



## **Bowls Wellington**

### **Board Meeting Minutes**

18<sup>th</sup> April 2023 at 6.05 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).

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 13<sup>th</sup> February 2023 had been circulated, and were taken as read.

**It was resolved** that the minutes of the meeting held on 13<sup>th</sup> February 2023 be confirmed as a true and correct record of the meeting.

**Jason Puddick / Sharman Buckle**

#### **Matter Arising**

Phil Todd brought up the decision to remove Hutt Valley from the Master's tournament held annually. A small discussion was had and it was agreed that after the regional meeting the board would discuss the matter again at next board meeting. It will be an agenda item.

#### **3. Guest Speaker – Brady Amer**

Brady Amer, Bowls Wellington's Engagement, and Inclusivity Officer talked to the board about his role and what is working well for him. He went through his plan for the next 6 months as well as describing some of the plans he has for beyond that. The Board thanked Brady for his work and offered him to come back in the future.

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

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

##### Club Health Report

Some reports had been submitted by clubs and the General Manager was pleasantly surprised by the information regarding the clubs. The General manager asked that the Board could select a committee that would look at these reports together and report back.

**Action: Board**

##### Singles format

During the Wellington Open Singles, a new format of marking was introduced for the players. The Board asked how this went. The General Manager explained that he had one complaint around a player not marking. The Board agreed that a letter be sent to the player explaining of the breach and the subsequent penalty.

**Action: General Manager**

##### Angela Sheehan's Retirement

Bowls Wellington's minute taker has retired and the board were asked if they knew of a suitable replacement. It was far easier having a professional minute take for Board meetings as it allowed the meeting to flow better.

**Action: All**

##### Grants

The Board noted the reporting on previous grant applications. They then agreed to all Grant Proposals.

#### 5. **Financial Statements**

Barry spoke to the report that was printed. Barry said that the year-to-date numbers were close to plan.

There was a brief discussion had about the new format for subscriptions that is due to be reviewed this year. It was agreed that the General Manager would discuss with Bowls New Zealand and report back to the board. This was to be an Agenda item next meeting.

**Action: General Manager**

#### 6. **Awards Selected by Board**

The Board discussed the nominations for the awards and came to the decisions on the following Awards:

Club of the Year (TBC)

Coach of the Year (TBC)

Administrator of the Year (TBC)

Club Person of the Year (No Nominations by Clubs)

Umpire of the Year (Selected by Umpires Assn)

Greenkeeper of the Year (Selected by Greenkeepers Assn)

Award winners will be notified at their club's award/presentation night where a board member or General Manager will announce the winner, It will then be published on the Bowls Wellington website, social media and newsletter.

## 7. Tournament Review

The General Manager showed the Board the submissions that were received and to be discussed by the Tournament Review committee.

## 8. Hardship Policy

Barry spoke of the proposed policy that would be adopted by the Board. There was a discussion on the wording of the policy and amended the policy to read as below:

### ***Bowls Wellington Club's Financial Hardship Policy:***

*The level of the Capitation Fee (or Affiliation Fee) levied to each Club annually, as set out in Clause 14 of the Bowls Wellington Constitution, may be altered by the Bowls Wellington Board for reasons of financial hardship of a Club where the Bowls Wellington Board deems, in its sole opinion, that a significant change in the Club's operations justify a change in the Capitation Fee for that Club in a particular financial year.*

*If Bowls Wellington alters the Capitation Fee for a Club, it will only be for a single financial year. It is not expected that any Capitation Fee alterations will occur over multiple years or be recurring.*

*For the purposes guidance as to the definition of "significant change", it will encompass at least some, if not all of these characteristics:*

- There is a sudden, unexpected and uninured loss of a key Club asset (eg Clubrooms) or cash reserves;*
- The Club has been the victim of a breach of trust or fraud perpetrated by a Club Official or member, and this breach was uninsured.*
- The Club does not have sufficient liquidity reserves to meet the cost of the loss or fraud themselves without compromising its own overall solvency.*
- The loss or change represents at least 30% of the Club's net assets;*
- All other reasonable means of recovery have been pursued by the Club and have been exhausted.*
- Without the support from Bowls Wellington there is a reasonable likelihood that the issue will negatively impact the Club's operations and membership in that financial year.*

*The extent of any Capitation Fee alteration will be determined by Bowls Wellington, again at its sole discretion. If Bowls Wellington alters the Capitation Fee for a Club, it will only be for a single financial year. It is not expected that any Capitation Fee alterations will occur over multiple years or be recurring (i.e., it is a one-off).*

This was voted on by the Board with a unanimous vote in favour for this policy to be added to Bowls Wellington's policies. This will now be added along with all other policies to the Bowls Wellington Website.

**Action General Manager**

## 9. General Business

No general business was brought up.

The meeting concluded at 8.02 p.m.

**NEXT MEETING**

The next meeting will be held on 12 June 2023.

Minutes confirmed as a true and correct record:

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Chair

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Date