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

**On Monday, 20th February 2017,
Commencing at 9.15am**

PRESENT

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

The Chair opened the meeting by welcoming the Board and Staff. The Board wished to extend their sympathies to Craig Bruce on the recent loss of his father.

The Board also wished to record its congratulations to the Blackjacks and all involved with that squad, and to BENZ for a well-run WB2016.

MOVED: Mike Spring
CARRIED

SECONDED: Jeanette Sinclair

1. APOLOGIES

No apologies received.

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2. OBITUARIES

Mal Morrison (Paeroa), former National Selector, Manager of NZ teams and Councillor.

Alan Boulton (Taranaki), former National Selector and Councillor.

3. REGISTER OF INTERESTS

Cushla McGillivray Director, Bowls Events NZ Ltd

4. CONFIRMATION OF MINUTES AND RESOLUTIONS

1. Minutes of Board Meeting held on 14th November 2016.

MOVED: Craig Bruce SECONDED: Daniel Shore
CARRIED

5. MATTERS ARISING FROM MINUTES

Job Description for Delegates

That the Board adopt the Job Description for Bowls NZ Delegates attending General Meetings with minor amendments as noted.

Media/IT Policy

CEO has met with lawyer Maria Clarke on reviewing the current Media and IT policies. Maria wishes to address the Board at the May meeting to discuss Club and Centre supply of information to Bowls NZ and consequences of non-compliance in respect to these policies.

Patron

The Board noted that the Governor General had accepted patronage for her 5-year term of office.

The Board to determine which bowls events the Patron should be invited to.

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Database and CRM Project

Ian Watson reported to the Board that the CRM system is moving forward very well with 39,500 people loaded into the system with 10,000 email addresses.

World Bowls OGM and Board Meeting

CEO updated the Board on the World Bowls Council and Board meetings held in Christchurch in December 2016.

6. STRATEGIC ISSUES

Business Plan Report

Chris Wilson and Ian Watson attended the meeting to update the Board on the Business Plan and Chris Wilson spoke to the report summary to February 2017. Ian Watson updated the Board on revenue and sponsorship contracts.

BPL

This event to start next week at Sunnybrae Bowling Club and North Shore Events Centre. NZ team members are Jo Edwards, Shannon McIlroy and Blake Signal. This is a Bowls Australia event with Bowls NZ assisting with logistics.

Board Charter Revision and Financial Management/Delegated authority documents

The Board worked through the draft document and questions posed by the Chair. The Chair will now prepare an updated draft for further review by the Board.

Sport NZ Financial Management and Delegated Authority Documents – Risk and Audit Committee to review these documents and report back to the May Board meeting.

Presidents Report

The President updated the Board on his activities since the last Board Meeting.

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Board Annual Work Plan

The current Board Annual Work Plan was received by the Board.

CEO Mid-Term Appraisal

Item discussed in committee.

Board Matrix/Succession Plan

Board Members Skillset Matrix updated as of January 2017 and circulated to the Board with gaps identified, particularly bowls knowledge.

Draft Budget for 2017/2018

Will be prepared for discussion at May Board meeting and a prior Risk and Audit Committee meeting.

Risk Management Plan Update

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

Membership Review

The President tabled a memorandum on the Membership Model to the Board.

That the Board prepare a Club Membership Fee Notice of Motion with a Q&A sheet for adoption at the September 2017 Annual General Meeting.

MOVED: Tony Lepper SECONDED: Craig Bruce
CARRIED

Policy Review

- Board Charter
- Responsibilities of Board Members
- Expectations of Board Members

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No changes as Charter and Policies currently under review.

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.

3.6 Bowls NZ Regulation 6 – Selection regulations for players seeking selection to the National High Performance Squad and National Teams 1 January 2017 to 30 June 2018 – approved.

3.9 Bowls NZ Regulation 9 – Judicial regulations amended as of 20th February 2017 to highlight Appeal Fee of \$100.00 as prescribed by the Board – approved.

ALL IN FAVOUR, CARRIED.

Sport NZ Awards – CEO recommended that nominations be submitted for World Bowls 2016, the media programme for World Bowls 2016 and the High Performance Programme for World Bowls 2016.

CEO recommended to the Board that the Regulations be updated to specifically allow for members of the Bowls NZ Judicial Committee sit on Bowls NZ Regional Judicial Committees when required.

Regulations to also allow for appointments to the Bowls NZ Judicial Committee to have no specific term.

That the Board approve the re-appointment of Tom Goddard CNZM, Feona Sayles, Trevor McComish and Keith Berman to the Bowls NZ Judicial Committee and note the retirement of Neil McGillivray. Neil has been a member of the Judicial Committee since the early 2000's. Neil has made an outstanding contribution to that Committee and his work is greatly appreciated.

ALL IN FAVOUR, CARRIED.

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Sarah Dunning from Sport NZ will continue in her role as Relationship Manager for Bowls NZ until June 2018, Andrew Pragnell to then commence in the role. CEO to write a letter of thanks to Sarah Dunning on behalf of the Board.

8. **FINANCIAL REPORT**

Report to 31st December 2016

CEO tabled the financial report to 31st December 2016 together with the Risk and Audit Committee Report. Both reports were received by the Board.

Investment Update

Investment update was received by the Board.

High Performance Investment

Confirmation of High Performance Sport NZ Campaign Investment for Commonwealth Games 2018 was noted.

9. **OTHER BUSINESS**

National Open Championships – review

For the Board to review at the May Board Meeting.

Board Applications – Recommendation from Selection Panel

The President spoke to the Selection Panel Recommendation that Allan Smith be appointed in Hayley Jones' vacancy which was accepted by the Board.

CEO Recruitment – Chair to report

Applications closed on 17th February, with initial interviews scheduled to be held on 4th March.

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Question of Board - soundness of decision making?

All Board Members happy with discussion.

Next Board Meeting

Move from 22nd to 23rd May 2017.

CEO to circulate dates for September AGM. Look at holding a workshop.

Risk and Audit Committee

Determine who will finalise Annual Accounts after 30th June 2017. This item deferred for consideration by the Risk and Audit Committee.

Membership Fee

The Board resolved to advise the Centres that the membership fee would increase by CPI as of 31st March 2017 in accordance with Constitution clause 13.1(e).

MOVED: Daniel Shore SECONDED: Craig Bruce
CARRIED

Institute of Directors and Sport NZ

Board members to consider local courses for Board skills improvement and advise Chair or CEO if interested in attending.

Tower and Fairfax Holding

Announcement of 9th February 2017 noted.

With thanks to:





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INCORPORATED

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There being no further business the meeting closed at 2.45pm.

Chair

Date

With thanks to:

