

# MINUTES (in Review)

## BOWLS NZ BOARD MEETING



<b>Name:</b>	Bowls New Zealand
<b>Date:</b>	Friday, 9 February 2024
<b>Time:</b>	9:00 am to 12:00 pm (NZDT)
<b>Location:</b>	Ponsonby Bowling Club, 105A Jervois Street, Ponsonby
<b>Board Members:</b>	Tony Lepper (Chair), Ann Wright, Chris Kibblewhite, Mark O'Connor, Nicola (Nic) Simpson, Phillip Huwyler, Scott Pickering
<b>Attendees:</b>	Craig Bruce, Mark Cameron

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Obituaries

#### 1.3 Board Only Time

#### 1.4 Confirm Minutes

**Bowls NZ Board Meeting 17 Nov 2023**, the minutes were confirmed as presented.

#### 1.5 Actions from Previous Meetings

Outstanding Matters:

- Operational Policies - to be updated by May 2024
- Governance Mark - utilising Sport NZ template and Bowls Auckland learnings, a Governance review is to be completed in the last quarter of 2024.

#### 1.6 Presidents Report

The President's report was tabled and accepted.

### 2. Governance Matters

#### 2.1 Governance Report

The Board and CEO reviewed the following Governance and Operational Policies:

- Board Charter
- Board - CEO relationship
- Employee Handbook

The CEO to update the Board Charter with minor changes, and consider the Sport NZ template for staff working from home (from a welfare perspective).

The Board were updated on the progress made with supporting all bowling clubs and centres with new constitutions. These constitutions will meet the requirements of the Incorporated Societies Act 2022.

Board Workplan: the following key documents are to move from annual review to every two years:

- Board Charter and Policies
- Governance review
- Operational Policies
- Employee Handbook
- Health & Safety Policies



### **Board Director resignation and casual vacancy**

In early 2024 Craig Bruce (Independent Director) announced his resignation from the Board of Bowls NZ. Craig was sincerely thanked for his services to the Bowls NZ Board over an eight year period. This included a number of years as Chair of the Risk & Audit committee.

In accordance with the Bowls NZ Constitution (clause 17.7.4 and 17.7.5) a casual vacancy was created. Scott Pickering has been appointed to the Board as a Director to fill this casual vacancy. Scott Pickering will hold office until the September 2024 AGM and be eligible for reappointment.

<b>Decision Date:</b>	9 Feb 2024
<b>Mover:</b>	Ann Wright
<b>Seconded:</b>	Nicola (Nic) Simpson
<b>Outcome:</b>	Approved

## **3. Operational Matters**

### **3.1 CEO Report**

The following operational matters were discussed:

- 2023/2024 Business Plan
- World Bowls
- NZ Indoor Bowls
- Umpiring
- Sub strategy papers
- Field Turf NZ
- Summerset Nationals
- Broadcast

The CEO was invited to prepare a more detailed analysis on the following matters: Ponsonby BC, Broadcast and BowlsHub.

## 4. Risk & Audit Matters

### 4.1 R&A Report

The Risk Register and the Health & Safety Register were tabled and reviewed by the Bowls NZ Board.

The financial results to 31st January 2024 were reviewed. No significant or material variances to report, against budget.

The Board completed the review of the Audit Findings report from RSM Hayes; a matter outstanding from the November 2023 Board meeting.

## 5. Close Meeting (including review of the meeting)

### 5.1 Close Meeting

**Next meeting:** Bowls NZ Board Meeting - 10 May 2024, 9:00 am

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_