



## **Bowls Wellington**

### **Board Meeting Minutes**

10 October 2022 at 5.48 p.m.

At Pelorus Trust Sports House, Seaview

#### **Present**

Members Sue Way (Chair), Dayle Jackson (President), Sharman Buckle, Rod Leitch, Jason Puddick, Phil Todd, and Barry Jordan.

In Attendance Blake Signal (General Manager) and Angela Sheehan (Minutes).

Apologies There were no apologies.

#### **1. Welcome**

The Chair welcomed everyone to the meeting.

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

The minutes of the Board meeting held on 19 September 2022 had been circulated, and were taken as read.

**It was resolved** that the minutes of the meeting held on 19 September 2022 be confirmed as a true and correct record of the meeting.

**Jason Puddick / Sharman Buckle**

#### **Matter Arising – Tournament App**

Hosting of the page for the tournament app had been costing \$US60 a month. The Chair had asked the developer to put that on hold. The set-up fee of \$2826.09 was non-refundable.

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

The General Manager discussed with the Board the following matters from his report:

##### Affiliation Fees

The Board suggested to the General Manager that he email clubs forewarning them that the invoices for payment of affiliation fees will be going out soon, explaining how the fee is made up, and suggesting that clubs can apply for a grant to pay them.

**Action: General Manager**

### Nuku Ora

The General Manager met with Nuku Ora last Friday about reapplying for funding for the Engagement and Inclusivity role, and they had been very encouraging that funding will be renewed.

### National Events

In reply to the General Manager's query about the hosting of national events, the Chair said that he needed to watch for expressions of interest put out by Bowls New Zealand from time to time, and bring any hosting proposal to the Board.

### Grants

The Board noted the reporting on previous grant applications, then passed the following resolutions:

**It was resolved** that an application be made to Pub Charity for funding of up to \$10,000 for operational expenses.

**Sharman Buckle / Jason Puddick**

**It was resolved** that an application be made to Four Winds for funding of \$20,000 for staff salaries.

**Rod Leitch / Phil Todd**

**It was resolved** that an application be made to the Nuku Ora for \$30,000 to help with rangatahi and the para bowls programme.

**Dayle Jackson / Barry Jordan**

## **4. Financial Statements**

### **5. Draft Budget for year ended 31 May 2023**

At the request of the Board, Barry and Phil, in conjunction with the General Manager, had prepared a draft budget for the balance of the current financial year. Once approved, it will guide the General Manager in monitoring performance and allow him to make decisions to keep the organisation on plan. Barry and Phil posed the following questions for discussion:

- *Bowls Wellington is over-reliant on grants to cover operating costs, with half the number of grants received going to pay opex costs and the other half to cover specific trips and events, and the salary of the Engagement and Inclusivity Officer. A sum of \$93,000 was received last year. To come in at a moderate surplus this year, an additional \$35,000 will be needed. Is that feasible?*
- *Instead, should they budget for a loss this year and use some of the \$190,000 of reserves until they achieve further income?*
- *If not, how do they trim costs? Most items are fixed; the only large item is to be more conservative around payroll.*
- *Is there a new large sponsor(s) that can be targeted to change the reliance on grants?*

Also of note was that the level of travel costs for the rep team has a major impact on the position.

The general feeling of the Board was that the budget should be realistic and that it would not be easy to increase the level of grant or other income in the current financial year.

**It was resolved** that the Board approve the draft budget for the year ended 31 May 2023.

**Sue Way / Sharman Buckle**

Barry will finalise the budget and include it in the next Board meeting pack for approval.

**Action: Barry Jordan**

**It was resolved** to move into committee to discuss the terms of the General Manager's bonus, and it was agreed that the Chair, Barry, Phil, and the General Manager discuss the matters further out of meeting.

#### Delegations to General Manager

**It was resolved** that the Board delegate to the General Manager the right to spend up to \$2,500 (in line with the budget) without having to revert to the Board.

**Sue Way / Phil Todd**

Barry suggested that the Board hold a separate session on ways to increase sponsorship.

The Chair thanked Barry and Phil for their work on the draft budget.

## **6. Bowls Wellington Awards**

The Board discussed the Bowls Wellington awards categories, and agreed on the following:

**It was resolved** that:

- Club of the Year be nominated by the Board;
- Umpire of the Year be nominated by the Umpires Association;
- Administrator of the Year be nominated by clubs;
- Coach of the Year be nominated by clubs and the Board;
- Greenkeeper of the Year be nominated by the Greenkeepers Association;
- The Local Media Award be incorporated into the Club of the Year award; and that
- Club Person of the Year be nominated by clubs.

**Sue Way /Sharman Buckle**

The process for the Board nominating Club of the Year will be:

- Nominations to be received by 31 January;
- The Board to discuss the nominations at its 13 February meeting and agree on a short list and two or three Board Members to visit each club;
- Board Members to conduct the visits;
- The finalist to be decided by April.

## **7. General Business**

### Query from Rob Ashton

The Board discussed a request by Rob Ashton about whether he would be able to play for the Miramar Club in the Kapiti Triples at Labour Weekend. The request relates to a judicial hearing on 9 June 2022 in regard to a complaint about Mr Ashton's behaviour, which was upheld. The relevant part of the decisions was: "We considered the conduct on your part warrants a term of suspension of 12 weeks. That suspension will be from all competitive bowls in the Bowls Wellington Centre, or any affiliated club of Bowls Wellington, from and including Saturday 3 September 2022 to Friday 25 November 2022."

After careful consideration of the request, the Board agreed that, until the suspension ends, Mr Ashton cannot represent the Miramar Club or any other Wellington affiliated club in a tournament outside Wellington. The General Manager will contact Mr Ashton to explain the reasons for this decision and the Chair will convey a similar message to the President of the Miramar Club.

**Action: Chair / General Manager**

#### Westpac Signatories

The Chair reported on the progress being made with finalising the bank signatories.

The meeting concluded at 7.44 p.m. with the Board wishing the best of luck to the rep teams.

#### **NEXT MEETING**

The next meeting will be held on 5 December 2022.

Minutes confirmed as a true and correct record:

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Chair

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Date