

**MINUTES OF MEETING OF
BOWLS NEW ZEALAND BOARD
Held at BNZ Business Centre, Rakaia Room,
5 Sir William Pickering Drive, Russley, Christchurch**

**On Tuesday, 1st December 2015,
Commencing at 10.00am**

PRESENT

Cushla McGillivray – Chair
Mike Spring – President
Jeanette Sinclair – Vice President
Matt Benson
Hayley Jones
Tony Lepper
Craig Bruce
Kerry Clark OBE – Chief Executive Officer
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming the board and staff, in particular the new board members.

1. APOLOGIES

No apologies received.

2. OBITUARIES

No obituaries.

3. REGISTER OF INTERESTS

Cushla McGillivray Director, Bowls Events NZ Ltd

4. CONFIRMATION OF MINUTES AND RESOLUTIONS

1. Minutes of Board Meeting held on 18th September 2015
2. Minutes of Board Meeting held on 19th September 2015
3. Provisional Approval of Minutes of Annual General Meeting held on 19th September 2015
4. Resolution to Air Rescue and Community Services dated 21st September 2015 for \$9,240.00
5. Resolution to Infinity Foundation dated 15th September 2015 for \$1,969.30
6. Resolution to Blue Waters Community Trust dated 21st September 2015 for \$11,895.65
7. Resolution to Mainland Foundation dated 21st September 2015 for \$3,740.00



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With thanks to:



**HEARTLAND
BANK**



8. Resolution to NZ Community Trust dated 1st September 2015 for \$30,913.72

MOVED: Mike Spring SECONDED: Cushla McGillivray
CARRIED

5. **MATTERS ARISING FROM MINUTES**

AGM Minutes – removal of gender requirement for President and Vice President

Jeanette Sinclair and Craig Bruce to investigate and report back to the Board for further discussion.

Final Cost of Office Upgrade

Total cost of the office upgrade \$119,000 to be spread over seven years (\$89,000 net cost). CEO satisfied with the outcome, and has provided better standard of working conditions for staff.

Reply from BOP

Matter has now been concluded with the assistance of Maria Clarke Lawyer.

6. **STRATEGIC ISSUES**

Strategic Plan Report

CEO updated the Board on the current Strategic Plan Report.

Presidents Report

The President updated the board on his activities since becoming President in September.

Board Annual Work Plan

Board Work Plan was received by the Board.

Board to note that a Special General Meeting may be held by teleconference in March/April 2016 to change the constitution in relation to the membership model.

Risk Management Plan Update

Risk Management Plan report to December 2015 was received by the Board.

CEO reported that the recent Roadshows were poorly attended, but received overwhelming support for initiatives for change. Majority are in support of the strategic plan and new membership model. Overall the Roadshows were very positive.



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CEO updated the new board members on the Facilities Project conducted by Dennis Mowbray. Reported that progress is slow with pilots ongoing.

NZSTI contract finishes 30th April 2016.

The board wished to record its congratulations to the APL team on their recent success.

MOVED: Mike Spring SECONDED: Jeanette Sinclair
CARRIED

National Bowls Awards – timing of awards and presentations

Awards winners to be published in the relevant Annual Report. Winners to be notified day after decision has been made and then published on the website and other media.

Unanimous approval.

Constitution Changes for new Membership Model

Sarah Dunning, Relationship Manager, Sport NZ joined the meeting at 11.10am.

Move from collecting a fee per head to collecting a fee per club. Work needs to be done on how this would be constructed and changes would be necessary to the Constitution. CEO reported a preference in the bowling community to move to this model with Bowls Australia already using the new model.

The Board then held a general discussion regarding the new model.

“That the Board supports the CEO to commence work on the Constitution to move to a club based membership rather than individual based membership.”

MOVED: Tony Lepper SECONDED: Craig Bruce
CARRIED

Appointment of Committees

Risk and Audit – Cushla McGillivray (Convenor), Craig Bruce, Tony Lepper.

Remuneration – Matt Benson (Convenor), Hayley Jones, Cushla McGillivray.

Vice President, Jeanette Sinclair to be Board representative on Awards Judging Panel.



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With thanks to:



CARRIED ALL

Policy Review –

- **Board Meetings**
- **Monitoring Operational Performance**
- **Media Statements**
- **Board Member Induction**
- **Board and Board Member Performance Assessment and Professional Development**

No changes as newly revised policies.

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.

CEO updated the Board on the coding initiative being trialled during Asia Pacific Championships.

“That the Board support CEO to attend the Sport Accord Conference 2016.”

Hall of Fame Charter to be included in the agenda for the May meeting. Jeanette Sinclair and Craig Bruce to review the Charter and report back to the meeting in May.

Judicial and legal matters – CEO updated the Board on current cases being reviewed.

“That the Board approves the appointment of the persons listed as follows for the year commencing from the meeting date.”

Bowls NZ Judicial Committee

Keith Berman (Chair), Trevor McComish, Tom Goddard, Feona Sayles, Neil McGillivray.

Northern Region Judicial Committee

Matt Taylor (Chair), George Shaw, Brian Guy, Grant Smith

Central Region Judicial Committee

Mike Pope (Chair), John Earles, John Hanning, (one vacancy).

Southern Region Judicial Committee

John Bisphan (Chair), Peter Harris, Cyril Gilfedder, Alex Wilson.

MOVED: Mike Spring SECONDED: Jeanette Sinclair
CARRIED

“That the Judicial Committee Chairs be made aware of other positions held by their Committee Members and if a conflict of interest arises, that it is expected that those Committee Members refrain from being on the Committee for a case where the conflict exists.”



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“That John Hanning be accepted on the Central Region Judicial Committee.”

Revised Regulations

CEO updated the board on the current work in progress on Regulations;

- Anti-Match Fixing – Regulation 14
- National Events – Regulation 10
- Judicial (Amended) – Regulation 9
- Region and Delegates – Regulation 13

“That the Board approve the draft regulations with a mandate to make any amendments as required after consultation with the Legal Adviser.”

MOVED: Mike Spring SECONDED: Matt Benson
CARRIED

8. FINANCIAL REPORT

Report to 31 October 2015

CEO tabled the financial report to 31 October 2015 which was received by the Board.

Investment Report

Investment update was received by the Board.

9. OTHER BUSINESS

Meeting Dates 2016

- Board – 17 February; 23-24 May; 16 September.
- AGM – 17 September 2016.

CEO Recruitment

CEO has announced his intention to retire in June 2017.

The Chair updated the Board on a proposed timeline to recruit a replacement. The Chair and Matt Benson to be an interim sub-committee to move this forward.

CEO updated the Board on sponsorship and current financial position and sustainability of the sport going forward.

“That the Board resolve that the Senior Management Team review our sport delivery going forward and revisit the plan to build and leverage the database. To report to the Board at the May meeting.”



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MOVED: Mike Spring SECONDED: Craig Bruce
CARRIED

Recruitment panel – Cushla McGillivray and Matt Benson.

Board Meeting Review

Board felt sufficient time was given and that time was well used.
Sarah Dunning reported that Sport NZ felt it is a well run board.

There being no further business the meeting closed at 2.50pm.

Chair

Date



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