

CONFIRMED MINUTES

BOARD MEETING - SEPTEMBER



At the **Board Meeting - October** on **21 Oct 2024** these minutes were **confirmed with the following changes:**

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

Name:	Bowls Auckland
Date:	Monday, 30 September 2024
Time:	1:00 pm to 3:10 pm (NZDT)
Location:	Bowls Auckland , 17 Stokes Road, Mount Eden, Auckland, New Zealand
Board Members:	Ian Dee (Chair), Craig Pryor, Helen Blick , Michael Feek , Tere Brunton, Karl Andersen
Attendees:	Dean Bartlett, Wendy Brown
Apologies:	Rikki Swannell

1. Opening Meeting

1.1 Apologies



Apology

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

Decision Date: 30 Sept 2024
Mover: Michael Feek
Seconded: Helen Blick
Outcome: Approved

1.2 Confirm Minutes

Bowls Auckland Board Meeting - June 2024 24 Jun 2024, the minutes were confirmed as presented.



11 July Meeting (via correspondence) Minutes

The minutes be accepted.

Decision Date: 30 Sept 2024
Mover: Helen Blick
Seconded: Ian Dee
Outcome: Approved



July Minutes

The minutes were accepted with the amendment made to illustrate Helen Blick was the Chairperson of the meeting.

Decision Date: 30 Sept 2024
Mover: Craig Pryor

Seconded: Helen Blick
Outcome: Approved

1.3 Matters Arising

1.3 St George Bowling Club

ID gave an update. The distribution of remaining funds will be discussed between club representatives and Bowls Auckland, and an update provided when applicable.

1.3 School Engagement

The CEO gave an update, noting Bowls Auckland has applied for AKTIVE funding. The second year funding application includes possible delivery in the North Harbour region, which has been approved by Bowls New Zealand and Bowls North Harbour. An answer is due to the application in November 2024.

1.4 Interests Register

HB advised she was no longer an associate member at St Heliers Bowling Club, therefore, the interest shall be removed.

1.5 Health & Safety Report

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



Health & Safety Report

Received.

Decision Date: 30 Sept 2024
Mover: Michael Feek
Seconded: Ian Dee
Outcome: Approved

2. Board Annual Work Plan

2.1 Board Work Plan - September

The paper was taken as read.

2.2 2024/25 Work Plan



2024/25 Work Plan Approval

The Board approved the 2024/25 Work Plan including a date change to the October 2024 from the 28th to the 21st.

Decision Date: 30 Sept 2024
Mover: Helen Blick
Seconded: Tere Brunton
Outcome: Approved



Calendar Invites Sent

DB to send all board members calendar invites for all meetings over the next 12-months.

Due Date: 4 Oct 2024
Owner: Dean Bartlett

2.3 Business Plan Update

The paper was taken as read. The CEO provided an overview, highlighting.

- The Performance Strategy and Policies have now been established and are currently being delivered.
- A Social Media Policy (External) has been established and is currently being delivered.
- AKTIVE presented at a Club Leaders Workshop.
- The Board still have work to do to complete the Board Development Plan and imbedding the values into board practices.



Board Development Plan

To establish and deliver an Engagement Survey.

Due Date: 31 Oct 2024

Owner: Ian Dee

2.4 Risk Register Review

The paper was taken as read, the CEO noted some financial risks have been escalated due to possible changes in the funding environment. Management are currently exploring mitigation steps and will report back to the Board.



Approval

Approved.

Decision Date: 30 Sept 2024

Mover: Ian Dee

Seconded: Michael Feek

Outcome: Approved

2.5 Employee Policies and Procedures Manual

The paper was taken as read and the CEO responded to questions.



Approved

That the Bowls Auckland Board approves the Employee Policies and Procedures subject to the inclusion of the performance improvement plan being included as part of the performance process.

Decision Date: 30 Sept 2024

Mover: Michael Feek

Seconded: Ian Dee

Outcome: Approved



Include Performance Improvement Plan

DB to update and then finalise.

Due Date: 17 Oct 2024

Owner: Dean Bartlett

2.6 CEO's Appraisal and KPI Setting - in Board Only Time

3. Management Reports

3.1 CEO Report

The paper was taken as read and the CEO provided an overview of key points:

- Re-signed Molecheck as a commercial partner for two further years.
- Signed Taylor Bowls NZ as Bowls Auckland's retail and apparel partner.
- Applied for \$25,000 to AKTIVE to support the School Engagement programme.
- Delivered a successful 'Disability Have a Go Day'.
- Thanked everyone involved in the Representative Launch and High Tea.

MF advised the Board he was currently reviewing the Bowls Auckland Constitution. Discussion was held on the process, and potential changes to ensure Clubs and Bowls Auckland were aligned.



CEO Report Approval

That Bowls Auckland Board receives the CEO Report.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconder: Craig Pryor
Outcome: Approved

3.2 Club Update

The paper was taken as read. The CEO provided updates on status of Clubs, progress, potential risks, next steps, and how Bowls Auckland can potentially support the Clubs.

The Board discussed the options, noting the CEO was working closely with the clubs and Council as appropriate, noting it was work in progress.

4. Finance Reports

4.1 Finance Committee Minutes

The paper was taken as read. The CEO spoke to key points, included risks and options to consider in terms of funding moving forward.

Finance Committee continued to monitor expenditure and explore opportunities to deliver the Strategy.

There was a discussion around the Finance Committee preparing a paper of possible alternate funding options if there failed to be access to funds from Blue Waters Community Trust in the future.



Finance Report

Received.
Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconder: Michael Feek
Outcome: Approved



Financial Alternate Options Paper

DB to explore and table a financial alternate options paper at the next Board Meeting.

Due Date: 31 Oct 2024
Owner: Dean Bartlett

4.2 August 2024 Executive Summary

The paper was taken as read.

4.3 End of August 2024 Financials

The financials were taken as read.

5. General Reports

5.1 Kimberley Investment Committee: Performance Summary Report - August 2024

The paper was taken as read.

5.2 Blue Waters Community Trust Report

The paper was taken as read and the CEO gave an update on his recent meeting with Marco Management noting the potential outcomes depending on what option is secured in terms of relocation or the securing another venue.

The Chair noted that Bowls Auckland needed to consider engaging and building relationships with other Trust Funds.

The CEO agreed and was exploring alternatives to ensure Bowls Auckland had access to other funders if applicable in the future.



Received

Approved.

Decision Date: 30 Sept 2024
Outcome: Approved

5.3 New Lynn Bowling Club

The paper was taken as read.

CP gave an update noting good progress with the Club, including a subcommittee in place and good participation by members.

5.4 President's Report

The paper was taken as read.

HB gave an overview, noting the events she attended in recent times. The events were well run and she witnessed good collaboration and comradery on the greens.



Approved

received

Decision Date: 30 Sept 2024
Mover: Helen Blick
Seconder: Craig Pryor

6. Discussion Papers - Governance

6.1 Bowls Auckland Development Foundation Trust

The paper was taken as read, the CEO gave an overview and the Board discussed.



The Board Approve the Establishment of the Bowls Auckland Development Foundation Trust

Approved.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconder: Craig Pryor
Outcome: Approved

7. Information Papers - Operational

7.1 Marketing Plan - 2024/25

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

7.2 Performance Values Document

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

7.3 Social Media Policy - External

The paper was taken as read and the CEO provided an overview noting it was established to ensure external parties were aware of the Policy and Bowls Auckland could monitor online activity as applicable.

8. Avondale Fund

8.1 Applications

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

The Board discussed, and noted the Avondale Committee had meet prior. The Board agreed with the Avondale Committee in all decisions.



New Lynn Bowling Club

The Board approved \$17,555 as a contribution to go towards their facility enhancement project.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconder: Tere Brunton
Outcome: Approved



Te Atatu

The Board approved a grant of \$9,936.50 to go towards the facility enhancement project as outlined in the application subject to more information being provided illustrating the need which satisfies the Board which can be confirmed via correspondence.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconder: Craig Pryor
Outcome: Approved



Pt Chevalier

The Board approves a \$50,000 grant to Pt Chevalier as a contribution towards their facility enhancement project.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconder: Helen Blick
Outcome: Approved

8.2 Committee Member Make-Up

The Board discussed the potential conflict with a Club Representative on the Committee now being a Board Member.

The Board agreed as long as the conflict was recorded it would not cause an issue, however, a suitable replacement will be found.

9. Rawhiti Fund

9.1 Applications

The paper was taken as read and the CEO provided an overview on the current Rawhititi applications.

The Board discussed, and noted the Rawhiti Committee had meet prior. The Board agreed with the Committee in all decisions.



Oratia Application

The Board approved \$5,000 as a contribution to go towards their Club is the Hub project grant initiative.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconder: Michael Feek
Outcome: Approved



Pt Chevalier

The Board approves a \$25,000 grant to Pt Chevalier as a contribution towards their facility enhancement project.

Decision Date: 30 Sept 2024
Mover: Michael Feek
Seconder: Craig Pryor
Outcome: Approved

9.2 Covered Green Projects

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

Auckland Bowling Club

The CEO gave a status update on the funding application, and the Board discussed, including options.

Howick

The CEO spoke about the application and the project. The Board discussed, including options.

Papatoetoe

The CEO gave an update on progress.



Auckland Bowling Club - Covered Green Project

The Board accepted the request for an extension of the currently ring-fenced \$300,000 to March 2025 subject to confirmation of the submission to Council in January.

Decision Date: 30 Sept 2024
Mover: Michael Feek
Seconders: Ian Dee
Outcome: Approved



Howick - Covered Green Project

Request deferred to December to gather confirmation on the proposed extension from Auckland Council (31 October) and to allow Howick to establish a funding plan that includes additional funding from either the club and/or other sources.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconders: Helen Blick
Outcome: Not Approved

9.3 Auckland Bowling - Club Manager Grant - More Information

The paper was taken as read and the Chair gave an update, noting the current status and conversations with the club.

The CEO spoke about the Auckland Bowling Club policies and it was agreed that Bowls Auckland would continue to support the club, although declined this Grant Application.



Declined

The Board decided the application was not approved, and would re-consider at a later date if the situation changes.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconders: Tere Brunton
Outcome: Not Approved

9.4 Request - Remuera Bowling Club - Caveat

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



Remuera Caveat

That Bowls Auckland approves the request to transfer the caveat to the new entity if applicable.

Decision Date: 30 Sept 2024
Mover: Ian Dee
Seconded: Michael Feek
Outcome: Approved

10. General Business

10.1 General Business

NA

11. Board Only Time

11.1 CEO Appraisal and KPI Setting

12. Close Meeting

12.1 Close the meeting

Next meeting: Board Meeting - October - 21 Oct 2024, 1:00 pm