

# MINUTES OF MEETING OF BOWLS NEW ZEALAND BOARD

Held at Auckland Bowls,  
17 Stokes Road, Mt Eden, Auckland

On Tuesday, 11<sup>th</sup> February 2014  
Commencing at 9.05am

## PRESENT

Cushla McGillivray – Chair  
Ann Muir – President  
Mike Spring – Vice President  
Matt Barber  
John Calvin  
Matt Benson  
Andy McLean  
Kerry Clark OBE – Chief Executive Officer  
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming back the Board after the New Year and welcoming the management team to the meeting. The Board expressed their condolences to Kerry Clark on the passing of his brother. The Board congratulated Ann and Andy on their success at the Nationals.

## 1. APOLOGIES

No apologies.

## 2. OBITUARIES

Bill Scott (Cromwell, Central Otago Centre) New Zealand Representative to South Africa 1969 – Bowls NZ Cap number 45.

## 3. REGISTER OF INTERESTS

Cushla McGillivray	Director, Bowls Events NZ Ltd
Ann Muir	Director of Coaching Northland Life Member, Bowls Kensington

## 4. CONFIRMATION OF MINUTES AND RESOLUTIONS

- Minutes of Board Meeting held on 19<sup>th</sup> November 2013.
- Resolution to New Zealand Community Trust dated 16<sup>th</sup> December 2013 for \$176,000.00



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With thanks to:



3. Resolution to New Zealand Racing Board dated 16<sup>th</sup> December 2013 for \$20,979.99

MOVED: Mike Spring                      SECONDED: Matt Barber  
CARRIED

5. **MATTERS ARISING FROM MINUTES**

***Gold Star Survey***

The results of the survey were reported to the Board.

The policy going forward will be-

The Gold Star will be awarded to those who have won five or more National Open Championships.

A new Silver Star to be awarded to those who have won five or more of the following National events since the inception of Bowls NZ on 1<sup>st</sup> May 1996 – National Club Championships, National Division 1 Interclub Championship, National Intercentre Championship, National Mixed Pairs Championship, Super 8 Winners and Superbowls winners .

Those who have been awarded Gold Stars under the current criteria will retain the Award but future Awards will be made under the new criteria.

CARRIED UNANIMOUSLY

***Role of President and Vice President***

Policy 2.2.9 Role and Responsibility of President was reviewed with further changes agreed. An updated document will be prepared by the Chair and circulated for approval.

MOVED: Matt Benson                      SECONDED: Andy McLean  
CARRIED

***National Tournament Format Survey***

Following 2013 AGM consideration of a Notice of Motion from Bowls Manawatu, a survey was undertaken on the format of the National Open Championships.

The survey results were substantially in favor of retaining the status quo. In light of the survey results, there will be no changes to the current format of the National Open Championships.

CARRIED UNANIMOUSLY



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## ***Health and Safety Policy***

John Calvin tabled a paper on Health and Safety. He was asked to review the current Bowls NZ Health and Safety policy. This issue will be discussed further at the Board Meeting in May.

## **6. STRATEGIC ISSUES**

### ***Business Plan Update to 31<sup>st</sup> December 2013***

Chris Wilson updated the Board on the Business Plan six monthly report and Chris and Ian Watson answered questions raised by Board Members. The Business plan was received.

### ***Upshot Magazine***

The Board discussed a proposal that the current Upshot magazine discontinue due to high costs and in place of this publication there will be a New Zealand Section in the online 'Inside Bowls' magazine produced in Melbourne and edited by David Allen. The New Zealand section would comprise of eight to ten pages in each publication.

"The Board supports this proposal which will operate from March 2014."

### ***National Awards Proposal***

Ian Watson spoke to the Board outlining a new proposal resulting from the National Awards review previously carried out by the Board.

"That the Board support the paper as written and a Supreme Award be considered for the 2013/2014 National Awards."

MOVED: Ann Muir                      SECONDED: Mike Spring  
CARRIED

### ***Draft Budget 2014/2015***

Sam McKean and CEO presented the draft budget to the Board. The draft will be further considered by the Risk and Audit Committee prior to the next Board Meeting but it was agreed that the membership fees for 2014/2015 would only move by the rate of CPI as at 31<sup>st</sup> March 2014. Once that figure was known the actual figure would be circulated to all Centres.

MOVED: Cushla McGillivray           SECONDED: Matt Benson  
CARRIED

### ***Funding support for para sport and other disability international competitions***

CEO spoke to the Board on funding issues for para sport and there was an increasing number of requests for assistance. There needs to be engagement with our community on this topic.



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“That the board agree that this issue be an agenda item for Regional Forum discussion.”

### ***Role and composition of Risk and Audit Committee***

“The Board support the Risk and Audit Committee recommendation that a new letter of appointment be sent to Doug Haines of BDO specifying his role of a high level review of the year-end financial statements, but he will no longer be a member of the Risk and Audit Committee.”

MOVED: Cushla McGillivray      SECONDED: Matt Barber  
CARRIED

The Risk and Audit Committee to review its policy 2.2.20 and report back to the next Board Meeting.

### ***Future role of RSCs***

CEO tabled a Schedule of Proposed Services including KPIs for Auckland Bowls established in line with the Strategic Plan. This will include a continuation of support for the facilities project but not at the same level as currently provided. Proposal to be sent to Auckland Bowls for discussion.

Bowls Wellington – the Board supports CEO recommendation that the contract be renewed on the same financial terms for a further 12 months but based on revised KPIs.

The Board went into Committee – discussed an urgent additional item. Once decisions taken went out of Committee.

### ***Presidents Report***

The President tabled her report on activities since the last Board Meeting.

### ***Risk Management Plan***

CEO tabled the updated Risk Management Plan to the Board which was approved.

### ***World Bowls Issues***

A request from Bowls Australia to support an amendment to the World Bowls Constitution was agreed.

“That the board support the resolution from Bowls Australia.”

MOVED: Ann Muir      SECONDED: Andy McLean  
CARRIED



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## **Board Work Plan**

CEO mid-term appraisal by Chair to be done in February 2014.

Board evaluation to be completed in July 2014.

### **Policy Review**

- **2.2.6 Policy making** – no change
- **2.2.7 Governing process** – no change
- **2.2.8 Chairperson Role** – change to reflect that Chair would act in an interim capacity when CEO recruitment is required.
- **2.2.14 Board/CEO Relationship** – no change
- **2.2.15 CEO Monitoring** – no change
- **2.2.16 CEO Appointment and Terms and Conditions of Employment** – no change
- **2.2.17 CEO Limitation** – no change

## **7. CHIEF EXECUTIVE'S REPORT**

The Chief Executive tabled a Report covering all activities since the last Board Meeting which was received by the Board.

**TSB Bank Bowls NZ Museum** - remain with budget of \$5,000.00.

**Sports betting and contract with TAB** - to be reviewed at the next Board Meeting.

## **8. FINANCIAL REPORT**

### **Report to 31<sup>st</sup> January 2014**

CEO tabled the financial report which was approved. Sam McKean answered any questions raised.

### **Events**

CEO sought clarification from the Board regarding the role of Bowls NZ with events and confirmation that the policy agreed in February 2013 "that events be at least cost neutral and that talent development competitions to be contribution based" still continues.

The Board confirmed continuation of the policy but further agreed that the role of Bowls NZ for events going forward was that of event management and production of conditions of play and Regulations. Bowls NZ will not be involved as a travel agent or accommodation provider.

It was agreed that for events in the 2014/2015 playing year entry fees would be set to cover the cost of providing event management at finals but that all costs of travel, accommodation and meals would be the responsibility of the entrants.



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It was noted that some form of equalisation may be required to be put in place but this will be the subject of discussion with Centres.

Entry fees for all events in 2014/2015 will be set under the new policy and advised to all centres when finalised.

It was further agreed that the Secondary School Championship for 2014/2015 would revert to the status quo but that all arrangements for travel, accommodation and pastoral care of entrants would be the responsibility of Centres, Regions and schools.

CARRIED UNANIMOUSLY

### ***National Club Champs and Mixed Pairs***

“That the Board support the entry fee be increased to \$2.00 per entrant.”

### ***Database***

Sam McKean updated the Board on the current status of the database. A membership template was sent out to all clubs and there has been a very good response with two or three Club databases being received each day. CDOs had database training at the last Staff Meeting.

## **9. OTHER BUSINESS**

### ***Meeting Dates for 2014***

One day meeting to be held in May – any agenda items to Chair or CEO. Advise CEO of available May dates, CEO to then circulate possible dates.

Dates for September meetings;  
12<sup>th</sup> September – Board Meeting  
13<sup>th</sup> September – Annual General Meeting

There being no further business the meeting closed at 3.25pm.

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Chair

\_\_\_\_\_  
Date



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