

MINUTES (in Review)

BOWLS NZ BOARD MEETING



Name:	Bowls New Zealand
Date:	Friday, 13 September 2019
Time:	9:15 AM to 11:00 AM
Location:	BNZ Business Centre, Waiouru Room, 86 Highbrook Drive, East Tamaki, Auckland
Board Members:	Allan Smith, Sharon Rimmer, Craig Bruce, Tony Lepper (Chair), Jeanette Sinclair
Attendees:	Helen Stallard, Mark Cameron
Apologies:	Robin Jefferson
Notes:	Tony Lepper attended the meeting by way of video conference call (zoom), due to a cancelled flight. Sharon Rimmer was present from 10:40am till the close of meeting.

1. Opening Meeting

1.1 Confirm Minutes

Risk and Audit committee 23 Jul 2019, the minutes were confirmed as presented.

Bowls NZ Board Meeting 17 May 2019, the minutes were confirmed as presented.

Risk & Audit committee 4 Sep 2019, the minutes were confirmed as presented.

1.2 Obituaries

Doreen McLay and Malcolm Kidd, to be acknowledged at the 2019 Bowls NZ AGM.

1.3 Interests Register

The Interest Register was acknowledged by the Board.

1.4 Board Only Time

The Board only time was moved to Saturday 9:15am due to time conflicts. There were no minutes produced from Board only time.

1.5 Actions from Previous Meetings

1.6 Additional Board member

Subject to the AGM's approval, the Board instructed the CEO to develop a list of potential 'seconded' female candidates for consideration by the Board.

The Board wishes to make this selection decision in time for the November 22 meeting.

2. Governance Matters

2.1 Confirmation of previously approved (email) resolutions



Email Resolutions

The Board further endorsed previously approved email resolutions for: Grants, Judicial Committee, Umpires Committee, Budget

Decision Date: 13 Sep 2019
Mover: Tony Lepper
Seconder: Jeanette Sinclair
Outcome: Approved

2.2 Presidents Report

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

2.3 Risk Register

The Board reviewed Risk Eight: Bowls NZ fails to perform on the international scene. Risk Nine: Bowling Clubs are 'sold' in favour of non-bowls activity. Risk Ten: The media and public view Bowls as an irrelevant 'dated' sport.

The CEO was instructed to review all risks and determine the relevance of some, in light of recent improvements. The CEO to add "Changes in Legislation" to the Risk Register before the November Board meeting.



Risk Register

The Updated Risk Register was accepted by the Board.

Decision Date: 13 Sep 2019
Mover: Craig Bruce
Seconder: Tony Lepper
Outcome: Approved

2.4 Policy Review

The following documents were presented to the Board for review:

- Board Charter (no changes made)
- Operational Policies (CEO to present again at the November Board Meeting)
- Regulations (changes accepted and approved)

In addition the CEO to create a one page 'Hierarchy of Documents' for Board approval.

The CEO to also circulate all Policies to Bowls NZ staff.



Regulations

The Regulations (with minor changes and new formatting) were approved by the Bowls NZ Board.

Decision Date: 13 Sep 2019
Mover: Tony Lepper
Seconder: Craig Bruce
Outcome: Approved

2.5 2019 AGM: Final Notice of Meeting, Agenda and Annual Report

The Board were provided a summary of progress made towards the September 14 AGM.

2.6 Board Annual Workplan (updated for 2020/2021) and Organisation Chart

The CEO presented the Board with an updated Board Annual Workplan (till December 2021).

The Board received the latest Organisation Chart for Bowls NZ.

2.7 World Bowls minutes

The minutes of World Bowls were received by the Board.

The CEO and Chair to discuss a strategy to better align Bowls NZ with the Pacific Island Nations.

3. CEO Reports

3.1 CEO Report

The Board were appraised of a number of Operational Matters, including:

- Community Grants
- Auckland Bowling Clubs
- TAB
- IBD World Champs
- Staffing Change
- Bowls3Five on SKY Sport
- Television/Digital market
- Awards Evening
- Bowler Database solution
- Indoor Bowls
- Centre visits and Communications
- Sport NZ



CEO Report

The CEO Report, as tabled, was accepted by the Board.

Decision Date: 13 Sep 2019

Mover: Allan Smith

Seconder: Craig Bruce

Outcome: Approved

3.2 Business Plan 2019/2020

The Board acknowledged the progress made with the 2019/2020 Business Plan.

3.3 Health & Safety Review



Health & Safety

The CEO tabled and the Board accepted, the Health & Safety Report for the period ended August 30, 2019.

Decision Date:	13 Sep 2019
Mover:	Craig Bruce
Seconder:	Jeanette Sinclair
Outcome:	Approved

It was noted that all Bowls NZ employees (with one exception) had attended and passed a One Day Essential First Aid Course.

3.4 Sport New Zealand report on Bowls New Zealand

Sport NZ's report on Bowls NZ activity over the past 12 months was positively acknowledged by the Board.

3.5 Facilities Strategy

The draft Facilities Strategy was discussed by the Board, with the following recommendations:

- Determine who is the audience of the Facilities Report - Bowls NZ? Bowls community? External Stakeholder?
- Prioritise the Bowls NZ objectives (e.g. Covered Greens, Artificial Greens, Diverse facility use)
- Acknowledge centre (e.g. Auckland Bowls) existing strategies
- Review Council and RST resources

4. Finance Reports

4.1 Accounts to 31 July 2019



Account to 31 July 2019

The CEO tabled and the Board approved, the YTD accounts to 31 July 2019

Decision Date:	13 Sep 2019
Mover:	Craig Bruce
Seconder:	Allan Smith
Outcome:	Approved

4.2 BUDGET / LATEST FORECAST / YTD

The Forecast EOY position for Bowls NZ was reviewed by the Board.

In light of current Term Deposit interest rates, the CEO to re-present the 2018 paper on alternative investment opportunities for Bowls NZ.

4.3 Audited Accounts and Audit Findings Report

The Board reviewed the RSM Hayes Audit Report and Audit Findings Report.

5. 2030 Strategy

5.1 Board '2030' Discussion

As part of its ongoing '2030' discussion, the Board considered the following question: What is the role of the NSO in the year 2030?

6. Close Meeting

6.1 Close the meeting

Next meeting: Bowls NZ Board Meeting - 22 Nov 2019, 9:30 AM

Signature: _____

Date: _____