

**MINUTES OF MEETING OF  
BOWLS NEW ZEALAND BOARD**

**Held at BNZ Business Centre, Meeting Room 1,  
86 Highbrook Drive, East Tamaki, Auckland**

**On Friday, 13<sup>th</sup> February 2015  
Commencing at 9.00am**

**PRESENT**

Cushla McGillivray – Chair  
Mike Spring – Vice President  
Andy McLean  
Shane Goldfinch  
Kerry Clark OBE – Chief Executive Officer  
Nicki Patrick – (minute taker)

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

**1. APOLOGIES**

Apologies received from Ann Muir, Matt Benson and Mark Kendrick.

**2. OBITUARIES**

No obituaries.

**3. REGISTER OF INTERESTS**

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

**4. CONFIRMATION OF MINUTES AND RESOLUTIONS**

1. Minutes of Board Meeting held on 2<sup>nd</sup> December 2014.
2. Resolution to Pub Charity dated 19<sup>th</sup> December 2014 for \$8,078.00.
3. Resolution to Pelorus Trust dated 19<sup>th</sup> December 2014 for \$15,124.40.
4. That the Board adopt the revised Players Agreement and revised regulation 3.6 Bowls NZ Regulation 6, as circulated to



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With thanks to:



the Board on 5<sup>th</sup> December 2014.

MOVED: Mike Spring      SECONDED: Shane Goldfinch  
CARRIED

## 5. MATTERS ARISING FROM MINUTES

### ***Strategic Review Meeting***

Paul Diver confirmed to facilitate the Strategic Review Meeting on 19<sup>th</sup> May.

### ***Office Premises***

Renewed lease agreement to be signed for current premises, reported a reduction in rent which includes seven free car parks.

Working with landlord PFI on office reconfiguration. Received plans from architect and once agreement on layout is reached, submit a funding application to assist with costs.

### ***High Performance Funding***

CEO reported that High Performance funding to 31 December 2016 is \$475,000. Detailed budgets regarding HP are being finalised. Community Sport funding remains the same through to 2016. There is an opportunity to bid for Business Improvement (Capability) funding.

## 6. STRATEGIC ISSUES

### ***Strategic Review***

Paul Diver attended the meeting at 10.00am to discuss the upcoming Strategic Review Meeting in May.

The Board Members and Management Team were invited to provide their views and to identify key items moving forward for discussion at the Strategic Review Meeting.

Paul Diver and CEO to meet in March to set the agenda for the meeting.

### ***Budget for 2015/2016***

Following a meeting of the Risk and Audit Committee held on 12<sup>th</sup> February 2015, it is recommended to the Board that having considered the first draft budget, membership be increased by CPI as at 31<sup>st</sup> March 2015. A conference call will be held early in April 2015 to finalise the budget.



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With thanks to:



MOVED: Andy McLean    SECONDED: Shane Goldfinch  
CARRIED

### **Board Membership Skill Matrix**

Mike Spring tabled the finalised Skill Matrix to the Board. The future of Board positions and succession was discussed.

That John Carter be appointed as the Board representative on the Board Selection Panel.

MOVED: Mike Spring    SECONDED: Andy McLean  
CARRIED

### **Business Plan Update**

The Management Team attended the meeting to update the Board on the business plan, sponsorship and financials/administration. Database update was tabled to the Board.

### **Bowls Canterbury Update**

Chair had circulated report and updated the Board on Bowls Canterbury's progress.

### **RSCs – Constitutional Changes**

That having reviewed the Regional Service Centre contracts and the role and operations of the Regional Service Centres it has been decided that:

1. No further or renewal of RSC contracts will be offered after the expiry of the contracts on 30<sup>th</sup> June 2015 and the CEO should notify the Auckland and Wellington Centres' accordingly;
2. The Board recommends to the 2015 AGM the revocation of existing RSCs, and the cessation of RSCs within the structure of Bowls NZ (to be effected by changes to the Bowls NZ Constitution and Bowls NZ Regulation Thirteen – Regional Centres and Centres);
3. The programmes and services that Bowls NZ wishes to be delivered on a regional basis to be contracted to suitable Centres on an as required basis;
4. The changes to the Bowls NZ Constitution and Regulations to include:
  - a. Removal of RSCs;
  - b. Retention of Regions as geographical areas (with the



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same boundaries as they are now);

- c. The appointment of delegates to Bowls NZ General meetings to be done by election through the Centres in each Region by electronic vote administered by Bowls NZ; and,
  - d. The above to take effect upon registration of the changes to the Constitution following the 2015 AGM. (This means delegates for 2015 AGM will continue to be appointed under the existing constitution but for any Bowls NZ general meeting after that including 2016 AGM, the process set out in the amended wording will apply).
5. Maria Clarke Lawyers, to be instructed to prepare the necessary NOM for the required changes to the Constitution and Regulations which should be considered at the AGM in September 2015.

MOVED: Andy McLean    SECONDED: Mike Spring  
CARRIED

CEO to communicate with Auckland Bowls and Bowls Wellington.

#### ***Membership Fees Process***

CEO reported on paper circulated and meeting with Bowls Victoria.

The Board resolved that we approve in principal the model of membership fee collection. The Board will consider further at its May meetings after further research.

CARRIED UNANIMOUSLY

#### ***Board Charter and Policies – Review Process***

The Board adopted the new Board Annual Work Plan.

#### ***Presidents Report***

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

#### ***Board Work Plan***

Board Work Plan was received by the Board. CEO mid-term appraisal to be completed.



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

Risk Management Plan report for February 2015 was received by the Board.

The Board resolved that a task force be set up to review all events to report to CEO within six months. This task force to be chaired by Mike Spring who will develop terms of reference with Chris Wilson.

CARRIED UNANIMOUSLY

### ***Governance Benchmarking***

The Board received the final report from Terry Kilmister. To be discussed further at the May Board Meeting when more members are in attendance.

## **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.

## **8. FINANCIAL REPORT**

### ***Reports to 31<sup>st</sup> December 2014 and to 31<sup>st</sup> January 2015***

CEO tabled the financial report to 31<sup>st</sup> December 2014 and updated report to 31<sup>st</sup> January 2015 which were received by the Board.

### ***Investment Report***

Investment update received by the Board.

## **9. OTHER BUSINESS**

Next Meeting dates – Strategic Review 19<sup>th</sup> May 2015 and Board Meeting 20<sup>th</sup> May 2015.

There being no further business the meeting closed at 2.00 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



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