

MINUTES (in Review)

BOWLS NZ BOARD MEETING



Name:	Bowls New Zealand
Date:	Friday, 22 November 2019
Time:	9:10 AM to 1:32 PM
Location:	BNZ Business Centre, Waiouru Room, 86 Highbrook Drive, East Tamaki, Auckland
Board Members:	Allan Smith, Sharon Rimmer, Tony Lepper (Chair), Jan Tucker, Mark O'Connor, Malikah Mitha
Attendees:	Mark Cameron
Apologies:	Craig Bruce

1. Opening Meeting

1.1 Interests Register

The CEO updated the Interests Register, based upon feedback from the new Board members.

1.2 Obituaries

1.3 Confirm Minutes

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

Bowls NZ Board Meeting 13 Sep 2019, the minutes were confirmed as presented.

Bowls NZ Board Meeting 14 Sep 2019, the minutes were confirmed as presented.

1.4 Actions from Previous Meetings

The Chair and CEO to discuss further a Pacific Island strategy for Bowls NZ.

1.5 Board Only Time

2. Governance Matters

2.1 Resolution required for the appointment of a Seconded Board member



Seconded Board Member

Malikah Mitha has been seconded to the Board of Directors for Bowls New Zealand until the September 2020 AGM.

Decision Date:	22 Nov 2019
Mover:	Jan Tucker
Seconder:	Mark O'Connor

Outcome: Approved

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

The CEO to update the Board Annual workplan for the following matters:

- Include an external review of governance of Bowls NZ (2021)
- Update the workplan for the changes made to the Risk Register

The Organisation Chart to be updated with an additional schedule linking initials to full staff/contractor names.

2.3 Appointment of Risk & Audit committee and Remuneration committee



Risk & Audit Committee

The Risk & Audit committee for the 2019/2020 year (till November 2020) was confirmed as: Craig Bruce (Chair), Allan Smith, Sharon Rimmer and Jan Tucker.

Tony Lepper in his capacity as Chair of Bowls NZ will also attend R&A committee meetings when possible.

Decision Date: 22 Nov 2019
Mover: Sharon Rimmer
Seconder: Allan Smith
Outcome: Approved



Remuneration Committee

The Remuneration committee for the 2019/2020 year (till November 2020) was confirmed as: Allan Smith (Chair), Craig Bruce and Mark O'Connor.

Decision Date: 22 Nov 2019
Mover: Sharon Rimmer
Seconder: Allan Smith
Outcome: Approved

2.4 Board Skills Matrix

The CEO to circulate the Boards Skills Matrix, for individual updates.

The CEO to also include an additional competency in I.T. and media.

2.5 Policy Review



Board Policies

The Board Charter and the Operational Policies were reviewed by the Bowls NZ Board.

Decision Date: 22 Nov 2019
Mover: Sharon Rimmer
Seconder: Malikah Mitha
Outcome: Approved

The CEO to action the following:

- HP Coaches and Manager to be made aware of Vulnerable Children and Adults policy. Where practical, police vetting to occur.

- The Bowls NZ staff to 'sign' that they have reviewed the applicable Bowls NZ Operational Policies.

2.6 Risk Register

The Board and CEO discussed and endorsed the updated Risk Register, subject to the one change; that being the risk to funding if Bowls NZ does not secure support from Sport NZ for a rangatahi strategy.



Risk Register

The updated Risk Register was accepted by the Board.

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

2.7 World Bowls minutes

2.8 World Bowls Voting Form



World Bowls Resolution

Bowls NZ confirms the changes promoted to the World Bowls Articles of Association, confirming the expansion of regions from three to five.

Decision Date: 22 Nov 2019
Mover: Mark O'Connor
Seconder: Allan Smith
Outcome: Approved

2.9 Presidents Report

The President updated the Board on his activities since the AGM in September.

3. CEO Reports

3.1 CEO Report

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

- (name not disclosed) Bowling Club
- IBD World Champs (event endorsed)
- Staff matters
- Bowls3Five
- SKY TV (agreement endorsed)
- Sport NZ (rangatahi strategy endorsed)
- New TV League (strategy endorsed)
- Online Bowls Shop (strategy endorsed)
- New home for Bowls New Zealand
- Indoor Bowls



CEO report

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

Decision Date: 22 Nov 2019
Mover: Sharon Rimmer
Seconder: Jan Tucker
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



H&S Register

The CEO tabled and the Board accepted, the Health & Safety Register for the period ended October 31, 2019.

Decision Date: 22 Nov 2019
Mover: Tony Lepper
Seconder: Mark O'Connor
Outcome: Approved

The CEO to re-confirm H&S procedures in respect of Bowls3Five at the New Lynn Bowling Club.

3.4 Facilities Strategy



Facilities Strategy

The Facilities Strategy, as presented, was endorsed by the Bowls NZ Board for wider circulation.

Decision Date: 22 Nov 2019
Mover: Sharon Rimmer
Seconder: Tony Lepper
Outcome: Approved

The strategic shift from bowling club to community facility was further endorsed.

4. Finance Reports

4.1 Accounts to 31 October 2019



Accounts to 31 October 2019

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

Decision Date: 22 Nov 2019
Mover: Allan Smith
Seconder: Mark O'Connor
Outcome: Approved

4.2 BUDGET / LATEST FORECAST / YTD

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

The Forecast is running in line with Budget, with no significant or material variances.

4.3 Bowls NZ Investments (paper)

The matter of Bowls NZ moving its investments (in light of current TD rates) to a managed fund was discussed. It was agreed that the CEO, with support from MM and CB, provide a recommendation of a managed fund provider.

This task to be undertaken in the First Quarter of 2020.

5. 2030 Strategy

5.1 Board '2030' Discussion

As part of its ongoing 2030 strategy, the Board considered the following matter: **Should Bowls NZ invest heavily in a rangatahi (youth) strategy?**

6. Meeting Review

6.1 Review

7. Close Meeting

7.1 Close Meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____