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BOWLS
NEW ZEALAND
INCORPORATED

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

**On Tuesday, 24th May 2016,
Commencing at 8.45am**

PRESENT

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

The Chair opened the meeting by welcoming the board and staff.

1. APOLOGIES

Apology received from Hayley Jones, granted leave of absence for 3 months.

2. OBITUARIES

3. REGISTER OF INTERESTS

Cushla McGillivray Director, Bowls Events NZ Ltd

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4. Congratulations to Kerry Clark OBE on his Lifetime Achievement Award from Sport New Zealand. Received with acclamation.

5. **CONFIRMATION OF MINUTES AND RESOLUTIONS**

Minutes of Board Meeting held on 22nd February 2016.

MOVED: Mike Spring **SECONDED:** Matt Benson
CARRIED

6. **MATTERS ARISING FROM MINUTES**

Gender Quota report

Craig Bruce spoke to his report which was received by the Board, outlining the issues raised at the AGM 2015 in particular male/female President and Vice President and moving to a three year term.

“That the Board adopt recommendations of the report that we retain the current constitutional approach to gender mix for Vice President and President and that we identify leadership training through Bowls NZ or other Organisations.”

MOVED: Craig Bruce **SECONDED:** Jeanette Sinclair
CARRIED

The Board will consider the wider gender diversity policy for Bowls NZ and whether that should be reviewed and enhanced.

Hall of Fame review

Craig Bruce spoke to the report which was received by the Board. It was agreed that the charter be revised to provide a single selection committee, strengthen the voting criteria and that the five year cycle be maintained.

MOVED: Craig Bruce **SECONDED:** Jeanette Sinclair
CARRIED

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Mike Spring and Tony Lepper to review the Hall of Fame Charter and present to the Board at the November meeting.

Sport delivery review

Sarah Dunning from Sport NZ presented at the Special General Meeting held on Monday 23rd May 2016.

Report on database progress

Ian Watson reported to the Board that Bowls NZ IT company recommended that a needs analysis be undertaken. Sport NZ is completing this project which is due back next week. An IT provider can then be engaged to take over the database and link to the tournament management system. Target for this to be up and running for the new season in September. The Board support continuation of work that has been done.

Following discussion on Sport NZ, Chris Wilson updated the Board on the Sport NZ community sport investment draft which had been circulated prior to the meeting.

Motor Vehicle Policy

“That the Board Motor Vehicle Policy be confirmed as discussed at the February Board meeting and shown top of page 24 of the agenda document. It should be cross referenced to the Operational Motor Vehicle policy.”

MOVED: Cushla McGillivray
CARRIED

SECONDED: Tony Lepper

Media Policy

Further work to be completed on the policy, in particular social media, before it is tabled to the Board.

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Board Attendance at Bowls NZ Conference

Budget available for Board Members to attend the conference. Chair asked for an indication of who would be able to attend, five Board members to be registered.

Whole of Sport Board Review

Deferred to May 2017 Board Meeting.

7. STRATEGIC ISSUES

Business Plan Report

CEO and Chris Wilson updated the Board on the current Strategic Plan Report and highlighted the increase in participant numbers. CDOs to check reported numbers from Clubs following project completed by Steve Beel. CEO reported comparison numbers with Bowls Australia.

CEO reported that the High Performance team is in a good space following the May Camp, and will continue to focus on culture and values.

Stakeholder Survey to be completed in 2017, deferred due to heavy staff workload leading up to World Bowls 2016.

Presidents Report

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

Board Annual Work Plan

- Retiring Members – the Board wished to record its thanks to retiring Board Member Matt Benson for his contribution to the Board. Cushla McGillivray to stand for re-election.
- Gap Analysis – Mike Spring produced a skills matrix document as a tool for Board Selection Panel use.

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- Succession – The Board was satisfied with the mix of skills currently on the Board.
- Board selection Panel 2016 – That the Board confirm John Carter as Convenor, President Mike Spring and elected Representative John Hanning.
- Audit process 2016 – Aktive’s letter of 23rd May 2016 is the start of the process, letter to the Risk and Audit Committee to follow in June.

Risk Management Plan Update

Risk Management Plan report for May meeting was received by the Board.

Bowls NZ Events Discussion

Helen Stallard attended the meeting to present the National Events overview to the Board and discussed the format of events.

Post event surveys - largest two issues raised were cost and sustainability and post section byes. All events for 2016/2017 would comprise of four sections and two qualifying from each section and all Centres eligible to enter.

The Board was in favour of keeping all events as National events and emphasized focus on communication.

National Interclub - competition for each division to be held over a maximum of three days, reduce time limits if required, four sections with two qualifying from each Section. All Centres eligible to enter.

MOVED: Mike Spring SECONDED: Jeanette Sinclair
CARRIED

National Club and Mixed Pairs – four sections in each discipline. Each discipline to be completed in two days. Time limits to ensure that timetable is completed.

National Intercentre 8’s – Start on a Friday afternoon and complete by Sunday. Four sections with two from each section qualifying for Quarter Finals.

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U18 and U21 – CEO recommendation is that we are not ready to put forward a firm proposal. Further discussions need to take place and issues looked at. This item to be deferred and come back to the Board with further recommendations in the future.

The Board recorded it's congratulations to Helen on her excellent work in running these events.

SGM Discussion

The Board thanked the CEO and his team for their hard work at the Special General Meeting. The Board then held an open discussion about the informal discussion following the SGM.

It was agreed that the Board respond to the note from Region 1, that the Board will be happy to meet with their representative (John Morgan), Craig Bruce and Mike Spring and a Bowls NZ staff member and report back to the Board. Maria Clarke to be kept involved through CEO.

Policy Review – Board – Chief Executive Officer Interrelationship Policies

- Delegation to the Chief Executive Officer
- Chief Executive Officer Authority
- Chief Executive Officer Remuneration
- Chief Executive Officer Performance Assessment

No changes as newly revised policies.

8. CHIEF EXECUTIVE'S REPORT

The Chief Executive tabled a report covering all activities since the last Board Meeting which was received by the Board.

The Board supports the CEO seek the Governor-General to continue to be Bowls NZ Patron.

The Board notes that two Clubs have closed in Counties Manukau (Pukekawa and Onewhero) without notifying the Centre nor making provision to pay past fees owing.

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There are no funds available to pay either the Centre or Bowls NZ so amounts to be written off.

The Board agrees that circumstances have changed at Counties Manukau and it is no longer necessary for Bowls NZ to have direct representation on the Counties Manukau Board.

9. FINANCIAL REPORT

Report to 30th April 2016

Aktive were in attendance at the meeting to update the Board and CEO tabled the financial report to April 2016 which was received.

The Board complimented the CEO and Aktive for the actions taken to get the financial systems improved and noted the reporting detail that will be available to the Board on a monthly basis.

Investment Report

Investment update was received by the Board.

Audit Discussion

“That the Board accept the recommendations in the Aktive letter dated 23rd May 2016;

- Bowls NZ Inc to voluntarily adopt new accounting standards (Tier 2 rules).
- This will include no comparatives for this year’s financial statements.
- That there will be no Statement of Service Performance produced as there is no requirement to be produced (under Tier 2) Statement of Service Requirement for the first year financial statements.
- Acceptance of Aktive Quote to perform additional accounting standards work.”

MOVED: Mike Spring
CARRIED

SECONDED: Jeanette Sinclair

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Risk and Audit Committee telephone conference to be held in June to consider the 2016/2017 budget, date to be confirmed.

Membership Fee 2016/2017

“That the membership fee for playing members for the 2016/2017 season will be set at \$31.62 plus GST. The membership fee for students up to the age of 25 years who are in a full time course of education to be \$15.31 plus GST. The movements are in line with the annual CPI movement to 31st March 2016.”

MOVED: Tony Lepper
CARRIED UNANIMOUSLY

SECONDED: Craig Bruce

10. OTHER BUSINESS

CEO recruitment update

Board discussed in committee.

Confirm date for Delegates for 2016 AGM

Closing date for delegate nominations is 17th June 2016.

Sport NZ Connections Conference

CEO and Chair attended Sport NZ Connections Conference held in Wellington in May.

Board attendance at Forums

Board to be a stronger presence at forums. More notice and detail to be given to Board Members prior to the forums.

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Next meeting

16th September 2016 – Board Meeting
17th September 2016 – Annual General Meeting
14th November 2016 – Board Meeting

There being no further business the meeting closed at 2.00pm.

Chair

Date

With thanks to:

