

**MINUTES OF MEETING OF THE BOARD OF MANAGEMENT OF AUCKLAND BOWLS INC  
HELD AT MT EDEN BOWLING CLUB  
On Monday 30<sup>th</sup> April 2018 at 1.00pm**

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**Present:** Murray Dorreen (MD), Bruce Anderson (BA) Chair, Jill Fraser (JF), Greame Scott (GS), Michael Feek (MF), Helen Blick (HB); Phil Vyver (PV).

**Apologies:** Nil

**Minutes of the Previous Monthly Board Meeting held on 26<sup>th</sup> and 29<sup>th</sup> March 2018**

The minutes of the Board meeting held on **26<sup>th</sup> and 29<sup>th</sup> March** were approved as a true and accurate record.

**(GS / MF – unanimous)**

**Matters arising from the minutes:**

- Mission Bay – Rostyn happy with the move to Bowls3Five format
- Need to discuss who will be on the finance committee for the next period
- Avondale - PV has followed up with Gerard and advised the club can continue to pursue a liquor licence if they wish.
- Representative Programme – further discussions are required with neighbouring centres to finalise for next season.
- Staff Plan – PV will table at the next meeting following confirmation of the annual plan today.
- Car sponsor – still to be progressed.

**Minutes of the SGM held on 11<sup>th</sup> April 2018**

The minutes of the SGM held on **11<sup>th</sup> April** were provisionally approved as a true and accurate record.

**(BA / JF – unanimous)**

**Matters arising from the minutes:**

- PV will circulate to clubs as provisional minutes with confirmation required at the AGM.
- A couple of further amendments will be required at the AGM due to the membership motion not passing. Also need to consider the implications of the application for FBT exemption and the impact on the constitution. It was also agreed that the quorum for meetings should be changed to one more than one third of votes rather than one more than half the number of delegates
  - o MF and PV to draft the amendments for consideration at the next meeting.

**Correspondence**

Inwards and outwards tabled.

**Matters arising:**

- CPI rent adjustment with Mt Eden in line with the terms of the contract.
- PV noted that Auckland Council has not paid the grant that had been approved and is following up.

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

**(MF / GS – unanimous)**

## Finance Report

PV led discussion about the March 2018 Financial Accounts.

### **Matters arising:**

Avondale – At this stage it was agreed to pay the lawyer's fees (as tabled by Gerard Hulst) with any further costs to be considered on a case by case basis, with the expectation the funds will be repaid.

**(MF / JF – unanimous)**

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

**(BA / MF – unanimous)**

## Events and Operations Report

### **Matters Arising:**

- The Operations Committee proposed a change to entry criteria to ensure players can only play for one club a Club Championship Level. PV to check duel membership rules and report back next month.
  
- The Operations Committee proposed that a new Junior Gold Star be introduced from next season and not backdated. This proposal was approved.

**(JF / HB – unanimous)**

**Moved...** That the events and operations report be received and accepted

**(BA / MF – unanimous)**

## Marketing Report

### **Matters Arising:**

- Results of communications survey. Report to be presented next month
  
- Lifestyle Expo – important to keep in view, so that the results of the voucher system can be monitored. As a side note – need to review printing on vouchers to make the information easier to read.
  
- Oceania Connection that was made is a good outcome.

**Moved...** That the marketing report be received

**(MF / MD – unanimous)**

## Club Support Report

### **Matters Arising:**

- Concerns raised over the way the Club Development Agreement process has been communicated and rolled out with clubs. Viewed as too prescriptive for some clubs. PV noted that other clubs have bought into the process. Following discussion, it was agreed that the:

1. General Manager considers the following draft policy and recommend to the Board at the next meeting a club communication policy:

“When proposing a policy or programme or action involving cooperation with clubs the Auckland Bowls Board satisfies itself:

- a. We have first listened carefully and understood club's needs, wants, priorities and capabilities relevant to any proposal. If necessary, we provide independent assistance to help them develop a club plan.
  
- b. The results of this enquiry have been reported to the Board and used to inform and develop the draft proposals.

- c. We have considered how our leadership responsibility can be incorporated into any final proposal.
- d. We fully understand how presentation to the clubs will be managed before Board approval.
- e. We are clear about how the proposal will provide value to the clubs and Auckland Bowls before our approval is given.”  
**(BA / GS – unanimous)**

- 2. Clubs recently approached by Auckland Bowls to discuss the new club development agreements (CDA) be promptly advised that management wishes to discuss with them only priority actions the club can and wishes to pursue that will best contribute to increased participation and membership development at their clubs, rather than the prescribed “priority focus” approach.  
**(BA / MF – unanimous)**

- 3. Priority be given to getting the CDA process back on track via personal discussions by staff with each club or group and finalising such agreements before initiating any consultations or communications on any new initiatives.  
**(BA / MD – unanimous)**

**Moved...** That the Club Support report be received and accepted **(MF / HB – unanimous)**

### **BWCT**

PV noted that the trust currently has 2 good venues, with annual grant proceeds in the region of \$1m back to the local community. However, both have 30-day exit clauses, so the future is as uncertain as ever.

The updated grants list was noted.

### **Presidents Report**

Tabled and discussed with no matter arising

### **Naenae Visit**

- PV reported on his recent visit to Naenae Bowling Club. Key outcomes were:
  - o Site visit
  - o Meeting with Bowls NZ, Bowls Wellington and Bowls Canterbury
  - o Discussions on the proposed levy and programme for next season
  - o Good opportunity to share ideas with the other large centres in NZ

### **General Items for Discussion**

Greens Policy – The policy as tabled was adopted **(MF / JF - Unanimous)**

Rawhiti Fund Report – It was noted that the report was approved by the Rawhiti Committee as a recent meeting. The report was then approved and adopted by the Board. **(BA / GS – Unanimous)**

Marketing Plan and Budget – Need to review to ensure the objectives and targets line up. It was agreed that publicity for the Winter Coaching programme should be included - \$5,000. Total budget should be \$90,000. With these amendments the budget was approved. **(BA / JF – unanimous)**

Draft Budget - The final draft budget was discussed. It was agreed to add an additional \$3000 to the High Performance Budget and trim the staff and overheads budget to keep the net profit at the same level. The Budget was approved subject to the changes being reported at the next meeting.

**(BA / MF – unanimous)**

Membership Management – Following discussion it was agreed to test the preferred supplier with 8-10 clubs to be invited to review the software. The results should be reported back to the Board before a final decision is made as to whether to proceed.

**(JF / MD – unanimous)**

Avondale – PV noted that the Real Estate Authority and Police are investigating the sale of club land. The accounts were approved for payment.

**(BC / MF – unanimous)**

NZ Open Review – The review document was received.

Bowls NZ MOU document – It was agreed that we need to continue to develop the relationship with Bowls NZ. We need awareness of Bowls NZ involvement at our affiliated clubs.

Committee appointments:

Judicial Committee – It was agreed that Murray Lander should be invited to join Graeme Bennett and Allan Smith on this committee.

Board Selection Panel – It was agreed that Greame Scott should be the Board appointed person on this panel.

Kimberley Appointments Panel – It was agreed that Kevin Hickland should be invited to be the life member appointed to this panel.

**(MF / MD – unanimous)**

Two-year term for President and Vice President – PV to clarify whether the 2-year term is immediate of following the next AGM.

Annual Plan – It was agreed that further changes are required to points 3 and 4 to better show the communication plan with clubs and how we can improve and measure progress in this area. It was also agreed that the 6 initial Club Development Agreements should be in place by 31 July 2018.

**(BA / GS – unanimous)**

### General Business

- Auckland Council Long term plan feedback from Aktive. Need to approach local councillors. Email local councillors Auckland Bowls Plan and support for Aktive Plan.
- Bowls NZ AGM Delegate – It was agreed that MF would have his name put forward for selection.

**(BA / JF – unanimous)**

The Next Meeting will be held:

Monday 28<sup>th</sup> May 2018 at 1pm

With no further business, the meeting closed at 5.20pm

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

Date \_\_\_\_\_