Outcome: Approved

9.2 Oratia Facility Enhancement Application and General Update



FCE Application | Oratia

That Bowls Auckland Board supports Oratia's Rawhiti Facility Enhancement Application of \$50,000 subject to securing other funding, as outlined in the paper.

Decision Date: 24 Jun 2024
Mover: Helen Blick
Seconded: John Ross
Outcome: Approved

The CEO gave an overview noting it was a complex project.

A robust discussion was held and it was agreed the Board supported the application, subject to securing other funding as outlined in the paper.

9.3 Club is the Hub Applications - Auckland Bowling Club

The Chair recommended deferring until further information was received. The Chair opened the floor for discussion.

2.44pm GS left the meeting due to the conflict of interest as a Member of Auckland Bowls Club.

The Board agreed to defer the application, subject to further information.

It was confirmed it would be on the September Board meeting Agenda.

3.01pm GS returned to the meeting.



Table abc Application with More Information

DB to gather further information and table the application again in September.

Due Date: 10 Aug 2024
Owner: Dean Bartlett

10. General Business

10.1 Board Development Plan

CP provided an update noting he was yet to confirm if the next step was a re-evaluation or a governance mark. He advised he would report back to the Board with a further update by next week.

10.2 Board meeting in August

It was noted there would be no August Board meeting.

10.3 Board Only Time

11. Close Meeting

11.1 Close the meeting

Next meeting: AGM - 27 Jul 2024, 10:00 am