

MINUTES OF MEETING OF BOWLS NEW ZEALAND BOARD

Held at Auckland Bowls,
17 Stokes Road, Mt Eden, Auckland

On Tuesday, 19th November 2013
Commencing at 9.25am

PRESENT

Cushla McGillivray – Chair
Ann Muir – President
Mike Spring – Vice President
Matt Barber
John Calvin
Matt Benson
Andy McLean
Kerry Clark OBE – Chief Executive Officer
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming back Andy McLean and with a special welcome to staff members Ian Watson, Chris Wilson and Sam McKean who attended the meeting to give an overview of the Business Plan update.

1. APOLOGIES

No apologies.

2. OBITUARIES

No obituaries.

3. REGISTER OF INTERESTS

Cushla McGillivray	Director, Bowls Events NZ Ltd
Ann Muir	Director of Coaching Northland Patron, Special Olympics Northland Life Member, Bowls Kensington

4. CONFIRMATION OF MINUTES AND RESOLUTIONS

- Minutes of Board Meeting held on 7th September 2013.
- Minutes of Board Meeting held on 8th September 2013.
- Provisional approval of minutes of Annual General Meeting held on 8th September 2013.



PO Box 62 502
Greenlane, Auckland
1546, New Zealand

Ground Floor,
12 Hugo Johnston Dr,
Penrose, Auckland. 1061

P: +64 9 579 5853
F: +64 9 579 6935
E: info@bowlnz.co.nz
W: www.bowlnz.co.nz



With thanks to:



4. Resolution to Blue Waters Community Trust dated 20th May 2013 for \$15,000.
5. Resolution to Mainland Foundation dated 24th June 2013 for \$5,026.26.
6. Resolution to Air Rescue Services Ltd dated 24th June 2013 for \$5,436.30.
7. Resolution to Infinity Foundation Ltd dated 24th June 2013 for \$278.26.
8. Resolution to Pub Charity dated 24th June 2013 for \$11,582.60.
9. Resolution to Four Winds Foundation Ltd dated 24th June 2013 for \$2,020.00.
10. Resolution to NZ Community Trust dated 30th September 2013 for \$30,000.
11. Resolution to The Trusts Community Foundation Ltd dated 21st October 2013 for \$40,000.
12. Resolution to The Southern Trust dated 21st October 2013 for \$20,000.
13. Resolution to Grassroots Trust dated 30th October 2013 for \$28,014.

MOVED: Ann Muir SECONDED: Matt Benson
 CARRIED

5. **MATTERS ARISING FROM MINUTES**

Paper on Gold Stars

CEO prepared a report for the Board on Gold Star Awards.

“That the Board support the recommendation that more feedback be sought from the bowls community as presented in the Gold Star Awards paper.”

MOVED: Ann Muir SECONDED: Mike Spring
 CARRIED

Plan and Budget for Para Sport Representation at Glasgow 2014

CEO updated the Board on the Para Sport team and provided an estimated budget for inclusion in the Blackjack programme.



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The Board agreed suggestions by the CEO.

CEO to prepare a paper for the Board to consider as part of the Strategic Planning Meeting in May 2014 as to the best engagement process to use for recognized para sports.

Media Coverage at Glasgow 2014

CEO updated the Board on the planned media coverage for Commonwealth Games, Glasgow 2014.

Frequency of Board Meetings

The question was raised if the frequency of Board Meetings should be increased. It was then agreed to continue with four board meetings per year.

Role of President and Vice-President and attendance at Events

A paper from the Chair was discussed and it was agreed that further clarity was required.

The meeting agreed that the Chair would re-draft the current policy paper for Board approval at the February Board meeting. In the meantime attendance at events would be agreed between the President, CEO and Chair.

Process to deal with Manawatu Notice of Motion from AGM

The motion that was passed at the AGM related to the timetable of the Bowls NZ annual tournament – it was agreed that the CEO should arrange for a survey to be undertaken from our community comparing the current timetable with the suggested one and then, based on feedback, a decision can be made for future tournaments.

6. STRATEGIC ISSUES

Business Plan Update

Bowls NZ staff members Ian Watson, Chris Wilson and Sam McKean attended the meeting at 9.30am to present an overview of the business plan, provide a commercial update and financial update to the Board and to answer any questions raised.

Centennial National Open Championships 2013-2014

Sam McKean presented the budget for the National Open Championships. After review of the budget it was agreed;

“That the Board supports that there will be equal prize money for both men and women for the National Open Championships 2013-2014.”



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All in favour – CARRIED.

Hire of Stands for finals day on 4th January to be charged to the Centennial costs if savings cannot be achieved within the current budget – AGREED.

“That the prize money remain the same as last year’s Taranaki tournament - Winners \$1,200, Runner Up \$500, third Equal \$175.” - CARRIED

The Board will consider further the need to complete the Nationals at least cost neutral to Bowls NZ.

World Masters Games 2017

The World Masters Games bid document was tabled at the meeting and the CEO provided an overview of the competition.

“That the Board support Bowls NZ pursuing being part of World Masters Games 2017.” - CARRIED

Board Annual Work Plan

The Board Annual Work Plan was reviewed by the Board.

“That the Board approve the Annual Work Plan 2013/2015.”

Policy Review

- **2.1 Protocol for Board Members** – all signed by Board Members but amended to include ‘prompt reply to emails’ under clause 7.
- **2.2.1 Board Terms of Reference** – no change
- **2.2.2 Board Level Policy** – no change
- **2.2.3 Conflicts of Interest** – no change
- **2.2.5 Code of Ethics and Proper Practice** – no change
- **2.2.9 Role of President** – to be re-drafted by Chair.
- **2.2.20 Risk and Audit Committee** – no change

Risk Management Plan (including Health and Safety) Approval

The Board adopted the Risk Management Plan.

CEO to prepare a paper on Regional Service Centre role for the May Board Meeting.

The Health and Safety Plan was reviewed and it was agreed that further drafting was necessary. John Calvin to submit suggestions to CEO.



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Awards Criteria Review

Matt Barber tabled a paper on the National Bowls Awards criteria and made recommendations. Agreed that a charter on procedures and timetable to be drafted. Bowls NZ Staff are able to make nominations.

Appointment of Committees

Remuneration Committee – Cushla McGillivray (Chair), Matt Benson, Mike Spring.

Risk and Audit Committee – Cushla McGillivray (Chair), John Calvin, Andy McLean.

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.

6.2 - Chair congratulated CEO on his recent appointment as Technical Delegate for the 2018 Commonwealth Games.

CEO request to attend the Sport Accord Conference from 6th to 11th April 2014 was approved by the Board.

The Board agreed that a new formal uniform for Bowls NZ personnel in black be pursued. CEO to arrange sample garments.

The Board approved an amendment to Regulation 3 –Draws and Byes to include the Two Life Butterfly Draw Chart.

8. FINANCIAL REPORT

Report to 31st October 2013

CEO tabled the financial report which was approved.

9. OTHER BUSINESS

Next Meeting Date

February 2014 – date to be confirmed. CEO to circulate possible dates to Board Members.

There being no further business the meeting closed at 2.40pm.

Chair

Date



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