



Bowls Wellington

Board Meeting Minutes

19 September 2022 at 5.53 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, in particular Phil Todd and Barry Jordan to their first meeting of the Board.

2. Election of Chair

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

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

3. Minutes of Previous Meeting

The minutes of the Board meeting held on 22 August 2022 had been circulated, and were taken as read.

It was resolved that the minutes of the meeting held on 22 August 2022 be confirmed as a true and correct record of the meeting.

Jason Puddick / Rod Leitch

Matters Arising

Tournament App

The Chair and the General Manager will follow up an action from a previous meeting to contact the people developing the tournament app to inquire about progress. The General Manager will also find out and advise the Board what the \$40 a month consultant fee is.

Action: Chair / General Manager

4. General Manager's Report

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

College Bowls

The Youth Engagement and Inclusivity Officer has been liaising with other centres in organising more events for young bowlers. He has been dealing with some new schools and getting things ready for College Bowls in Term 4. The General Manager will send Board Members the document about College Bowls.

Action: General Manager

Under 18 Rep Gear

The Board agreed with the request by the Youth Engagement and Inclusivity Officer that the gear worn by the under 18s in Hastings last year be given to those under 18s rather than kept in storage.

Revamp of Website

The General Manager is looking to revamp the website to make it more modern.

High-Performance Programme

The High-Performance Programme for Bowls Wellington was still under development. It was hoped to have it up and running by the end of the season. The General Manager will email the information about it to Board Members for feedback.

Action: General Manager

Centre Handbook

All clubs now had the Centre Handbook. The Board thanked the team for the quality of it.

Grants

The General Manager tabled a one-page accountability report to funders. The Board considered the following funding applications:

It was resolved that an application be made to Hutt Mana Charitable Trust for funding of \$4,500 for new computer equipment.

Sue Way / Dayle Jackson

It was resolved that an application be made to Pelorus Trust for funding of \$4,872 for vehicle costs and \$3,496 to top up the inter-centre fund used for the qualifier.

Phil Todd / Sharman Buckle

It was resolved that an application be made to the New Zealand Community Trust for \$50,000 for salaries for the Tournament Manager and the General Manager.

It was resolved that an application be made to the Lion Foundation for \$5,000 for rent and other administration costs.

Jason Puddick / Sharman Buckle

5. Financial Statements

It was resolved that the Board accept the Financial Report.

Jason Puddick / Sharman Buckle

Barry Jordan and Phil Todd offered to take on the finance role for the Board and to bring a draft budget to the next Board meeting. They will also prepare the GST returns and be the MyIR contact.

Action: Barry Jordan / Phil Todd

Westpac Signatories

The Chair outlined the process for finalising bank authorities:

- Phil Todd to do his profile with the bank.
- The General Manager to get a profile at the bank.
- The Board to give the General Manager authorising rights.
- The General Manager to get a credit card.
- The previous General Manager's credit card to be retired.
- Paperwork for Jason to be an authoriser to be completed.
- Retire all previous Board Members as authorisers.

Register of Incorporated Societies

The Chair had updated the Register of Incorporated Societies with details of the new Board Members, and submitted the annual financial returns and the other information required under the Incorporated Societies Act.

6. Bowls Wellington Awards

The Board asked the General Manager to draw up a list of the end-of-year awards that the Board decides so that the Board can review the criteria. The matter should then be put on the agenda for the next meeting.

Action: General Manager

7. General Business

Tournament Review – Paying a Third Prize

Board Members discussed the recommendation by the Tournament Review Committee to pay a third prize at Centre events.

It was moved that Bowls Wellington offer a third prize at Centre events of a \$20 Prezzy Card to each player in third place in both the men's and women's competitions.

After discussion, the motion was **lost**.

Recognition of Ross Gillett

The Chair was still to purchase a petrol voucher for Ross Gillett to the value of \$200 to recognise the extra workload undertaken by Ross during the transition to the new General Manager.

Action: Chair

Eastbourne Bowling Club

The Board revisited the issue of the request by the Eastbourne Bowling Club that it pay only 50% of this season's affiliation fee. The club had still not provided the financial information requested by the General Manager. The Board asked the General Manager to reiterate to the club the importance of providing the information and that failure to do so will affect their members' participation in club events. He should also advise the club to apply for a grant to pay its affiliation fee.

Action: General Manager

Supporters Club

The General Manager had a design for a shirt for the Supporters Club, and will be advertising it in the next couple of weeks.

IT Initiative from Bowls New Zealand

Bowls New Zealand is seeking funding from Sports New Zealand for implementation of a nationwide membership database, which would be available to clubs at no charge. When available, Bowls Wellington can run it side by side with its current system.

It was resolved that the Board support the initiative by Bowls New Zealand.

Sue Way / Dayle Jackson

Board Member Roles

The Board agreed on the following Board Member roles;

- Finances – Barry Jordan and Phil Todd
- Rep / High Performance – Dayle Jackson and Rod Leitch
- Development / Secondary Schools / Para – Sharman Buckle and Jason Puddick

Constitution

The Chair said that the Constitution needs to be reviewed, probably using the Bowls New Zealand process. It was suggested that a small working group be set up to do the review.

The meeting concluded at 7.45 p.m.

NEXT MEETING

The next meeting will be held on 10 October 2022.

Minutes confirmed as a true and correct record:

Chair

Date