



## **Bowls Wellington**

### **Board Meeting Minutes**

11 October 2021 at 6.00 p.m.

At Pelorus Trust Sports House, Seaview

#### **Present**

Members Sue Way (Chair), Dayle Jackson (President) (*from 6.35 p.m.*), Ralph Vulu (Vice-President), Gerry Macgregor, Rod Leitch, Sharman Buckle, and Jason Puddick.

In Attendance Nigel Dixon (General Manager) and Angela Sheehan (Minutes).

Apologies Dayle Jackson apologised for late arrival.

#### **1. Welcome and Confirmation of Agenda**

The Chair welcomed everyone to the meeting, especially new Vice-President, Ralph Vulu. The agenda was confirmed.

#### **2. Interests Register and Conflicts of Interest**

The following change to the Interests Register was advised:

- Sue Way – Delete “Vice-President Umpires Association, Wellington”.

No conflicts with today’s agenda were advised.

#### **3. Minutes of Previous Meeting**

The minutes of the Board meeting held on 6 September 2021 had been circulated, and were taken as read.

**It was resolved** that the minutes of the meeting held on 6 September 2021 be confirmed as a true and correct record of the meeting.

**Sharman Buckle / Rod Leitch**

#### **4. Election of Chair / Vice-Chair**

Nominations for the position of Chair of the Bowls Wellington Board were called for.

Sharman nominated Sue Way. The nomination was seconded by Jason. There being no further nominations, Sue Way was declared Chair of the Bowls Wellington Board.

Nominations for the position of Deputy Chair of the Bowls Wellington Board were called for.

Rod nominated Gerry Macgregor. The nomination was seconded by Sue. There being no further nominations, Gerry Macgregor was declared Deputy Chair of the Bowls Wellington Board.

## 5. **General Manager's Report and Financial Report**

The General Manager spoke to his report. The following matters were discussed:

- **Bowls NZ AGM:** The General Manager had sent congratulations on behalf of Bowls Wellington to Mark O'Connor on his election as a Board Member of Bowls NZ and to John Carter on his award of Life Membership of Bowls NZ.
- **Engagement and Inclusivity Officer:** Funding of \$20,000 (\$16,000 up front and \$4,000 at the completion of the term) had been approved to fund an Engagement and Inclusivity Officer. The General Manager was working with schools and organisations regarding how the role may look.

The General Manager said that the finances were tracking to budget. He noted that there had been a delay in trusts considering their class 4 gaming applications due to the lockdown.

**It was resolved** that the General Manager's Report and Finance Report be accepted.

**Rod Leitch / Sharman Buckle**

## 6. **Club Tournaments - Advertising**

The Board agreed that, out of respect for the Centre's sponsors, Bowls Wellington should not promote a club tournament held on the same day as a Centre tournament.

*(Dayle Jackson joined the meeting.)*

## 7. **Appointment of Bowls Wellington Judicial Panel**

The General Manager reported that Richard Laurenson QC was happy to step into the role of Chair of the Bowls Wellington Judicial Panel. He would charge \$85 an hour plus GST.

**It was resolved** that the Board appoint Richard Laurenson QC as Chair of the Bowls Wellington Judicial Panel for a 3-year term.

**Sue Way / Sharman Buckle**

**It was resolved** that the Board appoint Rhys Barlow, Allan Galbraith, Geoff Fox and Dale Rayner as members of the Bowls Wellington Judicial Panel.

**Sue Way / Rod Leitch**

## **8. Tu Manawa Funding Update**

An application had been made to the Tu Manawa Fund for \$27,000 to support the employment of an Engagement and Inclusivity Officer. Tu Manawa had agreed to fund \$20,000 for 12 months. That equated about \$17,500 for a 15-hour-a-week role (about \$22 an hour) and \$2,500 for travel reimbursement. The General Manager had had conversations with a potential candidate. After discussion, the Board agreed that the role should be advertised in clubs and through social media.

**Action: General Manager**

The Board agreed that the selection panel should comprise the General Manager, Sharman, and Jason.

## **9. Tournament Manager Software**

The General Manager was looking to replace Google Docs with bespoke software to better manage tournaments. He had talked to Sheldon Kirk, the owner of app development agency Apped NZ. Sheldon had quoted up to \$4,000 for the development and a hosting fee of \$40 a month. Bowls Wellington would own the code. Board Members supported this initiative.

**It was resolved** that the Board agree to engage Apped NZ to develop software to run Bowls Wellington tournaments, up to a sum of \$4,000.

**Rod Leitch / Jason Puddick**

## **10. Bowls3Five Centre Title**

Dayle brought to the Board a suggestion from club people that, because Bowls3Five had been a direct pathway to a national title, it should have a Centre title. Board Members felt that Bowls3Five was effectively an interclub not an open event, so should not have a Centre title.

## **11. Board Induction**

The Board agreed that the Chair work on updating a Board Induction Manual and for the General Manager to put it on the Board page of the Bowls Wellington website.

**Action: Chair / General Manager**

## **12. Other Business**

### **12.1 Board Selection Panel**

A Board Selection Panel will need to be appointed in early 2021. Any suggestions should be brought back to the Board for discussion.

### **12.2 COVID-19 Vaccinations**

The Board and Management will keep a watching-brief on the guidance that Sport New Zealand and Bowls New Zealand put out about how clubs should deal with people not vaccinated against COVID-19.

### **12.3 Operational Issues**

Board Members discussed several operational issues that had been raised with them by club members.

The meeting concluded at 8.04 p.m.

**NEXT MEETING**

The next meeting will be held on 6 December 2021.

Minutes confirmed as a true and correct record:

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Chair

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Date