



BOWLS
NEW ZEALAND
INCORPORATED

PO Box 62 502
Greenlane Auckland
1546. New Zealand

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

P: +64 9 579 5853
E: info@bowlsnewzealand.co.nz
W: www.bowlsnewzealand.co.nz

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

**On Friday, 14th September 2018,
Commencing at 9.30am**

PRESENT

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

ALSO PRESENT

Mark Cameron – Chief Executive
Helen Stallard – (minute taker)

The Chair opened the meeting by welcoming board members and staff. He thanked Daniel Shore for his contribution over the past two years.

1. APOLOGIES
No apologies.

2. OBITUARIES

Brian Guy (Bay of Plenty) – Life Member of Bowls Bay of Plenty, Bowls NZ Councillor, Bowls NZ Executive, Chair of Bowls NZ Board, President of Bowls NZ 2001-2002. Member of the Bowls NZ Northern Region Judicial Committee.

3. REGISTER OF INTERESTS

The Register of Interests was noted and accepted by the Board. There have been changes to Brett O’Riley’s register of interest.

4. **BOARD ONLY TIME**

The Board went into committee for 15 minutes.

5. **CONFIRMATION OF MINUTES AND RESOLUTIONS**

1. Minutes of Board meeting held on 18th May 2018.

MOVED: Jeanette Sinclair

SECONDED: Robin Jefferson CARRIED

2. Resolution to World Masters Games for \$16,000.00 dated 30th May 2018.

3. Resolution to NZCT for \$330,000.00 dated 25th June 2018.

4. Resolution to The Lion Foundation for \$55,000.00 dated 1st July 2018.

5. Resolution to The Southern Trust for \$45,000.00 dated 1st July 2018.

6. Resolution to Infinity Foundation for \$10,000.00 dated 5th July 2018.

7. Resolution to Four Winds Foundation for \$5,000.00 dated 5th July 2018.

8. Resolution to Grassroots Trust for \$5,000.00 dated 5th July 2018.

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

10. Resolution to The North and South Trust for \$5,000.00 dated 16th August 2018.

11. Resolution to The Trusts Community Foundation for \$5,000.00 dated 15th August 2018.

MOVED: Brett O'Riley

SECONDED: Craig Bruce

CARRIED

6. **MATTERS ARISING/DEFERRED FROM PREVIOUS MEETINGS**

Director Tenure

A notice of motion has been prepared for the 2018 AGM, recommending that the Board Directors move to three year terms, with the President and Vice President roles to remain at two year terms.

Board Operational Policy and Regulation Review

The CEO to review all operational policies relating to information and communication technology.

Board Policy – Judicial Process

A notice of motion has been prepared for the 2018 AGM, recommending Bowls NZ establish a national (not regional) judicial panel. A 'library' of decisions is being created to assist the panel in effective decision making.

Governance Mark

Sport NZ is currently re-assessing Bowls NZ against the Governance Mark criteria.

BPL

Bowls Australia is reviewing the future of the BPL and because of this, no progress was made on the possible 'sub-licensing' of the Bowls NZ BPL licence.

Dual Membership

A notice of motion has been prepared for the 2018 AGM, clarifying the rule around dual members of bowling clubs requiring clearances.

7. **RISK REGISTER**

The updated Risk Register was received by the Board.

The Board discussed and reviewed Risk 3: *'The declining membership numbers at club level, force clubs to close'*; AND Risk 4: *'Bowls NZ loses the confidence of its membership, to lead the sport'*; and Risk 9: *'Bowling Clubs are sold in favour of non- bowls activity'*.

There was also significant discussion on the addition of Risk Nine "Bowling Clubs are sold in favour of non-bowls activity. The CEO was instructed to reviewed legislation on the sale of bowling club assets and what protections the sport of bowls does have.

Moved "That the Board accept the Risk Register."

MOVED: Tony Lepper SECONDED: Craig Bruce CARRIED

8. **HEALTH & SAFETY**

The CEO tabled the Health & Safety Register and reported one incident (minor) since the last meeting.

Moved "That the Board accept the Health & Safety Report."

MOVED: Tony Lepper SECONDED: Allan Smith CARRIED

9. **GOVERNANCE**

Board Annual Work Plan

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

Policy Review

The following policies were reviewed by the Board, with the following changes requested:

Chief Executive Officer Delegation Policies:

- Communication and Support to the Board:
 - The minutes of the R&A meetings and the monthly accounts to be circulated to the full Board.
- Chief Executive Officer Absence (Planned and Unplanned):
 - The CEO was asked to consider who a suitable 2IC would be in the case of unplanned absence.
- Employment Conditions;
 - The CEO was asked to review employment policies to ensure that matters such as bullying and sexual harassment be identified. The CEO to also review employment policies to ensure there is a commitment to diversity in the Bowls NZ workplace.
- Public Affairs
- Finance
- High Performance
 - This Policy is to be reviewed in light of the development of a new High Performance Strategy for Bowls NZ.
- Sponsorship
 - This Policy is to be reviewed in light of the changes made to the competition structure.

Moved "That the Board accept the reviewed policies, noting the above comments."

MOVED: Tony Lepper SECONDED: Craig Bruce CARRIED

The CEO was asked to prepare dates for the 2019 Board and R&A committee meetings.

Presidents Report

The President updated the Board on her activities since the last Board Meeting.

10. CEO REPORT

The Chief Executive tabled a report which was received by the Board.

Business Plan 2017/2018 and 2018/2019

The Board accepted the completed Bowls NZ Business Plan for 2017/2018 and the proposed Bowls NZ Business Plan for 2018/2019.

High Performance Strategy

The Board discussed and supported the draft (version 14.0) High Performance Plan. The final plan is to be presented to both the Board and HPSNZ in November 2018.

Bowls Waikato

The Board were provided an update on the Bowls Waikato centre and its change of governance.

IBD World Champs

Bowls NZ has expressed an interest in hosting the 2019/2020 IBD World Champs, should a country from the Northern Hemisphere not register interest.

Sport NZ

The Board reviewed the positive report from Sport NZ on their investment in Bowls NZ 2017/2018.

Moved "That the Board accept the CEO Report."

MOVED: Tony Lepper

SECONDED: Craig Bruce

CARRIED

11. COMMERCIAL AND FINANCE REPORT

Report to 31 July 2018

The CEO tabled the financial report to 31 July 2018 which was received by the Board.

MOVED: Craig Bruce

SECONDED: Allan Smith

CARRIED

Commercial Partnerships

The Board were updated on the change from BLK sponsorship to Dynasty clothing sponsorship. An update on the Club Insurance Scheme was provided to the Board.

Investment Strategy

The Board agreed with the Risk & Audit committee recommendation that Bowls NZ retain its existing Term Deposit Investment strategy, rather than move to a managed fund with the possibility of a higher return.

This decision is to be reviewed bi-annually or as requested by the Board.

MOVED: Tony Lepper

SECONDED: Craig Bruce

CARRIED

12. 2040 Strategic Direction

The Board discussed at length how it would approach this new agenda item, whereby the Board and management of Bowls NZ reviewed its long term strategy heading towards the year 2040. Acknowledging that New Zealand, the market, communities, facilities and how we consume sport will change significantly in the next twenty years.

It was agreed that this remain an agenda item with the CEO and Chair to consider what aspects (e.g. facilities, communities) are discussed at future Board meetings and what actions might result.

It was also recommended that Bowls NZ stage a further dedicated workshop on this matter, mid 2019.

There being no further business the meeting closed at 2.05pm

Chair

Date