

MINUTES OF MEETING OF BOWLS NEW ZEALAND BOARD

Held at Auckland Bowls,
17 Stokes Road, Mt Eden, Auckland

On Monday, 19th May 2014
Commencing at 9.00am

PRESENT

Cushla McGillivray – Chair
Ann Muir – President
Mike Spring – Vice President
Matt Barber
John Calvin
Matt Benson
Andy McLean
Kerry Clark OBE – Chief Executive Officer
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming the staff and board members and Sarah Dunning from Sport NZ.

1. APOLOGIES

No apologies.

2. OBITUARIES

Bill MacArthur (Taranaki) – NZ representative at World Bowls, Worthing, England 1972. Cap number 49.

3. REGISTER OF INTERESTS

Cushla McGillivray	Director, Bowls Events NZ Ltd
Ann Muir	Director of Coaching Northland Life Member, Bowls Kensington

4.

CONFIRMATION OF MINUTES AND RESOLUTIONS

- Minutes of Board Meeting held on 11th February 2014, with a separate confidential minute to be prepared on the arrangement with Bowls Canterbury for the next twelve months and noting that Andy McLean was present at the February Board meeting.

MOVED: Matt Barber SECONDED: Ann Muir
CARRIED



PO Box 62 502
Greenlane, Auckland
1546. New Zealand

Ground Floor,
12 Hugo Johnston Dr,
Penrose, Auckland. 1061

P: +64 9 579 5853
F: +64 9 579 6935
E: info@bowlsnz.co.nz
W: www.bowlsnz.co.nz



With thanks to:



5. MATTERS ARISING FROM MINUTES

Silver Star Presentations

Presentations completed in Bowls Nelson and Bowls Dunedin. Board to present awards at upcoming prize giving events.

Health and Safety Policy

Paul Diver and Associates currently looking at Health and Safety Policy requirements and HR Manual. Board to sign off when final draft is available.

National Awards Update

Now published on the Bowls NZ website. A Board member to be appointed to the Judging Panel. Board to note selections by the appointed panel.

Budget 2014/2015 - CPI Rate 1.5% - Risk and Audit Committee Update

Updated budget received and approved.

Hayes Knight Auditors to be in the office 20 – 22 May in preparation for the audit to be held in July. Risk and Audit Committee will have a conference call with the Auditors to sign off the Audit process.

Para Sport Funding Update

This has been included in High Performance budget for Commonwealth Games Glasgow 2014. No further action required at this time.

Risk and Audit Committee Policy and Engagement of Doug Haines

Engagement letter tabled for information.

World Bowls Constitution Proposal

Notice of Motion from Bowls Australia and Bowls New Zealand tabled for information.

Sports Betting With TAB

Board noted contract with TAB and agreed that CEO would review when appropriate.



PO Box 62 502
Greenlane, Auckland
1546. New Zealand

Ground Floor,
12 Hugo Johnston Dr,
Penrose, Auckland. 1061

P: +64 9 579 5853
F: +64 9 579 6935
E: info@bowlsnz.co.nz
W: www.bowlsnz.co.nz



With thanks to:



6. STRATEGIC ISSUES

Business Plan Update

Management staff (Sam McKean, Chris Wilson and Ian Watson) attended the meeting to update the Board on progress against the Business Plan KPIs. Key items for further discussion/clarification were progress with the database, preparation for Glasgow 2014 and Partner Clubs. Chris updated the Board on community sport and participation numbers which have shown an increase.

Ian Watson updated the board on current sponsorship proposals under negotiation and the possibility of some major TV coverage of International events.

RST Update - Chris reported to the Board that a Development Officer is to be employed in Taranaki through a tripartite agreement between Sport Taranaki, Bowls NZ and Bowls Taranaki. This is a good example of the new strategic direction of the sport in operation.

Feedback from Forums

The Chair and Vice President updated the Board on the recent regional forums. The Management Team were also invited to share their views, identify issues and provide their feedback to the Board.

It was agreed that the Forums were a useful communication opportunity but they needed to be well Chaired with an agenda agreed with Bowls NZ.

Board Work Plan

Chair reported to the Board on completed CEO Appraisal for the first six months.

A Board Performance Review will be undertaken after the ODT report has been received.

Risk Management Plan

Risk Management Plan report to 30th April 2014 was received.

Bowls Canterbury Update

Chair attended meetings of the Board of Bowls Canterbury and updated the Board on the current situation.

RSC's

Board noted that an agreement with Auckland Bowls had been signed for a further 12 months and that a draft set of KPIs for the Central region would be discussed with Bowls Wellington this week.



PO Box 62 502
Greenlane, Auckland
1546. New Zealand

Ground Floor,
12 Hugo Johnston Dr,
Penrose, Auckland. 1061

P: +64 9 579 5853
F: +64 9 579 6935
E: info@bowlsnz.co.nz
W: www.bowlsnz.co.nz



With thanks to:



It was noted that at this stage there is no RSC operating in the South Island and at this stage no action is intended to change that situation.

The Board discussed whether the time was right to look again at a new delivery model but agreed that good progress was being made against the model outlined in the new strategic plan i.e. working with a range of providers including Clubs and RSTs and that no change should be made at this time.

The Board agreed however that it would be helpful to have a document available that outlined the approach to partnership with different providers and Bowls NZ staff to prepare this for Board consideration.

MOVED: Ann Muir SECONDED: Mike Spring
CARRIED

Presidents Report

The President tabled her report on activities since the last Board Meeting and highlighted that there is a need to enforce the smoke free policy at National events and there needs to be some rules put in place around the growing use of bowling arms. CEO to address both issues and report back.

Notices of Motion for 2014 AGM

The Board will look at some changes to enable flexibility to be applied regarding appointing Delegates to the AGM and collection of membership fees.

Annual Report 2014

CEO asked for feedback on layout for this year's Annual Report. Circulated the NZOC Annual Report for viewing. It was agreed that a changed format should be considered.

Australian Membership Model

CEO updated the Board on the Bowls Australia Membership model entered into with some of their States.

"That the Membership Model be further investigated and reported back to the Board at the next meeting."

MOVED: John Calvin SECONDED: Cushla McGillivray
CARRIED

Charity Registration – Cromwell Bowling Club Case

Cromwell Bowling Club had an application for Charity Registration declined by the Department of Internal Affairs who deemed that bowling clubs do not meet the charitable registration threshold. The impact of this decision



PO Box 62 502
Greenlane, Auckland
1546. New Zealand

Ground Floor,
12 Hugo Johnston Dr,
Penrose, Auckland. 1061

P: +64 9 579 5853
F: +64 9 579 6935
E: info@bowlsnz.co.nz
W: www.bowlsnz.co.nz



With thanks to:



is that Bowling Clubs would not be able to access funds from some Community Charitable Trusts.

The downstream impact of this decision is that all bowling Clubs who currently have charitable status could have that status reviewed. CEO has engaged our legal Adviser, Maria Clarke, to work with Cromwell Bowling Club on a submission to DIA to have the decision overturned.

World Bowls President and Board Election

The Board received copies of all nominations for Director and President positions.

“That the Board supports John Carter for a position on the World Bowls Board.”

“That the Board supports John Bell for position of President of World Bowls.”

Policy Review

- 2.2.9 Role and Responsibility of President – 2.3(iii) add ‘functions and’.
- 2.2.20 Risk and Audit Policy- confirmed by Risk and Audit Committee.
- 2.2.24 Credit Card Authorisation
- 2.2.25 Investments
- 2.2.26 Personnel Management
- 2.2.27 Remuneration and Benefits
- 2.2.28 Equal Employment Opportunity

2.2.20 – 2.2.28 all policies approved with no change.

7. CHIEF EXECUTIVE’S REPORT

The Chief Executive tabled a Report covering all activities since the last Board Meeting which was received by the Board.

The CEO expressed his thanks to the Board for permission to attend the recent Sport Accord Conference and updated the board on key topics of interest.

The Board noted a paper re staffing for the National Office and agreed to the direction being proposed.

8. FINANCIAL REPORT

Report to 30th April 2014

CEO tabled the financial report which was approved.



PO Box 62 502
Greenlane, Auckland
1546. New Zealand

Ground Floor,
12 Hugo Johnston Dr,
Penrose, Auckland. 1061

P: +64 9 579 5853
F: +64 9 579 6935
E: info@bowlsnz.co.nz
W: www.bowlsnz.co.nz



With thanks to:



9. **OTHER BUSINESS**

Next Meeting Dates

Board Meeting – 12th September 2014
Annual General Meeting – 13th September 2014

Board Retirements

Matt Barber noted his intention to consider retirement after the Annual General Meeting.

John Calvin to discuss with CEO.

CEO absent 11th July to 31st August 2014

There being no further business the meeting closed at 2.25pm.

Chair

Date



PO Box 62 502
Greenlane, Auckland
1546. New Zealand

Ground Floor,
12 Hugo Johnston Dr,
Penrose, Auckland. 1061

P: +64 9 579 5853
F: +64 9 579 6935
E: info@bowlsnz.co.nz
W: www.bowlsnz.co.nz



With thanks to:

