

MINUTES (in Review)

BOWLS NEW ZEALAND BOARD MEETING



Name:	Bowls New Zealand
Date:	Friday, 9 September 2022
Time:	8:30 am to 11:45 am
Location:	Dunedin, Scenic Circle
Board Members:	Tony Lepper (Chair), Ann Wright, Craig Bruce, Mark O'Connor, Phillip Huwyler, Sharon Rimmer
Attendees:	Mark Cameron

1. Opening Meeting

1.1 Interests Register

1.2 Obituaries

1.3 Board Only Time

1.4 Confirm Minutes

Bowls New Zealand Board Meeting 29 Jul 2022, the minutes were confirmed as presented.

1.5 Actions from Previous Meetings

These matters have been deferred till the November 2022 Board meeting:

- Aspiring Director
- The restatement of the Balance Sheets Reserves
- 2023 Annual Report - addition of a Governance Section

1.6 Presidents Report

The President's report was tabled and accepted.

2. Governance Matters

2.1 Governance Report

The Board reviewed the following Governance documents:

- Facilities Strategy
- Induction Process for new Board members

The CEO is to update the Facilities Strategy, at September 2022 and circulate to the Bowls NZ Board.

The Employee Handbook is to be added to the Bowls NZ Board review / schedule, along with H&S Policies.

The Induction Process was accepted subject to minor changes.

The Sport NZ Governance Review is to be completed November 2022.

Subject to AGM approval, the Board is to second a new Director, for a term till the 2023 Bowls NZ AGM.

3. Operational Matters

3.1 CEO Report

The following operational matters were discussed:

- 2022/2023 Business Plan
- Sport NZ Strengthen & Adapt Plan
- Commonwealth Games - High Performance
- Bowls NZ staffing at community level
- Umpires update

4. Risk & Audit Matters

4.1 R&A Report

The following Risk & Audit matters were discussed:

- YTD Actuals (to 30 August)
- The Audit (Findings) Report
- Health & Safety Register

The Board and CEO undertook a 90 minute review of the Risk Register for Bowls NZ, using the Sport NZ template. The CEO is to use the information gathered to draft a new Risk Register for Bowls NZ, for further discussion at the November 2022 Board meeting.

The CEO is to review (with the Auditors) what changes are required for financial reporting under the new PBE standards.

5. Close Meeting (including review of the meeting)

5.1 Close Meeting

Next meeting: Bowls NZ Board Meeting - 18 Nov 2022, 9:15 am

Signature: _____

Date: _____