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**MINUTES OF MEETING OF
BOWLS NEW ZEALAND BOARD
Held at BNZ Business Centre, Waionaru Room,
86 Highbrook Drive, East Tamaki, Auckland**

**On Friday, 23rd February 2018,
Commencing at 9.20am**

PRESENT

Tony Lepper – Chair
Jeanette Sinclair – President
Robin Jefferson – Vice President
Craig Bruce
Daniel Shore
Allan Smith
Brett O’Riley

ALSO PRESENT

Mark Cameron – Chief Executive
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming everyone.

1. APOLOGIES

No apologies received.

2. REGISTER OF INTERESTS

The Register of Interests was noted and accepted by the Board.

3. BOARD ONLY TIME

The Board went into committee for 15 minutes.

4. CONFIRMATION OF MINUTES AND RESOLUTIONS

1. Minutes of Board meeting held on 24th November 2018

MOVED: Brett O'Riley SECONDED: Jeanette Sinclair

CARRIED

2. Resolution to Pelorus Trust for \$5,000.00 dated 23rd November 2017

3. Resolution to Pegasus Sports Foundation for \$5,000.00 dated 30th November 2017

4. Resolution to Akarana Community Trust for \$5,000.00 dated 30th November 2017

5. Resolution to The Trusts Community Foundation for \$3,500.00 dated 7th December 2017

6. Resolution to First Sovereign Trust for \$5,000.00 dated 7th December 2017

7. Resolution to The Bendigo Valley Sports & Charity Foundation for \$5,000.00 dated 11th December 2017

8. Resolution to Grassroots Trust for \$5,000.00 dated 11th December 2017

9. Resolution to Mainland Foundation for \$5,000.00 dated 13th December 2017

10. Resolution to The North and South Trust for \$5,000.00 dated 13th December 2017

11. Resolution to Manukau Counties Community Facilities Charitable Trust for \$5,000.00 dated 13th December 2017

12. Resolution to Four Winds Foundation for \$5,000.00 dated 19th December 2017

13. Resolution to Infinity Foundation for \$10,000.00 dated 24th January 2018

14. Resolution to Mt Wellington Foundation for \$5,000.00 dated 25th January 2018

15. Resolution to Pub Charity for \$9,739.20 dated 7th February 2018

16. Resolution to Trillian Trust for \$9,000.00 dated 7th February 2018

17. Resolution to Blue Sky Community Trust for \$5,000.00 dated 15th February 2018

MOVED: Tony Lepper SECONDED: Craig Bruce

CARRIED

5. MATTERS ARISING/DEFERRED FROM PREVIOUS MEETINGS

CEO updated the board on work in progress including Director Tenure, Operational Policies, AGM Matters and Judicial Process. These items are to be discussed with legal counsel, Maria Clarke, and actioned by June 2018.

Annual Awards Dinner

CEO to review the annual awards process for Bowls NZ, with a view to creating an Annual Awards Dinner to be held at the September Annual General Meeting.

Investment Strategy

CEO reported that the Risk and Audit Committee had discussed risk and return in their recent meeting. The Board held a discussion on future investment strategy and agreed further investigation was needed.

Strategic Plan

CEO to meet with John Page from Sport NZ to discuss assisting with facilitating the 2040 Strategic Planning Meeting to be held in May.

6. RISK REGISTER

The updated Risk Register was received by the Board.

The Board discussed and reviewed Risk 1: *'Bowls NZ not recognising the impact of the changing demographic make-up of New Zealand.'* It was confirmed that future strategies and communications needed to promote bowls as a sport that embraced diversity; be that ethnicity, gender or age of bowls participants.

7. HEALTH & SAFETY

CEO reported no incidents since the last meeting. Fire extinguishers and first aid kits to be supplied for all Bowls NZ vehicles.

8. GOVERNANCE

Statement of Strategic Direction

The revised Statement of Strategic Direction was accepted by the Board, noting Bowls NZ's intent to be the best deliverer of sport into New Zealand communities.

CEO presented a list of key strategic projects for 2017/2018 which was received by the Board. A review of Bowls NZ's values to be undertaken later in the year.

Stakeholder Engagement Plan

"That the Board adopt the Stakeholder Engagement Plan."

MOVED: Jeanette Sinclair SECONDED: Robin Jefferson

CARRIED

Welfare of Children & Vulnerable Adults Policy

"That the Board adopt the Welfare of Children and Vulnerable Adults Policy."

MOVED: Allan Smith SECONDED: Daniel Shore

CARRIED

Policy Review

The following policies were reviewed by the Board, with no changes requested:

- Delegation to the Chief Executive Officer
- Chief Executive Officer Authority
- Chief Executive Officer Remuneration
- Chief Executive Officer Performance Assessment

Governance Mark

With the adoption of the Stakeholder Engagement Plan and Welfare of Children Policy, Bowls NZ to request Sport NZ do a review of Bowls NZ against the Governance Mark criteria.

Register of Employees

A register of employees including all employee details has been created by the CEO. To be available to the Bowls NZ Board through the Chair only.

Board Annual Work Plan

The current Board Annual Work Plan was received by the Board.

The CEO to reconsider the timing of the National Fours, with a view to moving it away from the recommendation of Easter Weekend.

Commonwealth Games

CEO to prepare letters of support from the Board to be sent to the selected 2018 Commonwealth Games team members.

Communications Strategy

The Board noted the advances made with the new communications strategy; primarily Website and Facebook.

Club Census

CEO presented an executive summary report to the Board on the 2017 census results. This report to be shared with Centres, Clubs and key stakeholders.

Cyber Risk Policy

“That the Board accept the Cyber Risk Policy as amended by the CEO.”

MOVED: Daniel Shore SECONDED: Allan Smith
CARRIED

Dual Membership

CEO to submit a revised clause to the Annual General Meeting to clarify Constitution clause 9.4 – for those seeking a dual/associate membership of a bowling club, that person also requires a clearance certificate from his/her existing club.

AGREED

Business Plan

CEO updated the Board on the Business Plan.

11. COMMERCIAL AND FINANCE REPORT

Report to 31st January 2018

CEO tabled the financial report to 31st January 2018 which was received by the Board.

CEO tabled the Bowls NZ Forecast to 30 June 2018, indicating a breakeven P&L before depreciation.

Commercial Partnerships

Bowls NZ have entered into two new partnership agreements with BLK clothing and Summerset Group lifestyle villages.

BPL07

Erin Nurkka, the newly appointed Commercial Manager attended the meeting at 1.00pm to meet the Board and provide an update on the upcoming BPL to be held at Naenae Bowling Club in April. CEO to send hospitality invitations to key stakeholders.

Aktive and Accounting Services

Management of accounts to move back to Bowls NZ by June 2018.

Aktive to be invited to complete the 2017/2018 Year End accounts, with a view to engaging either Aktive or an outside accounting firm to produce future Year End Accounts.

Auditors

Following a review of auditor fees by the Chief Executive and Risk & Audit committee, the Board resolved that RSM Hayes be retained as the Auditors for Bowls NZ for the 2017/2018 financial year.

MOVED: Brett O'Riley SECONDED: Robin Jefferson
CARRIED

12. GENERAL BUSINESS

The Strategy and Board Meeting to be held on Friday 18th May 2018.

There being no further business the meeting closed at 1.40pm.

Chair

Date