

# MINUTES (in Review)

## BOWLS NZ BOARD MEETING



<b>Name:</b>	Bowls New Zealand
<b>Date:</b>	Friday, 15 May 2020
<b>Time:</b>	9:15 AM to 11:25 AM
<b>Location:</b>	By zoom video conference call, see below link
<b>Board Members:</b>	Tony Lepper (Chair), Allan Smith, Craig Bruce, Jan Tucker, Malukah Mitha, Mark O'Connor, Sharon Rimmer
<b>Attendees:</b>	Mark Cameron

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Obituaries

#### 1.3 Confirm Minutes

**Bowls NZ Board Meeting 14 Feb 2020**, the minutes were confirmed as presented.

**Bowls NZ Risk & Audit committee 6 May 2020**, the minutes were confirmed as presented.

#### 1.4 Actions from Previous Meetings

The following items require further action from the CEO:

- Chair and CEO to discuss a Pacific Island partnership/strategy : First Quarter 2021
- CEO (with CB,MM) to prepare a managed fund recommendation for Bowls NZ investments.

### 2. Governance Matters

#### 2.1 Board Annual Workplan

The following Policies were reviewed by the Board, in accordance with the Board Annual Workplan:

- CEO Delegation Policy
- Motor Vehicle Operational Policy

## 2.2 Risk Register



### Risk Register

The updated Risk Register was accepted by the Board.

<b>Decision Date:</b>	15 May 2020
<b>Mover:</b>	Tony Lepper
<b>Seconder:</b>	Craig Bruce
<b>Outcome:</b>	Approved

The Risk Register was updated to specifically reflect the impact of Covid-19 on the bowls community and wider New Zealand society/economy.

## 2.3 Presidents Report

The President updated the Board on his activities since the February 2020 Board meeting, including a commentary on how our clubs and community is responding to the impact of Covid-19.

## 2.4 AGM Timeline (FYI only)

## 3. CEO Reports

### 3.1 CEO Report

### 3.2 Updated Bowls NZ Sport profile (FYI only)

### 3.3 Business Plan 2019/2020

The Board were updated on progress made, and highlights of, the 2019/2020 Business Plan.

Specific mention was made of the following:

- Ponsonby Bowling Club partnership
- SKY TV partnership
- Sport NZ & HPSNZ funding
- High Performance Review
- NZIB partnership
- Membership and Participation Numbers at 31 December 2019

### 3.4 2020-2022 Strategic & Operational Plan

The CEO presented and the Board reviewed the Strategic and Operational Plan 2020-2022.

It is a tiered plan, with the following structure:

Our Goals

- Community Participation ▪ % increase on membership and participation numbers
- Respected Champions ▪ Medals at World Champs (4) and Commonwealth Games (2)
- Partnerships ▪ Increased investment of \$200k into community bowls.



### **2020-2022 Strategic and Operational Plan**

The Board approved the 2020-2022 Strategic and Operational Plan

**Decision Date:** 15 May 2020  
**Mover:** Tony Lepper  
**Seconded:** Craig Bruce  
**Outcome:** Approved

### **3.5 2020/2021 Business Plan**

The 2020/2021 Business Plan for the next 12 months follows the Strategic and Operational Plan and is split into two parts:

Part One: Our response to Covid-19 and how Bowls NZ can support our bowling community:

- Bowls3Five Twilight
- Centralised Resource
- Hardship Fund

Part Two: Key growth projects for the sport of bowls and our bowling clubs:

- A list of 14 key projects/initiatives.



### **Business Plan 2020/2021**

The Board approved the July 1, 2020 to June 30, 2021 Business Plan, as presented by the CEO.

**Decision Date:** 15 May 2020  
**Mover:** Tony Lepper  
**Seconded:** Craig Bruce  
**Outcome:** Approved

### **3.6 2020/2021 Draft Budget**

Supporting the 2020/2021 Business Plan, is the 2020/2021 Operating Budget.

Highlights include:

- Lower Bowls NZ revenues due to the impact of Covid-19
- Covid-19 club support/rescue package
- General cost savings

The expected deficit includes a significant contribution from Bowls NZ Balance Sheet reserves, as Bowls NZ looks to support the bowls community as it responds to Covid-19.



### **2020/2021 Budget**

The 2020/2021 Budget was approved, subject to any 2019/2020 EOY adjustments.

**Decision Date:** 15 May 2020  
**Mover:** Craig Bruce  
**Seconded:** Malikah Mitha  
**Outcome:** Approved

## 4. Finance and H&S Reports

### 4.1 Accounts to 30 April 2020



#### Accounts to 30 April 2020

The CEO tabled and the Board approved, the YTD accounts to 30 April 2020.

**Decision Date:** 15 May 2020  
**Mover:** Craig Bruce  
**Seconder:** Malikah Mitha  
**Outcome:** Approved

### 4.2 BUDGET / LATEST FORECAST / YTD

The Forecast EOY Profit & Loss for Bowls NZ was reviewed by the Board.

This Forecast is running better than the approved 2019/2020 Budget, due primarily to monies not spent on High Performance and Events in the March-June 2020 period.

### 4.3 Health & Safety Report



#### H & S Register

The CEO tabled and the Board accepted, the Health & Safety Register to April 2020.

**Decision Date:** 15 May 2020  
**Mover:** Craig Bruce  
**Seconder:** Allan Smith  
**Outcome:** Approved

## 5. Close Meeting

### 5.1 Close Meeting

**Next meeting:** Bowls NZ Risk & Audit committee - 22 Jul 2020, 9:30 AM

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

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