

**MINUTES OF MEETING OF THE BOARD OF MANAGEMENT OF AUCKLAND BOWLS INC
HELD AT MT EDEN BOWLING CLUB
On Monday 27th May 2019 at 1.00pm**

Present: Bruce Anderson (BA) - Chair, Michael Feek (MF), Jill Fraser (JF), Murray Dorreen (MD), Helen Blick (HB), Esther Eu (EE); Graeme Scott (GS), Steve Clifton (SC)

Apologies: Nil

[Minutes of the Previous Monthly Board Meeting held on 25th March 2019](#)

The minutes of the Board meeting held on **29th April and 13th May** were approved as a true and accurate record.

(MF / BA – unanimous)

Matters arising from the minutes:

- Marketing Plan 2019-2020 was not adopted. Board Marketing sub Committee BA, HB and GS to meet Wednesday 5th June to discuss with SC in attendance.

[Correspondence](#)

Inwards and outwards tabled.

Letter from Ian Birch and Email from Kevin Hickland re Life Members nominations.

It was moved that the inwards correspondence be received, and the outwards approved.

(MF / HB – unanimous)

[Finance Report](#)

General Review of accounts held with no matters arising.

Memo needs to be sent to Clubs regarding Auckland Bowls Membership fee increase of \$1.00 fixed for 3 years in line with Bowls NZ proposal that will be voted on at Bowls NZ AGM.

The Board has agreed to move the June Finance Committee meeting to July as we have a new Acting GM and May is the start of our Financial Year with very few transactions.

Moved... That the financial report be received and accepted

(MF / BA – unanimous)

[Events and Operations Report](#)

Matters Arising:

HB stated a successful Forum meeting was held and a number of written submissions were received.

Board agreed to final version of the Auckland Bowls Playing Programme for 2019/2020.

Issues to be resolved:

Operations Committee and Event Manager need to review the Terms of Reference for the Event Manager and Operations Committee for the new season. Note after daylight saving finishes start times need to be moved to 8.30 am in order to get the Events completed on time, any alterations to COP needs to be discussed with Ops Committee.

Auckland Bowls to schedule all play on artificial greens from May to allow for Annual maintenance of grass greens. Only exception is if an experienced Green Keeper is okay with the natural green to be used in line with their maintenance programme.

Nominations for new Operations Committee for 2019/2020.

Existing Operation Committee Members re-appointed.

Gerald Hulst, Les Smith, Weng Lim and Helen Blick.

New Appointments.

Peter Blucher, Roger Sutton.

Auckland Bowls.

Kristina Fry.

Moved... That the New Operations Committee be appointed and accepted. **(GS / MF – unanimous).**

It was noted by HB and EE that the Operations Committee meeting minutes for 17th May 2019 are not reflective of the Ops meeting. **(HB / EE – unanimous)**

Marketing report

The report was received and noted.

Matters Arising:

- Following discussion, it was agreed to defer a more detailed discussion to a future date. More work is required to complete the Marketing Plan and before it can be signed off. A revised Marketing Plan for 2019-2020 needs to be completed. Refer to the Board sub Committee for Marketing. HB, GS and BA. Marketing Committee to meet with SC on Wednesday 5th June 2019.

Moved... That the marketing report be received and accepted **(BA / MF – unanimous)**

Club Support Report

The report was received and noted. Review of the CDA process memo with Invitation Letter and new CDA Application to be sent to existing 17 Clubs plus identified 10 Clubs with large participation numbers.

Remaining 13 Clubs to be sent memo with Invitation Letter to apply for funding after the initial funding for 27 Clubs.

Matters arising:

- Nil

Moved... That the club support report be received and accepted **(BA / MF – unanimous)**

BWCT

Matters Arising:

- It was moved that a further application of \$50,000 be submitted to the June meeting of the Blue Waters Community Trust to contribute to the administration and Operational costs of Auckland Bowls for the new financial year. **(BA / HB – unanimous)**

Moved... That the BWCT report be received and accepted. **(BA / MD – unanimous)**

Presidents Report

Matters Arising:

- Greens and Greenkeepers discussed- Auckland Bowls need to look into training for our own Greenkeepers with assistance for funding from Rawhiti funds. A Plan needs to be developed to improve the quality of Auckland Club greens.

- Live Streaming was discussed – it was agreed that the quality needs to improve. Health and Safety issues with live streaming. Discuss with Paul a plan to improve live streaming before we start again in the new season.
- Women Players- need to look at why we have seen a fall in Women playing Members. What can be done at Club level to encourage women back into playing.

Moved... That the Presidents Report be received and accepted.

(EE / MF – unanimous)

Health and Safety Report

No issues to report.

Key Items for Discussion/Decision

High Performance Policy:

HB completed a review of the policy document on Auckland Bowls High Performance Representative Policy. It was agreed to change document name to Auckland Bowls Representative Policy.

Moved... That the Auckland Bowls Representative Policy document be received and accepted.

(HB / GS – unanimous).

Life Members Nominations:

Life Member nominations letters received from Ian Birch (IB) and Kevin Hickland (KH) existing Life Members.

KH nominated 3 people for Life Membership and IB nominated 1 person for Life Membership.

After a general discussion the Board decided to recommend 2 people be nominated for Life Membership at the Auckland Bowls AGM. SC to write and thank IB and KH for their nominations and the Board has recommended 2 further Life Members be approved at the AGM. The 2 people selected have rendered the most exceptional service at the Auckland Bowls level. Haddon Vernon and Gary Fleming.

SC to contact Haddon Vernon and Gary Fleming to put together a CV to present at the AGM.

Moved... That the 2 Life member nominations be received and accepted. **(EE / BA – unanimous)**

Pt Chevalier Application for continued CDA Funding:

Revised CDA funding application was submitted from Pt Chevalier Bowls on the new CDA application form. The board decided to approve funding for the next 4 months to keep the club and their plan going and the full application can be re- submitted in August along with the other Club CDA Applications.

Moved... That the Pt Chev CDA plan be funded for 4 months and resubmitted in August.
(BA / MF – unanimous)

Monthly Work Plan:

SC submitted Monthly Work Plan which was updated as at 24th May 2019.

Plan to be updated and reviewed at next Board meeting.

Moved: Monthly Work Plan to be updated and reviewed in June meeting. **(BA / MF – unanimous)**

Club and Individual Satisfaction Surveys:

Individual Satisfaction Survey Report received and is to be passed onto Board Marketing Committee.

Club Survey only 7 Clubs have completed. Survey is still open to be completed and Paul Tuckley will provide a report when survey has closed.

Moved: Individual Survey Report received and passed onto Board Marketing Committee. Club Survey Report due when survey has closed. **(MF / HB – unanimous)**

AGM-Presentation:

SC to work on a presentation for the AGM in July to bring Clubs up to date with the CDA Project and CDA Review.

Moved: SC to complete presentation and review with BA. **(BA / MF – unanimous)**

Auckland Bowls Awards- meeting:

Preparations well underway for Auckland Bowls Awards. Auckland Board will decide on Club of the Year. Awards Committee is JF, SC and KF to decide on Award winners.

Moved: Awards preparation Board to assist as needed. **(BA / MF – unanimous)**

NZSTI Proposal:

Report from NZSTI received. Board has decided to put off for further discussion on the best way forward to conduct Inspection of Greens for Centre Events.

Moved: NZSTI Report received. **(BA / GS – unanimous)**

Review of National Secondary Schools:

Report received by the Board. It was noted that mistakes were made with this event, moving forward EM KF will have an Event Check List in place so same mistakes are not made with future NZSS Event.

Moved: NZSS Report be received. **(EE / HB – unanimous)**

Blue Waters Trust- PV Contract:

BA explained to the Board he had prepared a Contract for PV to continue on as Administrator for the Blue Water Trust until 31st July 2019 or until hand over is made to the new GM.

Board passed a resolution to accept the Addendum to the Contractor Contract between ABI and PV.

Moved: Addendum to Contract be accepted. **(BA / MF – unanimous)**

General Business:

Avondale Bowling Club:

Keith Berman (KB) legal opinion to be followed up by BA and SC with Graeme Halse from Foy and Halse.

BA and SC to meet with Graeme Hulse and seek legal advice on how to best proceed with Avondale BC.

SGM being held on Monday with Gerald Hulst, BA and Club Members to make a decision on the Sale and Purchase Agreements currently on offer.

Moved: Board to seek legal advice from Foy and Halse ABI Solicitor. **(BA / MF – unanimous)**

Nominations for Auckland Bowls Board:

Grant Goodwin the Delegate to the Board Selection Panel to be sent the Board Nominations received so they can proceed with the process to select and recommend the appointments.

Moved: SC to advise Grant Goodwin of the Board Nominations received. **(BA / MF – unanimous)**

Centre Tournament Prize Money:

HB presented a spreadsheet with current Prize Money that was allocated to Centre Events. After a discussion the Board decided that further Information was required and SC with HB asked to present further scenario's with prize money aimed at payout for prize money being based on the number of entries received once all the costs had been accounted for.

Moved: Further document to be produced based on entries received and % of prize money to be paid out in line with Centre Event budgets for 2019/2020. **(BA / HB – unanimous)**

Auckland Bowls Draft Playing Programme 2019/2020.

The Board approved the final version of the Auckland Bowls Playing Programme which can now be sent to Clubs.

Moved: Auckland Bowls Playing Programme to be sent to clubs and put on website. **(HB / MF – unanimous)**

Auckland Bowls Strategic Plan 2017-2020:

Further Board meeting to be held on Wednesday 5th June to review the Strategic Plan document with a view to get the document into a better shape for the new General Manager.

Meeting was held on the 5th June and a new version of the Strategic Plan was prepared and needs to be reviewed by the new General Manager. (Refer the attached Strategic Plan).

Moved: Board meeting scheduled for Wednesday 5th June 2019. **(BA / MF – unanimous)**

Annual Plan

It was decided the Board will review the draft Annual Plan when the new General Manager is appointed.

Moved: Review of draft Annual Plan to be completed with the new GM. **(BA / MF – unanimous)**

The Next Meeting will be held:

Monday 24th June 2019 at 1.00pm.

With no further business, the meeting closed at 5.00pm

Signed Chairman _____

Date _____