

MINUTES OF MEETING OF BOWLS NEW ZEALAND BOARD

Held at BNZ Business Centre, Maungakiekie Room,
86 Highbrook Drive, East Tamaki, Auckland

On Tuesday, 2nd December 2014
Commencing at 9.15am

PRESENT

Cushla McGillivray – Chair
Ann Muir – President
Mike Spring – Vice President
Matt Benson
Andy McLean
Mark Kendrick
Shane Goldfinch
Kerry Clark OBE – Chief Executive Officer
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming the board and especially the new members Mark Kendrick and Shane Goldfinch and also the staff, and congratulated Andy McLean on winning entry into the World Indoor Singles in England in January 2015.

1. APOLOGIES

No apologies received.

2. OBITUARIES

Ann Katavich (Northland), NZ Champion of Champion Singles Bowls Champion 1985.

3. REGISTER OF INTERESTS

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

4. CONFIRMATION OF MINUTES AND RESOLUTIONS

- Minutes of Board Meeting held on 12th September 2014.
- Minutes of Board Meeting held on 13th September 2014 to elect Chair.



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With thanks to:



3. Provisional approval of minutes of Annual General Meeting held on 13th September 2014.
4. Resolution to NZCT dated 15th September 2014 for \$30,000.00.
5. Resolution to Four Winds Foundation dated 19th September 2014 for \$1,640.77.
6. Resolution to Infinity Foundation dated 26th September 2014 for \$11,095.00.
7. Resolution to Air Rescue and Community Services dated 10th September 2014 for \$11,095.00.
8. Resolution to Air Rescue and Community Services dated 26th September for \$11,095.00.
9. Resolution to Blue Waters Community Trust dated 8th October 2014 for \$14,869.57.
10. Resolution to Pub Charity dated 10th September 2014 for \$14,869.57.
11. Resolution to Constellation Communities Trust dated 1st October 2014 for \$16,000.00.
12. Resolution to NZCT dated 26th November 2014 for \$176,000.00.
13. Resolution to NZCT dated 26th November 2014 for \$300,000.00.
14. Resolution to ASB Community Trust dated 1st December 2014 for \$68,621.00.
15. Resolution to Blue Sky Community Trust dated 11th November 2014 for \$9,934.08.
16. That the board adopt the new Domestic Regulations as at 1st December 2014.
17. In terms of Clause 19.2.8 of the Bowls NZ Constitution the Board approves the appointment of selectors, coaches and managers through shoulder tapping those who meet the criteria of having the coaching qualifications, experience and credibility at an international level and are prepared to challenge non-performance and promote the values of Bowls NZ.

MOVED: Mark Kendrick
CARRIED

SECONDED: Mike Spring



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5. MATTERS ARISING FROM MINUTES

World Bowls Questionnaire Submitted

The World Bowls questionnaire had been submitted and no response had been received as yet.

Date for Strategic Plan Review in May 2015

Board approved CEO to approach Paul Diver as Facilitator for Strategic Plan Review Meeting. Dates confirmed for 19th and 20th May 2015, subject to Paul Diver's availability.

Update on Search for Premises

Sam McKean tabled a paper to the Board which outlined a suitable potential new premises. The Board support further negotiations to take place with a Board decision to then be made after negotiations are finalized.

Commonwealth Games Debrief Update and High Performance Review

CEO updated the Board on the Commonwealth Games Debrief and the final report by Facilitator, Lyn Johnston and the High Performance Plan.

6. STRATEGIC ISSUES

The Management Team attended the meeting to report on and to answer any questions on their areas of responsibility: business plan update, financials and sponsorship.

ODT Report and ODT Priorities

Paper tabled for Board information and review, use as a basis for discussion for Strategic Plan Review Meeting in May 2015. All reviews to be discussed in depth at this time. A background document on previous five years to be prepared for May 2015 meeting. Matt Benson to prepare a note for CEO.

Whole of Board Review - Reporting Template and Board Membership Skill Matrix

Reporting Template to be prepared. Matt Benson to discuss with Chris Wilson.

Board Membership Skill Matrix document created by Mike Spring and tabled to the Board. The Board adopted the Skill Matrix with slight amendments. Board Members to complete this self-assessment and return to Mike Spring to prepare summary for February Board Meeting.



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Sport NZ Draft Strategic Plan and Community Sport Strategy – Bowls NZ and NSO Submission

Sport NZ received over 66 submissions. High Performance and Community Sport funding information to be released week commencing 8th December.

Bowls Canterbury Update

Chair reported good feedback and a good working partnership. A Special General Meeting has been requested to change membership fee payment dates.

Regional Forum Updates

CEO reported that overall the Forums went well. Attendance numbers had increased.

Charity Registration

After acceptance of the Cromwell Bowling Club case, Bowls NZ are currently looking at changes to the Model Constitution. Sport NZ are also looking at the issue and Maria Clarke has been engaged by them to provide expert advice. At this stage it appears that each application for Registration will be treated on its merits rather than a blanket model being acceptable.

Membership Models

The Board noted the membership model discussion paper from Bowls Victoria and the Board sub-committee and invited CEO to come back with a position paper to the February Board Meeting.

Board Charter and Policies

“That the Board adopt the new Board Charter and Policies;”

MOVED: Ann Muir SECONDED: Mark Kendrick
CARRIED

Review of Constitution Clause 8, RSCs and Delegates

CEO provided background from our Legal Adviser on Constitutional changes required regarding election of Delegates and other changes when there are less than three RSCs.

The Board considered the recommendations and will review again at the February Board meeting.

MOVED: Ann Muir SECONDED: Andy McLean
CARRIED



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Anti-Doping Regulations

“That the Board approve the revised Anti-Doping Regulations”;

MOVED: Mike Spring SECONDED: Andy McLean
CARRIED

Presidents Report

The President tabled her report on activities since the last Board Meeting.

Board Work Plan

Board Work Plan to be reviewed following acceptance of the new Board Charter and Policies. To be discussed further.

Risk Management Plan Including Financial Delegation Review

Risk Management Plan report to 30th November 2014 was received. CEO highlighted Health and Safety issue, work continuing on this.

Financial Delegation to remain as existing.

Appointment of Committees

Risk and Audit Committee – Cushla McGillivray (Chair), Mark Kendrick, Shane Goldfinch.

MOVED: Ann Muir SECONDED: Mike Spring
CARRIED

A meeting of the Risk and Audit Committee to be held prior to the February Board Meeting on Thursday 12th February.

Remuneration Committee – Matt Benson (Chair), Mike Spring, Cushla McGillivray.

MOVED: Mark Kendrick SECONDED: Mike Spring
CARRIED

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 Board confirmed the appointments of Assistant Coaches and Selectors Peter Belliss, Sharon Sims and Raelene Peters with Dave Edwards as Head Coach.

The Board confirmed the re-appointments of the Judicial Committee members.



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8. **FINANCIAL REPORT**

Report to 31 October 2014 and Investment Update

CEO tabled the financial report which was approved.

9. **OTHER BUSINESS**

Meeting Dates for 2015

- 12th February – Risk and Audit Committee
- 13th February- Board
- 19th/20th May – Strategic Planning Meeting and Board
- 18th/19th September – Board Meeting and AGM
- 27th November –Board meet in Christchurch

Governance Benchmarking

All documents sent to Sport NZ. Chair speaking to Terry Kilmister this Friday and will report back at next meeting.

World Bowls – Letter from President, Newsletter and Financials Received

Received by the Board.

Sport Betting Contract with TAB

New draft contract received, CEO to review.

World Bowls Champion of Champions

The Chair wished to record the Board’s thanks to CEO and his staff for their hard work on World Champion of Champions competition held in Christchurch.

There being no further business the meeting closed at 2.40pm.

Chair

Date



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