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BOWLS
NEW ZEALAND
INCORPORATED

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

**On Friday, 16th September 2016,
Commencing at 9.00am**

PRESENT

Cushla McGillivray – Chair
Mike Spring – President
Jeanette Sinclair – Vice President
Matt Benson
Tony Lepper
Craig Bruce
Hayley Jones
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

Barry Holmes (Wellington)

- New Zealand Bowling Association Councillor (1992 - 1996)
- NZBA Executive Member (1994 - 1996)
- Bowls New Zealand Executive Member (1996 - 1999)
- Past President and Life Member of SCANZ

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Charles T. Cowman (Nelson)

BOWLS NEW ZEALAND AND NEW ZEALAND BOWLING ASSOCIATION

- 1990/91 – 1996 – Councillor New Zealand Bowling Association
- 1996 – 2000 Councillor Bowls New Zealand
- 2003 Awarded Bowls New Zealand Long Service Award.

3. REGISTER OF INTERESTS

Cushla McGillivray Director, Bowls Events NZ Ltd

4. CONFIRMATION OF MINUTES AND RESOLUTIONS

Minutes of Board Meeting held on 24th May 2016 – agreed.

Provisional approval of minutes of Special General Meeting held on 23rd May 2016 - agreed.

The minutes of the May Board meeting were amended to include funding resolutions from Southern Trust and Lion Foundation which were omitted from the May minutes.

MOVED: Mike Spring SECONDED: Craig Bruce
CARRIED

Resolution to NZCT dated 1st July 2016 for \$150,000
Resolution to NZCT dated 1st August 2016 for \$100,000
- approved and carried.

5. MATTERS ARISING FROM MINUTES

Audit discussion including issues to be considered for 2017 e.g. statement of service performance and RA Committee report

CEO updated the board on the process undertaken for this financial year.

That the Board defer implementing the Statement of Service Performance change until the introduction of the new Incorporated Societies Act.

CARRIED UNANIMOUSLY

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Notes from the Risk and Audit Meeting received with no immediate action required on any item or are covered elsewhere in these Minutes.

Gender Diversity Policy

The Gender Diversity Review paper was received by the Board with the wider issue of the Gender Diversity Policy for Bowls NZ to be deferred for 12 months.

CARRIED UNANIMOUSLY

6. STRATEGIC ISSUES

Business Plan Report

Chris Wilson and Ian Watson attended the meeting to update the Board on the Business Plan. Meeting noted that staff are working to implement 4/5 Platinum Clubs within the financial year.

CEO reported that the National Under 18s report has been completed.

Sport NZ Insights tool – available to be used as a tool by CDOs, Centres and Clubs in compiling information on population, ethnicity, etc.

CEO advised that all targets in the 2016/2017 business plan were achievable taking into account current resources and World Bowls Championship commitments for all staff.

Application to host National Open Championships 2017/2018 - Bowls Dunedin

That the application to host the Nationals Open Championships for 2017/2018 from Bowls Dunedin be approved.

CARRIED UNANIMOUSLY

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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.

Remuneration Committee (Board only)

The Board considered the Remuneration Committee report and adopted the recommendations.

Risk Management Plan Update

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

“That the Board resolve to renew the sponsorship agreement with Tower.”

MOVED: Tony Lepper SECONDED: Hayley Jones
CARRIED

Cyber security to be a risk management item on the next Board agenda.

Awards Policy Review

Ian Watson reported to the Board on the review undertaken of the current system. It was agreed that that junior players should have one award per person.

Non-player awards -

The Board agreed that an award should not be presented if there is not a worthy recipient in that year.

The nomination and decision making process was then discussed and it was agreed that a revised set of criteria and process be drafted by Staff for Board approval at the next Board meeting.

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The Board confirmed that the status quo would remain for the Club Award.

Post SGM discussion – Membership Review including how we move this forward

The President updated the board on the meeting held with Bowls North Harbour. The recommendation is that the issues are progressing but to not do anything further until the report from Bowls North Harbour is received. The Board noted the report and accepted the recommendation.

Board Charter Revision

The Chair to prepare this work and report to the February 2017 meeting.

Database Update

Ian Watson reported that Bowls NZ is in the process of moving to a CRM system. There has been good progress on the project to date. Weekly update meetings are being held to keep project on track, a possible issue moving forward will be resource of keeping data updated. Timeline and structure to be developed.

Media Policy

CEO submitted a draft Media and Social Media Policy to the Board. The Board agreed with the direction of this policy.

The CEO will discuss further with our Legal adviser and a final document will be submitted to the November Board meeting for approval.

World Bowls Resolutions

Resolutions for consideration at the World Bowls OGM in December 2016 were noted by the Board.

Policy Review

Board – Chief Executive Delegation Policies:

- Overarching Chief Executive Officer Limitation
- Budgeting and Financial Planning

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- Financial Management
 - Remuneration and Benefits
 - Protection of Assets
- Operational Policies:
- General
 - Finance – amendments to Motor Vehicle Policy
 - High Performance – defer to May 2017 for updating
 - Competition – to be amended
- Health and Safety Manual – in place
People with Disabilities – policy to be developed, CEO to speak to Ann Muir and recognised Organisations and report back to Board.

Other changes to be made as noted.

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.

Judicial Committees – the Board agreed that no further appointments be made at present to Regional Judicial Committees and, when required, that a member of the Bowls NZ Judicial Committee be called upon to sit on a regional committee for a specific referral.

The Board acknowledged the letter received from Carlton Cornwall Bowls re: World Bowls 2024.

8. **FINANCIAL REPORT**

Report to 31st August 2016

Chair welcomed Liz Wilson and Ian Jagger from Aktive who were in attendance at the meeting to report to the Board on the accounts and the recent audit.

CEO tabled the financial report to 31st July 2016 which was received. Aktive reporting will show equity movement in monthly reports.

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Budget 2016-2017 Update (amended as a result of Audit changes)

“That the proposed budget in the agenda papers be approved.”

MOVED: Cushla McGillivray
CARRIED

SECONDED: Matt Benson

Review Reserves Policy

“That the Board resolve to maintain a general reserve of \$500,000 minimum. Other reserve funds may be used for specific development initiatives as approved by the Board.”

Investment Update

Investment update was received by the Board.

9. OTHER BUSINESS

Thanks to Matt Benson

The Board wished to record its thanks to retiring Board Member, Matt Benson.

“Matt you have been a Board member since September 2013 and now after four years you are not seeking re appointment.

You have made a very significant contribution to our Board decisions but particularly your work introducing our VALUES and Development of our current strategic plan.

They have both been guiding documents and focus for us over many years. Your willingness to become a Director of Bowls NZ followed your consultancy work preparing the Values Policy. That said volumes for the respect that you saw in the organisation, that you wanted to be part of it.

You have also been Convenor of the Remuneration Committee for the last two years and added value and fairness with your reports to the Board in this area.

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Your clarity of thinking and ability to see a ‘big’ picture will be missed Matt. We thank you for your contribution and wish you and your family well.”

Board review re: satisfaction with CEO reports and other Board reports

All Board Members satisfied with comprehensive reports.

AGM Issues

Discussed items to raise in the presentations following the AGM.

Next meeting 14th November 2016

To be held in Auckland at BNZ Business Centre, Highbrook.

There being no further business the meeting closed at 1.30pm.

Chair

Date

With thanks to:

