

# MINUTES (in Review)

## BOWLS NZ BOARD MEETING



<b>Name:</b>	Bowls New Zealand
<b>Date:</b>	Friday, 19 November 2021
<b>Time:</b>	9:15 am to 12:20 pm
<b>Location:</b>	By Teams Video link (see email), Teams Video
<b>Board Members:</b>	Tony Lepper (Chair), Craig Bruce, Malukah Mitha, Mark O'Connor, Ann Wright, Sharon Rimmer, Phillip Huwyler
<b>Attendees:</b>	Mark Cameron

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Obituaries

#### 1.3 Board Only Time

#### 1.4 Confirm Minutes

**Bowls NZ Board meeting 6 Aug 2021**, the minutes were confirmed as presented.

**Bowls NZ Board Meeting 11 Sep 2021**, the minutes were confirmed as presented.

#### 1.5 Actions from Previous Meetings

### 2. Governance Matters

#### 2.1 Governance Report

All Governance and Operational policies have been updated. The February 2022 Board meeting will be a further opportunity to review and understand these documents.

It was agreed that Bowls NZ would renew the Sport NZ Governance Mark, subject to a more detailed understanding of the preparation required by Directors and Bowls NZ. The CEO to provide this update at the next Board meeting.

The Board supported the concept of an Aspiring Director role (non-voting) for Bowls New Zealand. This would be a Board advisor role and ideally promoted within the Board community, targeting someone from a younger demographic. This is to be actioned in the middle of 2022.

Bowls New Zealand does not currently have a Patron, with Dame Patsy Reddy no longer being the Governor General. Over the coming months, the CEO and Board are to consider the matter of recommending a new Patron to the September 2022 AGM membership.

The Board was updated on World Bowls matters.

## 2.2 Risk & Audit Committee & Remuneration Committee - appointments



### Board Committee's

The Remuneration committee for 2021 /2021 was confirmed as: Mark O'Connor (Chair), Craig Bruce, Malukah Mitha and Tony Lepper.

Craig Bruce was confirmed as Chair of the Risk & Audit Committee for 2020/2021, with all Board members now serving on this committee.

<b>Decision Date:</b>	19 Nov 2021
<b>Mover:</b>	Tony Lepper
<b>Seconder:</b>	Malukah Mitha
<b>Outcome:</b>	Approved

## 2.3 Presidents Report

The President's report was tabled and accepted.

## 3. CEO Reports

### 3.1 CEO Report

The Board reviewed a number of strategic and operational matters, including:

- Covid-19 and vaccination policies
- Employment matters
- ParaBowls Aotearoa discussion paper
- A new complaints and mediation service
- High Performance matters
- Sport NZ - MyHR pilot
- Tournament Equalisation of costs
- Facilities Plan (updated)
- Bowlshub Aotearoa (membership and competition management solution)
- Broadcast Strategy
- Inclusivity Strategy

The progress made against the 2021/2022 Business Plan was also tabled.

### 3.2 2021/2022 Business Plan

## 4. Risk & Audit

### 4.1 Commercial Report

Craig Bruce chaired the R&A section of the Board meeting.

- The YTD accounts to 31-October-2021 were tabled and accepted.
- The Latest Forecast, as compared to the 2022 Budget, was reviewed. This included a summary of material variances anticipated by Year End.

- The Board discussed the matter of Bowls New Zealand investing in a balanced conservative managed fund.
- The Board supported the matter of Bowls New Zealand applying for charitable status, subject to confirmation of IRD benefits and confirmation of additional reporting requirements.



### Managed Fund

Bowls New Zealand to progress a 2022 investment of \$800,000 in a managed fund (balanced conservative) with Jarden Investments.

**Decision Date:** 19 Nov 2021  
**Mover:** Craig Bruce  
**Seconder:** Sharon Rimmer  
**Outcome:** Approved

## 4.2 Risk Register

The updated risk register to 31-October-2021 was tabled and discussed.

A full review of the Risk Register to be completed by the middle of 2022.

## 4.3 Health & Safety Report



### Health & Safety

The Health & Safety report to 31-October-2021 was tabled and accepted.

**Decision Date:** 19 Nov 2021  
**Mover:** Craig Bruce  
**Seconder:** Tony Lepper  
**Outcome:** Approved

## 5. Close Meeting (including review of the meeting)

### 5.1 Close Meeting

**Next meeting:** Bowls New Zealand Board Meeting - 11 Feb 2022, 9:15 am

Signature: \_\_\_\_\_

Date: \_\_\_\_\_