



## **Bowls Wellington**

### **Board Meeting Minutes**

13 February 2023 at 6.00 p.m.

At Pelorus Trust Sports House, Seaview

#### **Present**

Members	Sue Way (Chair), Dayle Jackson (President), Sharman Buckle, Rod Leitch, Jason Puddick, and Barry Jordan.
In Attendance	Blake Signal (General Manager) and Angela Sheehan (Minutes).
Apologies	An apology was received from Phil Todd.

#### **1. Welcome**

The Chair welcomed everyone to the meeting and, on behalf of the Board, congratulated Dayle Jackson on being made a Member of the New Zealand Order of Merit for services to education and sport.

#### **2. Minutes of Previous Meeting**

The minutes of the Board meeting held on 12 December 2022 had been circulated, and were taken as read.

**It was resolved** that the minutes of the meeting held on 12 December 2022 be confirmed as a true and correct record of the meeting.

**Sharman Buckle / Barry Jordan**

#### **Matter Arising**

There were no matters arising.

#### **3. General Manager's Report**

There was a general discussion of the General Manager's report. He will provide for the next meeting his learnings from the declinature of the application to the Grassroots Trust for \$5,883 for college sport medals and trophies.

**Action: General Manager**

#### **Youth Engagement Officer / Inclusivity Officer**

The Board discussed and noted the report from Brady Amer, and thanked him for his work.

#### **4. Financial Statements**

Barry said that the year-to-date numbers were close to plan. The Board discussed the following points from the Financial Statements:

##### Cash in Bank – Term Deposit

There was currently \$260,000 sitting in the bank.

**It was resolved** that \$100,000 of that amount be moved to a 6-month term deposit.

**Barry Jordan / Dayle Jackson**

**Action: General Manager**

##### Cash to Purchase Prizes for Open Events

Currently two signatories were required to withdraw cash to buy prizes for open events.

**It was resolved** that an imprest account be opened, with a maximum of \$2,000, to enable the General Manager to purchase prizes, and that an ATM card be linked to that account.

**Barry Jordan / Sue Way**

**Action: General Manager**

#### **5. Club Health Check Questions**

Board Members liked the club health check questionnaire, and agreed it be sent to clubs. It was suggested that it be made available to be filled in on-line.

#### **6. Hardship Policy**

The Board took up Barry's offer to bring to the April meeting a draft Hardship Policy, for discussion and ultimate adoption. The policy should be based on the Bowls New Zealand policy, which caters for a one-off significant adverse event in a club.

**Action: Barry Jordan**

#### **7. Tournament Review Committee**

**It was resolved** that the Board agree that invitations be issued to the following people to form the committee to look at the submissions received for the 2023/24 season.

- Cath Thompson (Plimmerton)
- Ray Martin (Victoria)
- Stephen Leitch (Upper Hutt)
- Lisa White (Naenae)
- Richard Warwick (Silverstream)
- Kaaren Guilford (Johnsonville)

**Dayle Jackson / Rod Leitch**

**Action: General Manager**

The Board asked that the proposed timeline be brought forward by 2 weeks to allow more time for clubs to consider the matter, and felt that it was not necessary for the Competitions and Tournaments Manager to be involved with the committee.

**8. Greens Allocation**

The Board discussed the issue of the way in which greens are allocated for tournaments. Greens were allocated early, and not checked closer to tournament time. Often they were substandard. It was suggested clubs be advised that, in future, greens will be rechecked by a small group of people, including someone from the Greenkeepers Association, 4 to 6 weeks before a tournament is due to be held.

**9. Other Business**

Wellington Masters

Nominations for the Masters closed last Friday, and were sent out on Monday. The Board discussed the cost of having two teams (Hutt Valley and Wellington) for men's and women's tournaments.

**It was resolved** that, from the 2023-24 season, there be one men's team and one women's team for the Wellington Centre.

**Dayle Jackson / Sharman Buckle**

Travel with Young Players

The Board agreed it was important that the manager who travel to tournaments with younger players be police vetted, and the consent of the person's parents should be obtained.

Bowls Wellington Website

The Board encouraged the staff to make the website, particularly the information under the "About" tab, more user friendly.

**Action: Competitions and Tournaments Manager**

The meeting concluded at 7.55 p.m.

**NEXT MEETING**

The next meeting will be held on 17 April 2023.

Minutes confirmed as a true and correct record:



Chair

3/3/2023

Date