

**MINUTES OF MEETING OF THE BOARD OF MANAGEMENT OF AUCKLAND BOWLS INC  
HELD AT MT EDEN BOWLING CLUB  
On Monday 24<sup>th</sup> June 2019 at 1.00pm**

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**Present:** Bruce Anderson (BA) - Chair, Jill Fraser (JF), Murray Dorreen (MD), Graeme Scott (GS), Steve Clifton (SC), Steven Yates (SY).

**Apologies:** Michael Feek (MF), Helen Blick (HB), Esther Eu (EE)

**Minutes of the Previous Monthly Board Meeting held on 27<sup>th</sup> May 2019**

The minutes of the Board meeting held on **27<sup>th</sup> May** were approved as a true and accurate record.  
**(MD/JF – unanimous)**

**Matters arising from the minutes:**

None.

**Correspondence**

SY to raise relevant points with Inward Correspondence for future Board meetings.

**(JF/BA – unanimous)**

**Finance Report**

Next Finance Committee meeting is Friday 12<sup>th</sup> July. SY and SC to meet with Lynne Jacobsen from Office Accounting Services to get a quote for Lynne to produce P and L/Cashflow Reports from Xero for the monthly Finance Committee and Board meetings.

Matters arising. SY to review the Policies and Proposals on Delegated Authorities. Report back to the board on recommendations and approval.

**(JF / BA – unanimous)**

**Events and Operations Report**

Kristina Fry has organised meeting 5<sup>th</sup> July for new Operations Committee.

**Marketing report**

No Report as Paul Tuckley is away on annual leave. SY to review Marketing Plan and Reports and make recommendations to the Board.

**Club Support Report**

SC updated Board on progress 8 Clubs have requested meetings to start process of developing a Future Plan and completing Club Development Application.

Pt Chevalier Plan and Application was approved and signed off for 4 months.

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

**BWCT**

Auckland Bowls application for \$75k for administration costs submitted to BWCT for 25<sup>th</sup> July Meeting.

BWCT approvals summary report received.

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

## Presidents Report

Presidents Report received. Matters arising.

Prize money for Auckland Events. SY to come up with a proposal and report to the Board for approval.

**Moved...** That the Presidents Report be received and accepted. **(MD/GS – unanimous)**

## Health and Safety Report

SY to review and Report on recommended policies and Board responsibilities on Health and Safety.

## Key Items for Discussion/Decision

- Confidential minutes of Board meeting held Wednesday 12<sup>th</sup> June 2019.

**Moved...** That the Minutes be received and accepted. **(JF/GS- unanimous)**

- Bowls Counties Manukau Service Agreement. SY to review the Service Agreement arrangements with Bowls NZ and Bowls Counties Manukau.
- Effective Communication paper from HB, refer paper to SY to review and make further recommendations.
- Marketing Plan referred to SY for further recommendations and discussions with Paul Tuckley Marketing Manager.
- Annual Operations Plan referred to SY to draft new plan aligned with updated Strategic Plan.
- PV Contract and latest Invoice is okay to pay. SY to determine a fair price for PV to pay for Hyundai Elantra vehicle.
- Delegate for Board Appointments Grant Goodwin has approved Board nominations. Recommendation that the Delegate for Board Appointments be reviewed, and a new Delegate be elected and appointed at AGM.
- Monthly Work Plan. Matters arising from Work Plan.  
Finance Terms of Reference reviewed and updated. SY to schedule Board time to deal with.  
Governance updates. Board to discuss Succession Planning and Risk Analysis for Board Members and key Auckland Bowls Staff.
- Bowls NZ Notice of Motion for AGM in September for new Membership Fee proposal. Note changes under this proposal the Membership Fee will be fixed at the rate (subject to CPI) for the foreseeable future. GS commented on the change in Membership categories i.e. the introduction of a Social Playing Member and the issues this will create in relation to the Liquor Licensing laws. SY to report to the next Board meeting when we receive the completed proposed motions to alter the Bowls NZ Constitution for the AGM on Saturday 14<sup>th</sup> September 2019.
- SY to obtain Kevin Hickland's okay to proposed reappointments to the KIC before the AGM. SY to pay the appointees the appropriate Honorariums.
- Life Member nominations Haddon Vernon and Gary Fleming to be notified to Clubs before the AGM. SC to prepare summary of service to Bowls in support of both nominees.
- AGM presentation SY and SC to work on presentations with BA.
- Avondale Bowling Club Communication to be emailed to 26 Avondale Bowling Club Members with SC to obtain emails from Gerald Hulst. Communication to be in the next Auckland Bowls Bulletin.

**General Business:**

Bowls NZ Roadshow with CEO Mark Cameron to be held Thursday 11<sup>th</sup> July 6.00pm.  
Notice to be sent to All Clubs and venue to be organised. SC contacted Bowls NZ and Mark Cameron's preference is to hold the Roadshow at Royal Oak Bowls. SC has contacted Royal Oak Bowls and is awaiting confirmation of venue.

NZSTI Proposal: BA to advise NZSTI we will not be proceeding with their proposal.

BA advised he is away from 21/7- 30/7 and 18/9-18/10/2019.

**The Next Meeting will be held:**

Monday 15<sup>th</sup> July 2019 at 1.00pm.

With no further business, the meeting closed at 5.00pm

Signed Chairman \_\_\_\_\_

Date \_\_\_\_\_