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**MINUTES OF MEETING OF
BOWLS NEW ZEALAND BOARD
Held at BNZ Business Centre, Broadway Boardroom,
330 Broadway, Newmarket, Auckland**

**On Tuesday, 23rd May 2017,
Commencing at 9.20am**

PRESENT

Cushla McGillivray – Chair
Mike Spring – President
Jeanette Sinclair – Vice President
Tony Lepper
Craig Bruce
Daniel Shore
Allan Smith
Kerry Clark OBE – Chief Executive Officer
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming the Board and staff.

1. APOLOGIES

No apologies received.

2. OBITUARIES

Jean Ryan – Auckland (Roskill Club and Onehunga Women's Club) - Cap 21 – represented New Zealand at Women's World Bowls 1988 in Auckland. Won 6 National titles.

Danny O'Connor – Auckland (Oahu Bay Club) - Cap 65 - represented New Zealand at Commonwealth Games 1982 in Brisbane and Trans-Tasman 1982 and 1983. Winner of NZ Gold Star and bar for 10 National Open Titles.

With thanks to:





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BOWLS
NEW ZEALAND
INCORPORATED

- National Interclub – revert to Regional Finals but with a provision that Division 2 Sides cannot include anyone who has previously played in Division 1. CEO to review regulation.
- National Club Championships – revert to Regional Finals.
- National U8 Intercentre – no change.

Communicate to Clubs and Centres via Circular that the Board has considered the results and recommendations.

The cost for greens was reviewed and the Board agreed that the new fee be set at \$45.00 per green per day.

MOVED: Jeanette Sinclair SECONDED: Tony Lepper
CARRIED

Financial Management and Delegated Authority Documents

Deferred for further consideration with the Risk and Audit Committee and new CEO.

Board Charter Revision

The Board adopted the Board Charter with further minor amendments from the Chair.

MOVED: Cushla McGillivray SECONDED: Tony Lepper
CARRIED

Hall of Fame

Hall of Fame Charter has been finalised.

Board Selection Panel

Confirmed as Mike Spring (President), John Carter (Board Representative) and John Hanning (appointed by Delegates) until AGM in September. Jeanette Sinclair will replace Mike Spring after the AGM when she becomes President.

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6. **STRATEGIC ISSUES**

Business Plan Report including National Awards Update

Ian Watson attended the meeting to update the Board on the current Business Plan as completed by Chris Wilson.

CEO reported two major successes in relation to the Strategic Plan major outcomes - participation numbers increased by 22% against a target of 5% and in the Respected Champions category the Blackjacks are the leading Men's Nation in the World and are third ranked in the Women.

Overall the CEO reported that the organisation is functioning well, both operationally and financially.

National Awards - Nomination forms have been distributed. Jeanette Sinclair and Daniel Shore to sit on the awards judging panel.

Database and CRM Project Update

Ian Watson updated the Board on the status and progress of the CRM system and tabled a report from Latitude Solutions. Reported that we are well ahead of target with 40,000 entries. Next steps are training for Centres and CDOs to educate Clubs. All costs are within budget with training and roll out expenses to come from the Development Reserve Fund.

The report and recommendations from Latitude Solutions was received and the Board wished to record their congratulations and thanks to Bowls NZ staff for the hard work that has gone into this project.

Presidents Report

The President updated the Board on his activities since the last Board Meeting.

Board Annual Work Plan

The current Board Annual Work Plan was received by the Board.

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Risk Management Plan Update

Risk Management Plan report was received by the Board. Also, noted that the Constitution changes proposed for the 2017 AGM needed to be supported by Centres and Delegates.

Board Succession Plan – Vice President and Resignation of CM

Board applications were currently being received.

Correspondence from Bowls North Harbour dated 11th April 2017 relating to a Judicial decision.

The Board considered the matter and the CEO will respond as agreed.

The Board agreed that a review of our judicial process is to be undertaken by Maria Clarke.

MOVED AND CARRIED.

Membership Review – including NOM to be put to Delegates at a General Meeting

Maria Clarke spoke to the Board on the proposed changes to the Constitution relating to Membership. It was noted that a strategy and timeline would need to be established to enable informed discussion with stakeholders prior to presentation of the NOM.

When the Notice of Motion is distributed, it is to be accompanied by a schedule of meeting dates and the draft Member Database regulation.

Member Database Regulation

Maria Clarke explained the Regulation to the Board and the implications of the Privacy Act and Bowls NZ obligations and compliance requirements in accordance with the Act.

AGREED

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That the Board proceed with the Membership Database Regulation along with a Cyber Security Policy and other IT policies (to be developed).

That an e-mail be drafted by our Legal Adviser to go to those on the Bowls NZ database advising them-

- what information is being held
- asking them to expressly agree to those details being retained on the database
- explaining how the information will be used.

MOVED: Tony Lepper
CARRIED

SECONDED: Daniel Shore

The Board accepted the recommendation that one membership form be used that is mandatory.
AGREED

“That the Board approve the Regulation in principle as a draft, to be circulated with the marked-up Constitution.”

“That the Board approve the Notices of Motion to amend the Bowls NZ Constitution be considered at a General Meeting after consultation with stakeholders.”

MOVED: Cushla McGillivray
CARRIED

SECONDED: Craig Bruce

Governance Mark Assessment

Chair and Chief Executive to collate required documents. All Board Members to complete the Sport NZ questionnaire and to be reviewed at September 2017 Board Meeting.

BENZ – Final report and financials, future of company

The BENZ budget that was signed off in 2012 was a breakeven budget and included the Surplus from the 2008 World Championships (\$335,000) as an income item. It

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was noted that the financial result for World Bowls 2016 had a surplus more than \$270,000 which will be returned to Bowls NZ.

The Board wished to record their thanks and congratulations to Kerry Clark and Bill Fowle on the BENZ final report.

RESOLVED

“The Board approves in principle to close the BENZ Company. Specific resolutions will be prepared and sent to the Board for sign off.”

Appointment of new CEO

Mark Cameron is the new CEO and starts on 3rd July. Chair acknowledged thanks to panel and all those involved.

AGM Workshop

There will be no workshop at the 2017 AGM.

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.

Membership Fees for clubs affected by the Kaikoura earthquakes – a request was received via Bowls Marlborough from the Takahanga Club. The CEO to make further enquiries and the Board will consider again.

Integrity Regulations – CEO advised that all High Performance players are to receive further education on Match Fixing and Sports Betting.

8. FINANCIAL REPORT

Report to 30th April 2017

Diego Orejuela from Aktive attended the meeting to report to the Board on the current financials.

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CEO tabled the financial report to 30th April 2017 which was received by the Board.

Investment Update

Investment update was received by the Board.

9. OTHER BUSINESS

Appointment of Allan Spence MNZM to the Bowls NZ Judicial Committee

The Board approved the appointment of Allan Spence as a Member and Deputy Chair of the Bowls NZ Judicial Committee.

Congratulations to Finalists in the Sport and Recreation Awards

Chair and Chief Executive to attend Sport NZ Connections Conference. Two staff members to attend the Awards Dinner.

Question of Board – adequacy of Committee reporting and recommendations

Very good reporting.

Bowls Counties Manukau

Papatoetoe Hunters Corner Bowling Club has put forward a request to leave Bowls Counties Manukau and join Auckland Bowls. It will be considered at the Annual General Meeting.

There being no further business the meeting closed at 2.20pm.

Chair

Date

With thanks to:

