



**BOWLS**  
NEW ZEALAND  
INCORPORATED

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**MINUTES OF MEETING OF  
BOWLS NEW ZEALAND BOARD  
Held at Carlton Cornwall Bowls,  
126 Market Road, Epsom, Auckland**

**On Friday, 18<sup>th</sup> May 2018,  
Commencing at 1.20pm**

**PRESENT**

Tony Lepper – Chair  
Jeanette Sinclair – President  
Robin Jefferson – Vice President  
Craig Bruce  
Allan Smith  
Brett O’Riley

**ALSO PRESENT**

Mark Cameron – Chief Executive  
Nicki Patrick – (minute taker)

The Chair opened the meeting by welcoming everyone.

**1. APOLOGIES**

Apology received from Daniel Shore.

**2. OBITUARIES**

**Murray Hill (Christchurch)**, Bowls NZ Councillor 1999-2003, Bowls NZ Board Member 2003-2005 and President Bowls Canterbury 1997-1998.

**Joan Leach (Kapiti Coast)**, Director of Coaching and Selector for Women's Bowling for a number of years as well as coaching and managing the NZ Women's bowls teams on 13 occasions at Australian and Canadian Championships and World, Pacific and Commonwealth Games.

**3. REGISTER OF INTERESTS**

The Register of Interests was noted and accepted by the Board.

4. **BOARD ONLY TIME**

The Board went into committee for 20 minutes.

5. **CONFIRMATION OF MINUTES AND RESOLUTIONS**

1. Minutes of Board meeting held on 23<sup>rd</sup> February 2018. To be amended as noted.

MOVED: Brett O'Riley                      SECONDED: Jeanette Sinclair

CARRIED

6. **MATTERS ARISING/DEFERRED FROM PREVIOUS MEETINGS**

***Director Tenure***

The CEO to draft a notice of motion for the 2018 AGM, recommending that the Board Directors move to three year terms, with the President and Vice President roles to remain at two year terms. A draft of this notice of motion to be provided to the Board by 30<sup>th</sup> June 2018.

***Board Operational Policy and Regulation Review***

The following policies to be reviewed by the CEO and Maria Clarke (legal counsel);

- Information and Communication Technology Use
- Media and Social media policy
- Membership database and privacy issues

These reviewed policies to be presented to the Board July 2018, following decisions on what the Bowls NZ database and communication platform is, and how clubs and members will be levied from Bowls NZ in the future.

***Board Policy – Judicial Process***

It had been agreed that the Judicial Process for Bowls NZ be reviewed, with consideration given for a national judicial panel to replace the existing regional panels. The CEO to prepare a Board paper on this matter by July 2018.

***AGM Matters***

Following the 2017 AGM, two issues were raised: staff members or employees acting as delegates at AGM's and Delegate representation from the larger centres. After discussion with Maria Clarke, it was felt this matter was best addressed as follows:

- Staff members or employees of Centres be discouraged from acting as delegates; without the need to formalise this matter through a constitutional change.
- Bowls NZ to actively promote a better delegate representation by the larger centres; again without the need to formalise this matter through a constitutional change.

***Investment Strategy***

The Risk & Audit Committee to review its current investment strategy and any opportunity to move towards a managed fund for a fixed portion of its current reserves.

***Governance Mark***

Bowls NZ has requested Sport NZ re-assess Bowls NZ against the Governance Mark criteria. No confirmation of when this will occur has been received, CEO to follow up.

***Dual Membership***

Maria Clarke to prepare a remit for the September AGM, clarifying the rule around dual members of bowling clubs requiring clearances.

**7. RISK REGISTER**

The updated Risk Register was received by the Board.

The Board discussed and reviewed Risk 2: *'Local Government actively promotes the closure of bowling clubs.'* Assessed as low risk.

**8. HEALTH & SAFETY**

CEO reported no incidents since the last meeting.

**9. GOVERNANCE**

***Board Selection Panel***

Confirmed as Jeanette Sinclair (President), Mike Spring (Board Representative) and John Hanning (appointed by Delegates) until Annual General Meeting in September.

MOVED: Craig Bruce                      SECONDED: Allan Smith  
CARRIED

Board to update the skills matrix by July, Chair to circulate.

***World Bowls Annual and Biennial Council Meetings***

The minutes of the World Bowls meetings held on the Gold Coast in April 2018 were circulated to the Board.

***Board Annual Work Plan***

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

***Policy Review***

The following policies were reviewed by the Board, with no changes requested:

Chief Executive Officer Delegation Policies:

- Introduction
- Overarching Chief Executive Officer Limitation
- Operation of the Business
- Budgeting and Financial Planning
- Financial Management
- Management of Investments
- Remuneration and Benefits
- Protection of Assets

Operational Policy:

- Motor Vehicle Policy

The updated Board Manual including newly revised policies was approved and adopted by the Board.

MOVED: Jeanette Sinclair                      SECONDED: Robin Jefferson  
CARRIED

**10. PRESIDENTS REPORT**

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

## 11. **CEO REPORT**

The Chief Executive tabled a report which was received by the Board.

### ***Membership (Levy) Model***

The proposal to move away from Bowls NZ levying members to levying a club, has been widely promoted and discussed, with the CEO visiting all Centres throughout the country. As expected the smaller clubs (<30 members) are against this new model, citing the extra levy cost as causing the likely closure of their clubs, with the larger clubs in favour of the new model.

CEO has promoted this as an alternate model to the existing 'per player' levy. Notice of Motion to be submitted and voted on at the AGM 2018.

### ***Competition Structure***

The new competition structure has also been presented to the bowling community with varying feedback. The Bowls3Five competition(s) has been positively received.

Bowls New Zealand has confirmed the following dates and Centres for our National events next 2018/2019 season;

- Summerset National Singles and Pairs to be held in Auckland commencing Wednesday 2<sup>nd</sup> January and running through to Tuesday 8<sup>th</sup> January 2019.
- Summerset National Fours to take place in Wellington from Friday 1<sup>st</sup> March through to Tuesday 5<sup>th</sup> March 2019.
- Bowls NZ National Intercentre to be held from Friday 22<sup>nd</sup> March to Sunday 24<sup>th</sup> March 2019 in Auckland.

CEO to circulate Conditions of Play for Bowls3Five to the Board and Bowls community, asap.

### ***Television***

CEO reported that Bowls3Five confirmed for October/November on Sky Sport: two nights per week at three hours per night.

Expressions of Interest to be circulated inviting clubs to enter the inaugural televised Bowls3Five league, subject to Board approval. CEO to check criteria policy for clubs with Maria Clarke.

### ***BPL***

The BPL event held at Naenae Bowling Club in Wellington was deemed a success by all those involved including Bowls Australia, with the exception of the crowd size and atmosphere.

The Board to consider the prospect of Bowls NZ sub-licensing our team(s) in the BPL to a local Club (or Centre) as outlined in the paper tabled by CEO.

The Board approved the CEO to progress with negotiations.

### ***Commonwealth Games and High Performance Review***

The Board wished to record its congratulations to Jo Edwards on winning Gold and the Para Sport Triples team Mark Noble, Barry Wynks and Bruce Wakefield on winning Silver medals.

Over the next month Bowls NZ will complete a review of the Commonwealth Games.

CEO identified the need to build and develop a High Performance plan and has met with Sport NZ. Next step is to promote within the bowls community and seek feedback on the High Performance plan.

“That the board accept the CEO report.”

MOVED: Robin Jefferson                      SECONDED: Jeanette Sinclair  
CARRIED

#### ***National Award Winners / Hall of Fame***

CEO presented a paper to the Board outlining a new awards process for Bowls NZ, including the creation of an Annual Awards Dinner. This dinner to also reflect our commitment to the Bowls NZ Hall of Fame for 2018. Timeline to be followed:

- May 2018 – Bowls NZ review of Awards Process.
- August 2018 – Selection Panel recommendation to Bowls NZ Board for approval of Award Winners and Hall of Fame recipient(s).
- September 2018 – Celebration Dinner (Friday 14<sup>th</sup> September, before the AGM).

The Board approved that the Bowls NZ ‘Summerset’ Annual Awards Dinner proceed as per paper tabled by the CEO.

The Board also approved the National Bowls Awards categories as recommended by the CEO.

The Board approved the change to the Hall of Fame Charter 7.1 to read; Inductions into the Hall of Fame and the induction of Legends will be considered on an annual basis with there being no more than two (2) inductees. This replaces the current process of having selected Hall of Fame Inductees every five years.

MOVED: Allan Smith                              SECONDED: Robin Jefferson  
CARRIED

The CEO recommended to the Board the following Hall of Fame Selection Committee for 2018 which was agreed; Bowls NZ President (Chair), Bowls NZ Vice President, Ann Muir QSM, Sharon Sims MNZM and Peter Belliss MBE. CEO to approach these individuals to ascertain their availability to sit on this Committee.

#### ***Maria Clarke, Legal Counsel***

Maria Clarke had advised that she will no longer be the Bowls NZ legal counsel, having secured two new international governance roles in recent months.

#### ***Business Plan***

CEO updated the Board on the Bowls NZ Business Plan.

## **12. COMMERCIAL AND FINANCE REPORT**

### ***Report to 30<sup>th</sup> April 2018***

CEO tabled the financial report to 30<sup>th</sup> April 2018 which was received by the Board.

#### ***Commercial Partnerships***

CEO reported two new commercial partnerships with Prebble Seeds and NZ Racing Board (TAB).

***Budget 2018/2019***

CEO tabled the finalised 2018/2019 budget to the board which was received and approved.

MOVED: Craig Bruce  
CARRIED

SECONDED: Allan Smith

**13. INFORMATION AND NOTING ITEMS**

Next meeting scheduled for 13<sup>th</sup> July to be confirmed - Chair and CEO to discuss.

There being no further business the meeting closed at 3.40pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date