

# MINUTES (in Review)

## BOWLS NZ BOARD MEETING



|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Bowls New Zealand   |
| <b>Date:</b>          | Friday, 10 May 2024   |
| <b>Time:</b>          | 9:00 am to 11:00 am (NZST)  |
| <b>Location:</b>      | By Teams Video link (see email), Teams Video  |
| <b>Board Members:</b> | Ann Wright, Chris Kibblewhite, Mark O'Connor, Phillip Huwyler, Scott Pickering, Nicola (Nic) Simpson, Tony Lepper (Chair) |
| <b>Attendees:</b>     | Mark Cameron  |
| <b>Notes:</b>         | Mark O'Connor chaired the Board meeting, with Tony Lepper being overseas.   |

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Obituaries

#### 1.3 Board Only Time

#### 1.4 Confirm Minutes

**Bowls NZ Board Meeting 9 Feb 2024**, the minutes were confirmed as presented.

#### 1.5 Actions from Previous Meetings

The following matters are to be actioned:

1. The Operations Policies to be updated by the end of 3rd Quarter 2024. These include:
  - o Technology
  - o Business Continuity
  - o Pandemic
  - o Reserves - Managed Fund
  - o Privacy
  - o Working from Home
  - o Sick Leave
2. A Governance review is to be undertaken in the first quarter of 2025.

#### 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:

- Delegation Register
- Skills Matrix

The Board were provided an update on the positive progress made, ensuring all bowling clubs had a new template to meet the 2022 Incorporated Societies Act.

The Hall of Fame process is to be revisited by the end of 2024. Phil Huwyler (Bowls NZ President) will chair the Panel, supported by Martin Mackenzie.

The CEO and President to consider inviting additional members to the committee, so that the panel has a better geographic and gender balance.



#### CPI and Affiliation Fee

Club Affiliation Fee



*Rule 12.1(d) of the Bowls NZ Constitution states:*

*d) The Membership Fee for each Club may only be altered by the Board, with effect from the Financial Year ending 30 June 2020, and for any Financial Year thereafter, in the following circumstances:*

*(a) where an increase in the percentage of the CPI occurs in the year from 30 June of one Financial Year to 30 June in the next Financial Year, the Membership Fee payable by all Clubs shall be increased by the same percentage as the CPI increase;*

The Board resolved to increase the club affiliation fee by 4.0% for the November 2024 invoicing. 4.0% being the annual change in CPI to 31 March 2024.

**Decision Date:** 10 May 2024  
**Mover:** Ann Wright  
**Seconded:** Chris Kibblewhite  
**Outcome:** Approved

## 3. Operational Matters

### 3.1 CEO Report

The CEO updated the Board on the following Operational matters:

- 2023/2024 Business Plan
- NZ Indoor Bowls
- Ponsonby Bowling Club
- Artificial Greens preferred supplier
- National Event surveys
- Broadcast
- BowlsHub

- 31 December 2023 Census
- HPSNZ
- the Bowls brand
- Employment

## 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 30 April 2024 were reviewed. No significant or major variances to report, against Budget.

A first look at the 2024/2025 Budget was presented.

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

### 5.1 Close Meeting

**Next meeting:** Bowls NZ Board Meeting - 26 Jul 2024, 9:00 am

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

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