

# MINUTES OF MEETING OF BOWLS NEW ZEALAND BOARD

Held at BNZ Business Centre, Waiouru Boardroom,  
86 Highbrook Drive, East Tamaki, Auckland

On Wednesday, 20<sup>th</sup> May 2015  
Commencing at 8.45am

## PRESENT

Cushla McGillivray – Chair  
Ann Muir – President  
Mike Spring – Vice President  
Andy McLean  
Matt Benson  
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 Shane Goldfinch and Mark Kendrick.

## 2. OBITUARIES

Colin Brown (Auckland) - NZBA President 1994/95, Inaugural  
Bowls NZ Board Member.

Gloria Bryant (Taranaki) - Past Bowls NZ Selector, Past President  
of NZ Women's Bowling Association and Past Councilor of Bowls  
New Zealand.

Phil Skoglund OBE (Palmerston North) - Cap# 43, NZBA Councilor  
1976 – 1984, NZ Representative 1966 – 1991.

## 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

- Minutes of Board Meeting held on 13<sup>th</sup> February 2015.
- Resolution to The Southern Trust dated 20<sup>th</sup> April 2015 for \$33,215.42.



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With thanks to:





commitments for staff through to the end of 2016. CEO also updated the Board on how BENZ operates. The Management Team reported on their respective areas.

“That the Board note the second draft of the budget and have asked for a final copy to be produced for sign off once re-budgeting areas reported to the meeting have been included.”

CARRIED UNANIMOUSLY

“The Board confirm that the membership for playing members for the 2015/2016 season will be \$31.50 plus G.S.T. The membership fee for students up to the age of 25 years who are in a full time course of education to be \$15.25 plus G.S.T.”

CARRIED UNANIMOUSLY

### ***RSC constitutional changes***

CEO provided update. The Board approved that Maria Clarke Lawyers proceed with draft Notice of Motion, which will remove all reference of RSCs from Constitution, to continue with appointment of four delegates to the AGM and based on regions as they are now.

### ***Judicial appeal fee***

The Board confirmed that the fee for appeal is \$100.00 (including G.S.T.).

## **6. STRATEGIC ISSUES**

### ***Business Plan Update – Management Team***

The Management Team attended the meeting to update the Board on their specific areas. CEO updated the Board on current Business Plan updates.

Participation numbers were presented to the Board which showed an increase in numbers over 2014/15.

Collection of membership data is a priority. Investigate incentives for clubs to provide their data.

### ***Appeal 01/2015 – correspondence from Bowls Bay of Plenty***

The Board considered this item In Committee.

### ***Event review discussion***

The Chair of the Event Review Committee, Mike Spring, provided



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a verbal update to the Board with recommendations from the Event Review held 14<sup>th</sup>/15<sup>th</sup> May 2015. Mike Spring to prepare report for CEO.

***Sport NZ Governance Benchmarking report – consider term of office for Directors***

Following the Benchmarking Review, the Chair recommended to the Board that the Constitution be amended to provide for a term of office for Directors 3 x 3 years. After some discussion the following was agreed;

“That the Board agrees to seek change to the Constitution that Board Members be appointed for a three year term.”

CARRIED UNANIMOUSLY

“That the Board raise issue of male/female President/Vice President at the Board Meeting in May 2016.”

“That the Board agrees to seek change to the Constitution to increase the term of elected President and Vice President to a three year term.”

Notice of Motion to go to the AGM.

***Graeme Bennett, Chair Bowls NZ Northern Judicial Committee resignation***

The Board received the resignation and thank Graeme for his service. CEO to seek a replacement.

***IDB – President Involvement***

"The Board notes that Ann Muir has a desire to work with disabled, blind, deaf, para, wheel- chair and Special Olympics organisations with a view of forming one united organisation to administer 'disabled' bowls in New Zealand and, in addition, to work in a more collaborative manner with Bowls New Zealand. If such a conclusion can be reached Bowls New Zealand is desirous of being represented on the board/committee of the newly formed group. It is expected that all expenses will be met by the new amalgamated organisation."

MOVED: Cushla McGillivray    SECONDED:    Mike Spring  
CARRIED

***Presidents Report***

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



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### **Board Annual Work Plan**

Board Work Plan was received by the Board.

### **Board membership and nominations**

Board Director applications close on 15<sup>th</sup> June with two applications received to date.

### **Risk Management Plan Update**

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

The Board supports CEO to investigate replacement for NZSTI contract which finishes on 30<sup>th</sup> April 2016.

### **Policy Review –**

- **Board Charter;**
- **Responsibilities of the Board Members**
- **Expectations of Board Members**
- **Governance Process Policies - Code of Ethics**

No changes as newly revised policies.

### **CEO Appraisal**

Reviewed by the Board in committee.

## **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**

### **Report to 30<sup>th</sup> April 2015**

CEO tabled the financial report to 30<sup>th</sup> April 2015 which was received by the Board.

### **Forecast to 30 June 2015**

CEO and Sam McKean reported to the Board.

### **Investment Report**

Investment update received by the Board.



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9. **OTHER BUSINESS**

***Sport Accord***

CEO attended Sport Accord Conference held in April and reported to the Board and expressed his thanks to the Board.

World Bowls to complete questionnaire for membership to Sport Accord.

***World Bowls new Director***

Mrs Colleen Gilbert appointed as Director, World Bowls.

***Board members profile on website – preference***

Board members to rewrite their profiles for the website, to include capabilities and value added. To be updated after September AGM.

***Sport NZ Connection conference***

CEO and Shane Goldfinch attended the Sport NZ Connection Conference held in May. Shane requested he report to the Board at the September meeting when he is in attendance.

***Bowls NZ National Awards***

The Board appointed Mike Spring to sit on this year's awards judging panel. The Board representative is linked to the Vice President's position.

***Next meetings:***

18<sup>th</sup> September – Board

19<sup>th</sup> September – AGM

1<sup>st</sup> December – Board (in Christchurch during Asia Pacific Championships)

There being no further business the meeting closed at 2.20 pm.

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Chair

\_\_\_\_\_  
Date



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