

MINUTES (in Review)

BOWLS NZ BOARD MEETING



Name:	Bowls New Zealand
Date:	Friday, February 22, 2019
Time:	9:30 AM to 1:25 PM
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, Robin Jefferson, Brett O'Riley
Attendees:	Mark Cameron, Helen Stallard

1. Opening Meeting

1.1 Apologies

Brett O'Riley attended the meeting from 12 noon till the close of meeting.

1.2 Obituaries

1.3 Interests Register

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

1.4 Board Only Time

The Board went into committee for 15 minutes

1.5 Director Vacancy

Brett O'Riley has resigned as a Director of Bowls NZ effective this (February 22nd) Board meeting. Brett has a new role as CEO of the EMA (Employers and Manufacturers Association) limiting Brett's availability as a current Bowls NZ Director .

Tony Lepper thanked Brett for his services to Bowls NZ over the past two years.

Whilst the Board can co-opt a member onto the Board, the decision was made to wait until the September 2019 AGM and complete the normal Director appointment process.

1.6 Confirmation of Minutes



Minutes of November 23, 2018

The minutes of the Bowls NZ Board meeting November 23, 2018 were accepted as a true and correct record.

Decision Date: 22 Feb 2019
Mover: Jeanette Sinclair
Seconder: Robin Jefferson

Outcome: Approved

1.7 Actions from Previous Meetings

Special General Meeting (SGM): A SGM has been confirmed for Friday 12 noon on March 15, 2019 to consider the following matters:

1. Removing the existing regional delegate voting, in favour of centre delegates and voting.
2. Creating a maximum tenure for Board Directors of nine years.

The SGM is to be chaired by Tony Lepper, with other Board Directors invited to attend (optional).



Board Committees 2019

The following committees were approved:

Risk & Audit committee: Craig Bruce (Chair), Tony Lepper, Allan Smith, Sharon Rimmer

Remuneration Committee: Allan Smith (Chair), Tony Lepper, Craig Bruce

Decision Date: 22 Feb 2019

Mover: Jeanette Sinclair

Seconder: Robin Jefferson

Outcome: Approved

Operational Policies: The CEO to update the following policies during the 3rd Quarter 2019:

- Information and Communication Technology Use
- High Performance
- Sponsorship

Facilities Strategy: A reviewed Facilities Strategy to be presented to the Board 3rd Quarter 2019.

Member (Club) Levy Model: The CEO to prepare a remit (for Board approval) for the 2019 AGM, recommending an alternative membership levy system.

2. Governance Matters

2.1 Presidents Report

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

2.2 World Bowls minutes

The minutes of the World Bowls meeting 20/01/2019 were noted.

The CEO to continue to challenge World Bowls on activating a strategy to promote the sport of Lawn Bowls into the Paralympics.

2.3 Risk Register

The updated Risk Register was received by the Board.

The Board reviewed Risk Six: **Bowls NZ's medium term viability is overly reliant on membership levies as a percentage of overall revenues.**

The Board acknowledged the significant reliance on membership fees to run Bowls NZ. A strategy to levy clubs rather than members is being promoted. Alternative commercial revenue streams have also been developed over the past 12 months to address this risk.

A full review of the Risk Register to be completed mid 2019 by Board and CEO.



Risk Register

The updated Risk Register was accepted by the Board.

Decision Date: 22 Feb 2019
Mover: Craig Bruce
Seconder: Tony Lepper
Outcome: Approved

2.4 Policy Review



Board Charter

The Board Charter was reviewed and accepted by the Board

Decision Date: 22 Feb 2019
Mover: Craig Bruce
Seconder: Allan Smith
Outcome: Approved

The CEO was asked to update the Media Policy, including:

- Ensuring it is gender neutral;
- Considers the matter of social media (e.g. Facebook); and
- Links the employee media policy with the Board media policy

2.5 Bowls NZ Regulations



Regulation Six

The Board approved the updates to Regulation Six, to reflect the addition of the Talent Development Squad to our High Performance Program.

Decision Date: 22 Feb 2019
Mover: Sharon Rimmer
Seconder: Craig Bruce
Outcome: Approved

2.6 Governance Mark (Sport NZ)

Bowls New Zealand has been awarded the Sport NZ Governance Mark. The Board acknowledged the past work of Cushla McGillivray and Nicki Patrick for their contribution to this project. The CEO and Chair to investigate an appropriate date/time to promote this achievement.

2.7 Strategic Plan

A reworked Strategic and Operational Plan was presented and received by the Board.

3. CEO Reports

3.1 Business Plan 2018/2019

The CEO tabled the updated Business Plan for Bowls New Zealand. The was discussed and received by the Board

3.2 Health & Safety Review



Health & Safety

The CEO tabled and the Board accepted the Health & Safety Register to January 30, 2019: two incidents are to be recorded from the Summerset Nationals in Auckland.

Decision Date: 22 Feb 2019
Mover: Sharon Rimmer
Seconder: Jeanette Sinclair
Outcome: Approved

3.3 Management Report

The Board were appraised on a number of matters, including:

1. The consultation process in respect of the Community Development Officer team (this is being monitored by the Risk & Audit committee);
2. Bowls NZ signing a three year agreement for the delivery of an extended Bowls3Five on SKY Sport;
3. A NZME (Herald) media strategy to increase Bowls NZ coverage through this media platform;
4. The future of BPL in New Zealand;
5. The successful 'splitting' of the Summerset Nationals in 2019; and
6. An update from Sport NZ and future (2020-2024) funding. The CEO and Chair to advance this discussion with government officials.

3.4 High Performance Update



HP Budget 2019 and 2020

The Board received and approved the High Performance Budget for 2019 and 2020, at a level of \$560,000 for the two years.

Decision Date: 22 Feb 2019
Mover: Tony Lepper
Seconder: Craig Bruce
Outcome: Approved

4. Finance Reports

4.1 Confirm Minutes

Risk & Audit committee Wednesday, February 13, 2019, the minutes were confirmed as presented.

4.2 Accounts to 28 February 2019



Accounts to 31 January 2019

The CEO tabled and the Board approved the YTD accounts to 31 January 2019.

Decision Date: 22 Feb 2019
Mover: Allan Smith
Seconder: Tony Lepper
Outcome: Approved

4.3 Latest P&L Forecast



Latest Forecast (versus Budget)

The CEO tabled and the Board approved the Latest Forecast to 30 June 2019. No unexpected variances have been reported and Bowls NZ are tracking ahead of budget.

Decision Date: 22 Feb 2019
Mover: Allan Smith
Seconder: Craig Bruce
Outcome: Approved

5. 2040 Strategy

5.1 Board Discussion

The Board and CEO discussed what our membership looks like in 2020, and what role/place youth has within this membership structure.

The CEO to plan for a '2040 Strategy' workshop in July 2019.

6. Close Meeting

6.1 Close the meeting

Next meeting: Bowls NZ Board Meeting - Friday, 17 May 2019, 9:30 AM

The meeting closed at 1:25pm

Signature: _____

Date: _____