

# MINUTES (in Review)

## BOWLS NZ BOARD MEETING



<b>Name:</b>	Bowls New Zealand
<b>Date:</b>	Friday, 26 July 2024
<b>Time:</b>	9:00 am to 11:55 am (NZST)
<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>	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 10 May 2024**, the minutes were confirmed as presented.

#### 1.5 Actions from Previous Meetings

The following matters are to be actioned:

1. Full review of Operational Policies, by September 2024
2. Governance review, by April 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:

1. Board Members by Rotation
2. Board Induction Process
3. CEO KPI's
4. Insurance Schedules

The following matters are noted for actioning:

- The Board need to determine which of their ranks will retire by rotation in September 2025, to fulfill constitutional requirements
- MC to work with SP, on the addition of a Cyber (technology) insurance policy, and to review D&O insurance
- MC to review the Induction Policy (depersonalise).

The Board supported the Hall of Fame nominations for 2024, and the Summerset Award Winner recommendations.

### 3. Operational Matters

#### 3.1 CEO Report

The CEO updated the Board on the following Operational matters:

1. 2023/2024 Business Plan
2. 2024/2025 Business Plan
3. Technology (BowlsHub)
4. New commercial partners
5. Staff Culture Survey
6. Event Survey Results
7. Twilight Bowls
8. Employment matters

Actions:

- Reformat the 2024/2025 Business Plan so that it reports under Pillars (as established in 2024-2026 Strategic Plan)
- Prepare a more detailed business plan for our investment in technology (BowlsHub).
- Look at the Agenda's for the 2025 Board meetings and add a section whereby a key strategic pillar is reviewed each meeting by the Board and key management.

### 4. Risk & Audit Matters

#### 4.1 R&A Report

The draft End of Year Financial Statements were tabled and discussed. They are approved for audit review.

The 2024/2025 Operating Budget (P&L) was tabled and reviewed.

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



#### **2024/2025 Operating Budget (P&L)**

The Board approved the Operating Budget for the 2024/2025 financial year as presented.

<b>Decision Date:</b>	26 Jul 2024
<b>Mover:</b>	Mark O'Connor
<b>Secunder:</b>	Ann Wright
<b>Outcome:</b>	Approved

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

### 5.1 Close Meeting

**Next meeting:** Bowls NZ Board Meeting - 13 Sept 2024, 2:00 pm

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

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