

MINUTES (in Review)

BOWLS NZ BOARD MEETING



Name:	Bowls New Zealand
Date:	Friday, May 17, 2019
Time:	9:00 AM to 12:05 PM
Location:	BNZ Business Centre, Waiouru Room, 86 Highbrook Drive, East Tamaki, Auckland
Board Members:	Allan Smith, Sharon Rimmer, Craig Bruce, Tony Lepper (Chair), Jeanette Sinclair, Robin Jefferson
Attendees:	Mark Cameron

1. Opening Meeting

1.1 Confirm Minutes

Risk & Audit committee Wednesday, May 8, 2019, the minutes were confirmed as presented.

Bowls NZ Board Meeting Friday, February 22, 2019, the minutes were confirmed as presented.

1.2 Apologies

1.3 Obituaries

The Board noted the passing of Malcolm Kidd and Brian Guy over the past year.

1.4 Interests Register

The Interests Register was changed for Tony Lepper and Allan Smith, and subsequently accepted by the Board.

1.5 Board Only Time

The Board went into committee for 15 minutes.

1.6 Actions from Previous Meetings

All outstanding Operational Policies and Regulations to be reviewed over the next 6 months, to reflect current and future practice.

2. Governance Matters

2.1 Presidents Report

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

2.2 Life Membership : Bowls NZ



Life Membership of Bowls NZ

The Board agreed to recommend (name withheld) to the 2019 AGM, as a Life Member of Bowls New Zealand.

The CEO to contact the intended recipient, to ensure their acceptance of this award if approved by the AGM membership.

Decision Date: 17 May 2019
Mover: Jeanette Sinclair
Seconder: Robin Jefferson
Outcome: Approved

2.3 Risk Register

The updated Risk Register was received by the Board.

The Board reviewed Risk Seven: **Bowls NZ's medium term viability is overly reliant on the gaming industry funding as a percentage of overall revenues.**

The Board acknowledged our reliance on gaming grants is a risk and that continued efforts needed to be made to diversify the Bowls NZ income streams.



Risk Register

The updated Risk Register was accepted by the Board.

Decision Date: 17 May 2019
Mover: Sharon Rimmer
Seconder: Craig Bruce
Outcome: Approved

2.4 Policy Review

The following Board Charter policies were reviewed: Code of Ethics, Strategic Direction and Planning, Financial Governance, Conflict of Interests, Risk Management, Board Committees and Working Parties.

The CEO was instructed to update the policy to better reflect mental health and wellbeing (as distinct to physical health).

2.5 2019 AGM Notice

The AGM notice has been delivered to all Bowls NZ members (via the centres).

The AGM notice is also available on the Bowls NZ website.

2.6 2019 AGM Timeline

2.7 Club Levy AGM proposal

The Bowls NZ Board under Rule 21.2.1 of the Constitution, will propose a motion for consideration by the Members at the Annual General Meeting to be held on 14 September 2019.

The Motion, if approved, would result in a fixed Membership Fee payable by Clubs to Bowls NZ.

The CEO to prepare the motion for acceptance (and recommendation) by the Board, by 30 June 2019.

3. CEO Reports

3.1 CEO Report

The Board were appraised of a number of operational matters, including:

- restructure of the Bowls NZ workforce
- Bowls3Five
- Media Strategy
- Competitions Survey
- Sport NZ future funding
- BPL
- Commercial Partnerships
- Facilities Strategy
- Judicial Review
- Rankings and Membership Database
- Membership and Participation Numbers
- 2018 Census



CEO Report

The CEO report, as tabled, was accepted by the Board.

Decision Date: 17 May 2019
Mover: Tony Lepper
Seconder: Craig Bruce
Outcome: Approved

3.2 Business Plan 2018/2019

The Board acknowledged the progress made with the 2018/2019 Business Plan.

3.3 High Performance

The published High Performance Plan, was presented and acknowledged by the Bowls NZ Board.

3.4 Health & Safety Review



Health and Safety Register

The CEO tabled and the Board accepted, the Health & Safety Report for the period ended 30 April 2019.

Decision Date: 17 May 2019
Mover: Sharon Rimmer
Seconder: Jeanette Sinclair
Outcome: Approved

4. Finance Reports

4.1 Accounts to 30 April 2019



Accounts to 30 April 2019

The CEO tabled and the Board approved, the YTD accounts to 30 April 2019.

Decision Date:	17 May 2019
Mover:	Craig Bruce
Seconded:	Sharon Rimmer
Outcome:	Approved

4.2 Latest P&L Forecast

The forecast EOY position for Bowls NZ is expected to be better than the approved budget.

4.3 2019/2020 Draft Budget

A draft 2019/2020 budget was presented to the Bowls NZ Board.

The CEO to present a final budget to the Risk & Audit committee for approval, early July, once the actual EOY position is known.

4.4 CPI Increase

It was noted that the Board of Bowls NZ resolved the following (by way of email) in April 2019

Membership Fees:

“The Board resolves to advise the Centres that the membership fee would increase by CPI as of 31st March 2019 in accordance with our Constitution clause 13.1 (e)”.

The CPI was subsequently noted as 1.5%

5. 2040 Strategy

5.1 Board '2040' Discussion

As part of its ongoing 'Future Strategy' discussion, the Board considered the following question:

What does the digital market look like in 2040 (2020!). How will people consume their watching of sport?

Appreciating that the digital market is moving rapidly, it is nevertheless important that Bowls NZ understands that how New Zealanders consume their watching of sport is critical, if the sport of lawn bowls is to retain appeal beyond being simply a 'game played by old people'.

For this reason the Board encourages the CEO to constantly explore alternative methods and types of media to give the Game of Bowls as much exposure to the general public as is possible.

6. Close Meeting

6.1 Close the meeting

Next meeting: Bowls NZ Board Meeting - Friday, 19 July 2019, 9:30 AM

The 19th July meeting will now revert to a strategy workshop with Bowls NZ staff on the afternoon and evening of Thursday 18th July.

Signature: _____

Date: _____