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**MINUTES OF MEETING OF
BOWLS NEW ZEALAND BOARD
Held at BNZ Business Centre, Waiouru Room,
86 Highbrook Drive, East Tamaki, Auckland**

**On Monday, 14th November 2016,
Commencing at 9.30am**

PRESENT

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

The Chair opened the meeting by welcoming the Board and Staff with a special welcome to Daniel Shore, our new Board Member.

1. APOLOGIES

Apology received from Craig Bruce, a member of the ANZ crisis team who was unable to attend the meeting due to the previous evenings' earthquake.

2. OBITUARIES

No obituaries.

3. REGISTER OF INTERESTS

Cushla McGillivray Director, Bowls Events NZ Ltd

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Membership review paper update

Mike Spring spoke to his report and updated the Board on discussions. Progress was being made and it was agreed that this to be left in the President's hands.

Media and ICT Policy paper – to be tabled

A paper from Maria Clarke Lawyer was tabled to the Board and it was agreed that this item be deferred.

Patron

CEO advised that he is awaiting confirmation from the Governor General. CEO phoned the Governor General's office to follow up and was advised that a letter should be received within two to three weeks.

Open forum comments following AGM - actions?

CEO spoke to the comments noted at the presentations following the 2017 AGM. Agreed that this should form part of discussions at Workshops in 2017.

Job description for Delegates

A draft job description was presented to the Board. It was suggested that the job description be circulated to AGM Delegates when appointed along with an information pack from Bowls New Zealand.

The Board accepted the Job Description with amendments to be finalized by Mike Spring.

6. STRATEGIC ISSUES

Business Plan Report

Chris Wilson and Ian Watson attended the meeting to update the Board on the Business Plan.

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Platinum Clubs

Implementation document agreed with a requirement for Platinum Clubs to meet a high level of compliance, but with flexibility.

Database

CRM project continues to progress. All Clubs and Centres, Partner Clubs and Officials on track to be in the system by 31st December 2016. 15,000 currently in the database.

Sponsorship

Ian Watson gave an overview of current situation which will be a key focus post World Bowls.

Workshops on Change - 2017

CEO suggested that the "Evolving the Future" Workshops be held in the latter half of 2017 once the new CEO has started and the Centres and Clubs have held their AGMs. A National Forum to be held after the 2017 Bowls NZ AGM to be followed with a series of Regional Workshops. All Centre Leaders will be encouraged to attend the National Forum and Board representatives will attend the Workshops around the country.

"That the Board support the paper tabled with the CEO to take it further."

CARRIED

National Coach and Selectors

CEO provided background on the current structure.

CEO put forward the recommendation that a National Lead Coach and National Assistant Lead Coach be appointed on a contractual basis through to June 2018.

The two people recommended are - Sharon Sims as the National Lead Coach and Peter Belliss as the National Assistant Lead Coach.

Both Lead Coaches would also be the National Team and Squad Selectors and would be involved in appointing Assistant Coaches.

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“That the Board accept and support the CEO recommendations.”

MOVED: Cushla McGillivray SECONDED: Mike Spring
CARRIED

World Bowls OGM 5 December 2016

CEO updated the Board on the Laws Committee proposals.

CEO noted that there would be a discussion on an International Bowls Coaches Commission.

The proposal from Bowls Australia and Bowls New Zealand for a flat fee membership structure was supported by World Bowls.

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.

Risk Management Plan Update

Risk Management Plan report for September was received by the Board.

“The board acknowledge the extra work that the staff are doing on World Bowls Championships and the Conference, and it is their wish that the staff are recognized for this.”

Policy Review

Chief Executive Delegation Policies:

- Communication and Support to the Board
- Emergency Chief Executive Officer Succession
- Employment Conditions

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- Public Affairs

Committee Terms of Reference:

- Risk and Audit Committee Terms of Reference – *amend 2.a and 2.d.*
- Chief Executive Officer Remuneration Committee Terms of Reference
- Chief Executive Officer's Appointment and Terms and Conditions of Employment
- Financial Delegation to CEO – *amend F.(iv) and G.(iii).*

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 proposed changes to Regulation 3.10 and Domestic Regulation 11.3.1.

"That the Board accept the proposed recommendations."

MOVED: Mike Spring SECONDED: Tony Lepper
CARRIED

CEO reported reduced entry numbers for the National Open Championships on previous years (last year 1544 and this year 1176) and that this year's tournament will run at a greater loss than budgeted for even after considerable savings have been made to the original budget.

"The Board accept that the event would run at a loss as agreed in the original budget but as the entries are considerably lower there would be a reduction in prize money for the Fours only."

MOVED: Tony Lepper SECONDED: Daniel Shore
CARRIED

8. FINANCIAL REPORT

Report to 31st October 2016

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

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Investment Update

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9. OTHER BUSINESS

Dates for Board Meetings February and May 2017

One day meetings to be held in February and May. CEO to circulate dates to Board.

Appointment of Board Committees

The Chair presented a paper to the Board recommending the following appointments which were approved by the Board;

Risk and Audit Committee: Craig Bruce (Convenor), Tony Lepper, Daniel Shore and new member.

Remuneration Committee: Cushla McGillivray (Convenor), Craig Bruce, Tony Lepper.

CEO Recruitment: Cushla McGillivray (Convenor), Craig Bruce and Tony Lepper with HR specialist x SNZ.

Awards Judging Panel: Jeanette Sinclair and Daniel Shore.

Mike Spring: Presidential duties.

MOVED: Tony Lepper SECONDED: Jeanette Sinclair
CARRIED

Resignation of Hayley Jones and advertisements for replacement

Advertisements for Board Director vacancy have been posted with a closing date of 12th December 2016.

All applications to be forwarded to the Board Selection Panel for their recommendation.

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Question for Board – “The extent to which board dialogue remained focused at the governance level.”

The Board agreed with this statement.

2017 Queens Birthday Honours nomination

The Chair to proceed.

The Board wished to record its congratulations to Shannon McIlroy on his nomination for New Zealand Senior Maori Sportsman of the Year award.

There being no further business the meeting closed at 1.25pm.

Chair

Date

With thanks to:

