



BOWLS
NEW ZEALAND
INCORPORATED

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

**On Friday, 23rd November 2018,
Commencing at 9.30am**

PRESENT

Tony Lepper – Chair
Jeanette Sinclair – President
Robin Jefferson – Vice President
Craig Bruce
Sharon Rimmer

ALSO PRESENT

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

The Chair opened the meeting by welcoming everyone.

1. APOLOGIES

Apologies received from Allan Smith and Brett O’Riley.

2. OBITUARIES

3. REGISTER OF INTERESTS

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

4. BOARD ONLY TIME

The Board went into committee for 15 minutes.

5. CONFIRMATION OF MINUTES AND RESOLUTIONS

Minutes of Board meetings held on 14th and 15th September 2018 were confirmed as correct.

Moved: Jeanette Sinclair

Seconded: Robin Jefferson

CARRIED

The minutes of the AGM held on 15th September 2018 were acknowledged as a correct record of the meeting.

6. ACTION MATTERS FROM PREVIOUS MEETINGS

IT Policy

Deferred until next year.

Bowls NZ Constitution

The changes proposed at the September 2018 AGM have been actioned, with the new constitution being circulated to members for signing, before uploading to the Companies Office website.

Employment Policies

Have been updated.

Sponsorship and High Performance Policies

Deferred until next year.

7. RISK REGISTER

The updated Risk Register was received by the Board.

The Board discussed and reviewed Risk 4: *'Bowls New Zealand fails to adopt a 'short format' of the game for the casual bowler market.'* Now assessed as low risk.

8. HEALTH & SAFETY

CEO reported one incident since the last meeting.

9. GOVERNANCE

Board Annual Work Plan

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

The Board reviewed and accepted the Terms of Reference for the Risk & Audit committee. The Board confirmed Craig Bruce (Chair), Allan Smith, Sharon Rimmer and Tony Lepper as the Risk & Audit committee for the next 12 months.

MOVED: Craig Bruce

SECONDED: Sharon Rimmer

CARRIED

The Board reviewed and accepted the Terms of Reference for the Remuneration committee with a change that the Remuneration Committee be increased from three to four members, in line with the Risk & Audit Committee.

MOVED: Craig Bruce

SECONDED: Sharon Rimmer

CARRIED

The Board to confirm who will join Craig Bruce and Allan Smith on the Remuneration committee for the next 12 months.

Board Skillset

The Board reviewed the 'Board Member Skillset Matrix' considering the strengths and weaknesses of the combined Board.

Policy Review

The Board reviewed the ICT Policy and agreed it needed updating. The CEO to review and update in light of the recent changes in ICT providers to Bowls NZ.

Bowls NZ Judicial Committee

The Bowls NZ Judicial Committee is confirmed as:

Keith Berman (Chair)	- Auckland
Feona Sayles (Deputy Chair)	- Palmerston North
Trevor McComish	- Wellington
Mike Spring	- Bay of Plenty
Allan Spence	- Auckland
George Shaw	- Papakura
John Earles	- Wellington
Peter Harris	- Christchurch
Cyril Gilfedder	- Dunedin
Alex Wilson	- Invercargill

MOVED: Jenette Sinclair

SECONDED: Sharon Rimmer

CARRIED

The Bowls NZ Regulations as they relate to the Judicial Committee have been updated to reflect the removal of the three regional panels. The Board approved these updated regulations.

MOVED: Sharon Rimmer

SECONDED: Robin Jefferson

CARRIED

Maximum Tenure of Bowls NZ Directors

The Board considered and approved the following:

“The Bowls NZ Board will take to the 2019 Bowls NZ AGM a recommendation for a maximum number of consecutive terms (3 of 3) or 9 consecutive years for Bowls NZ Directors.”

MOVED: Jeanette Sinclair

SECONDED: Sharon Rimmer

CARRIED

Board Evaluation

The CEO and Chair to investigate an external review for the board and board members every 2 years.

Delegates at Bowls NZ AGM's

The Board supported a recommendation to alter the Constitution of Bowls New Zealand Incorporated, for consideration at a 2019 Special General Meeting by members.

This recommendation (under DELEGATES and VOTING: Rules 8 and 22) seeks to replace the three regions with the 27 centres, in respect of delegates and voting at a Bowls New Zealand AGM. There are currently three regions with up to four delegates per region entitled to vote under the Bowls New Zealand Constitution. It is proposed that instead of the three regions, the 'right to vote' belongs to the Centres, as defined under Rule 7.1

MOVED: Craig Bruce

SECONDED: Sharon Rimmer

CARRIED

It is proposed that the SGM be managed electronically in the 1st Quarter of 2019.

World Bowls Minutes

The minutes of the World Bowls meetings held on the Gold Coast in October 2018 were circulated to the Board.

Key Projects

The CEO updated the Board on a listing of key projects being actioned in the 2018/2019 year.

10. PRESIDENTS REPORT

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

11. CEO REPORT

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

High Performance Strategy

The Board discussed and endorsed the:

- Campaign Investment Plan presented to HPSNZ November 2018
- World Class Strategy 2018-2022

The Board also considered the World Class (High Performance) Budget for 2019 and 2020, but felt that no approval could be granted until the outcome of the HPSNZ investment decision was known in mid December 2018.

Membership (Levy) Model

The Board discussed and endorsed a revised membership levy model being promoted to the membership prior to the 2019 AGM. This followed a motion accepted at the 2018 AGM that asked Bowls NZ to continue debating a more equitable levying system for Bowls NZ clubs and members.

The CEO to discuss this revised levy model with affiliated clubs and centres.

National Competitions

The Board endorsed the new national competition structure for 2019.

Facilities

The CEO provided an update on a revised Facilities Strategy for Bowls NZ – to be completed by July 2019.

12. COMMERCIAL AND FINANCE REPORT

Report to 31st October 2018

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

Cook Morris Quinn

The Board acknowledged that Cook Morris Quinn will be contracted (no retainer) to act on behalf of Bowls NZ, on legal matters.

12. 2040 Strategic Direction

The Board and CEO, as part its long term strategic thinking considered the following question:
'Is our future as community facilities first, and bowling clubs second?'

13. INFORMATION AND NOTING ITEMS

The 2019 meeting scheduled was confirmed as:

2019 Board meetings (Auckland, Friday 930am-2pm)

- February 22
- May 17
- July 19*
- September 13
- November 22

2019 AGM (Auckland, Saturday 10am-1pm)

- September 14

2019 Risk & Audit committee (Teleconference)

- February 13
- May 8
- July 10
- September 4
- November 13

There being no further business the meeting closed at 1.50pm.

A vote of thanks to the chair was given by Jeanette Sinclair.

Chair

Date