

# CONFIRMED MINUTES

## BOARD MEETING - DECEMBER



At the **BA Board Meeting - February** on **24 Feb 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Bowls Auckland
<b>Date:</b>	Monday, 16 December 2024
<b>Time:</b>	2:00 pm to 3:25 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 , Karl Andersen, Tere Brunton
<b>Attendees:</b>	Dean Bartlett, Wendy Brown
<b>Apologies:</b>	Rikki Swannell

### 1. Opening Meeting

#### 1.1 Apologies



##### Apology

***That Bowls Auckland Board receives Rikki Swannell as an apology.***

<b>Decision Date:</b>	16 Dec 2024
<b>Mover:</b>	Michael Feek
<b>Seconder:</b>	Karl Andersen
<b>Outcome:</b>	Approved

#### 1.2 Confirm Minutes

**Board Meeting - November 25 Nov 2024**, the minutes were confirmed as presented.



##### November Board Minutes

***That Bowls Auckland Board approves the Minutes of the Board meeting held on 25 November 2024.***

<b>Decision Date:</b>	16 Dec 2024
<b>Mover:</b>	Michael Feek
<b>Seconder:</b>	Ian Dee
<b>Outcome:</b>	Approved

#### 1.3 Matters Arising

The report was taken as read.

## 1.4 Interests Register

KA advised of the name change of Titirangi RSA Bowling Club to Titirangi Bowling Club. The Interests Register was updated to reflect the name change.

## 1.5 Health & Safety Report



### Health and Safety Report

*That Bowls Auckland Board receives the Health and Safety Report.*

**Decision Date:** 16 Dec 2024  
**Mover:** Michael Feek  
**Seconder:** Tere Brunton  
**Outcome:** Approved

The Health & Safety report was taken as read, and there were no incidences to report.

## 2. Board Annual Work Plan

### 2.1 Board Work Plan

The paper was taken as read.

CP provided an update on the progress of the self-evaluation process. He confirmed that he and the CEO had made an initial inquiry with an external party who could provide this service. A further update will be presented to the Board in due course.



### Internal Engagement Survey

To report back on the next steps.

**Due Date:** 21 Feb 2025  
**Owners:** Craig Pryor, Dean Bartlett

## 3. Management Reports

### 3.1 CEO Report

The CEO took the paper as read and provided an overview of key updates:

- **Trust Funding Update:** Currently exploring alternate funders for operational expenses, planning to submit applications in February 2025.
- **Budget Update:** Version 1 of the budget has been drafted.
- **Membership Fees:** Four clubs are yet to pay and reminders have been sent.
- **Club Leaders Workshop:** The CEO thanked KA for his attendance. Topics included Human Resource matters such as policies, procedure manuals, and contract templates. Twelve clubs attended. The CEO noted that the introduction of templates would ensure consistency, as well as cost and time savings for clubs. Overall, the workshop was positive and engaging.

## 4. Finance Reports

### 4.1 November 2024 Executive Summary

The Finance Reports were taken as read. The CEO highlighted key points:

- The next Finance meeting is scheduled for 7 February, where the first draft of the budget will be presented.
- The end-of-year projection is looking positive.



#### Finance Report Approval

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

<b>Decision Date:</b>	16 Dec 2024
<b>Mover:</b>	Michael Feek
<b>Seconder:</b>	Karl Andersen
<b>Outcome:</b>	Approved

### 4.2 End of Month Financials

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

Taken as read, with the CEO highlighting.

- The Trust are currently attempting to onboard a new venue, at this time the Trust has a signed agreement and surrender letter and are awaiting financing approval before proceeding.
- Best case scenario the new venue sits under Blue Waters and generates income from 1 February 2025.
- Outlined a recent High Court decision that affects the non-operating extension currently under consideration for the Trident Tavern, and therefore the Trust unless a new venue can be confirmed.
- If a new venue cannot be confirmed, and Trident Tavern cannot be re-located it is likely the Trust will have to surrender their license and wind up.

### 5.3 New Lynn Bowling Club

The paper was taken as read.

- The Chair led a discussion on a strategic review to be undertaken on the Club seeking to establish findings and recommendations that safeguard cash reserves, and lead to a profitable club.
- CP elaborated on the importance of ensuring a robust process, including thorough data analysis, to support recommendations.
- It was noted that Bowls New Zealand did not choose to utilize the natural green for the upcoming National Tournaments.



## Strategic Review

***That Bowls Auckland Board approves a Strategic Review to be undertaken on the Club seeking to establish findings and recommendations that safeguard cash reserves, and lead to a profitable club.***

**Decision Date:** 16 Dec 2024  
**Mover:** Ian Dee  
**Seconder:** Karl Andersen  
**Outcome:** Approved



## New Lynn BC Strategic Review

To complete a Strategic Review on the club that presents findings and recommendations that safeguard cash reserves and lead to a profitable club.

**Due Date:** 1 Apr 2025  
**Owners:** Craig Pryor, Dean Bartlett

## 5.4 President's Report

The paper was taken as read.

- HB acknowledged the Battle of the Bridge tournament and thanked the Bowls Auckland team for organising such an outstanding event.
- HB reiterated her strong support for Finals Day and provided an update on Carlton Cornwall recent Finals Weekend, thanking TB for his valuable input and support.
- HB shared the positive feedback she has received regarding the CEO, his team, and the Board while attending events over the past season, which was pleasing.

The Chair acknowledged HB's significant contribution as President and TB's role as Vice President, expressing appreciation on behalf of the Board, the CEO and his team, and Auckland bowlers.



## President's Report

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

**Decision Date:** 16 Dec 2024  
**Mover:** Helen Blick  
**Seconder:** Ian Dee  
**Outcome:** Approved

## 6. Discussion Papers - Governance

### 6.1 Playing Programme Committee Make-Up

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

- The committee is still in a transition phase. He highlighted that the focus was on strategically-led initiatives rather than operational deliver as has been the case in the past.
- Presented an application to replace outgoing committee member, Helen Blick.

The Chair thanked Helen for her contribution over many years on the committee.



## PPCC Committee approval of new member

***That the Bowls Auckland Board approves Lesley McLinden becomes a member of the Playing Programme Committee as of 1 January 2025 to replace Helen Blick until the AGM.***

**Decision Date:** 16 Dec 2024  
**Mover:** Helen Blick  
**Seconder:** Tere Brunton  
**Outcome:** Approved

## 6.2 External Engagement Survey - Action Plan

The paper was taken as read. The CEO addressed the paper, noting that management is currently developing actions to improve strategic storytelling and communication with clubs.

Next steps include management collaborating with Club Presidents on action plans to achieve stronger engagement and outcomes.

## 7. Information Papers / Discussion - Operations

### 7.1 Playing Programme Committee - Recommendation Paper

The paper was taken as read, and the CEO provided an overview of the progress to date and the PPC's recommendation to the Board.

HB elaborated on the committee's consideration process, highlighting the strategic lens applied to decisions and the focus on women and young people, which aligns with the organisation's strategy.

A discussion was held regarding the U26 Open Pairs and the inclusion of a centre title to ensure strategically significant events are supported with corresponding actions. As youth bowls is a focus area, Bowls Auckland should be doing everything in its power to engage and celebrate this demographic. The awarding of a centre title also aligns with the other 'Open' events promoting consistency and alignment.

The Board agreed to the following.

- 2024/25 (and retrospectively as applicable) – Jarden Open – to award centre titles to 'composite' teams as long as both players are from an Auckland club/s.
- From 2025/26 onwards – Jarden Open and Women's Premier Open Singles – to award centre titles to the winner/s regardless of their club affiliation (open to anyone).
- In addition to award a centre title to the winners of the U26 Pairs Open from the 2024/25 season onwards regardless of club affiliation - therefore from 2025/26 onwards all opens will align.



## Approval

***That Bowls Auckland Board approves the recommendation of the Playing Programme Committee as outlined in the paper, and in addition to the paper includes the U26 Pairs Open as a centre title.***

**Decision Date:** 16 Dec 2024  
**Mover:** Helen Blick  
**Seconder:** Tere Brunton  
**Outcome:** Approved

## 7.2 Update to the Youth / Rangatahi Strategy

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

- Since the Youth / Rangatahi Strategy was established in 2022/23 Bowls Auckland supported by the clubs have made huge strides in engaging more youth, including.
  - Appointment of Club Partner - Engagement to lead the programme.
  - Appointment of a part-time Activator.
  - School taster sessions established engaging 19 schools and 3,000 kids.
  - Secondary School Pairs entries increasing by 50%.
  - Re-introduction of the Junior Secondary School Pairs.
  - All abilities festival day introduced.
  - U26 Auckland representative team established.
- The presented Strategy outlines key initiatives and goals management wish to pursue over the next three years, including all facets from first engagement through to club engagement, and finally identified talent i.e., representative pathway.
- A major part of the Strategy is the inclusion of multi-week hubs to form a bridge from awareness to organised play and clubs.
- To be able to deliver the Strategy it will require extra resource, if the Board approves it management will form a funding / resourcing plan which will be included in the next budget.

KA highlighted the importance of communicating pathway opportunities available to young people, noting that a 'Bowls career' is not widely known and raising its profile could benefit the younger generation.

A discussion followed on next steps, focusing on how to create awareness among young people and provide a credible offering to drive increased participation at clubs.



### Approval

***That Bowls Auckland Board approves the Strategy as presented in the paper.***

<b>Decision Date:</b>	16 Dec 2024
<b>Mover:</b>	Craig Pryor
<b>Seconded:</b>	Michael Feek
<b>Outcome:</b>	Approved

## 7.3 Ellerslie Bowling Club

The paper was taken as read.

## 8. Avondale Fund

### 8.1 Project Update

The paper was taken as read.

## 9. Rawhiti Fund

### 9.1 Project / Application Update

The paper was taken as read.

### 9.2 Covered Green Update

The paper was taken as read.

The CEO provided a progress update on the Howick project, noting the club has been actively applying for funds, with one positive result to date. Further outcomes are expected in January 2025.

The CEO advised that Howick Bowling Club will present a funding update to the Board in February for review and decision.



#### Howick Application Update

To table an application update.

**Due Date:** 28 Feb 2025

**Owner:** Dean Bartlett

## 10. General Business

### 10.1 General Business

There was no General Business.

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** BA Board Meeting - February - 24 Feb 2025, 1:00 pm

Signature: \_\_\_\_\_

Date: \_\_\_\_\_