

**Bowls Wellington**

**Board Meeting Minutes**

11 April 2022 at 6.00 p.m.

At Pelorus Trust Sports House, Seaview

**Present**

Members Sue Way (Chair), Dayle Jackson (President), Gerry Macgregor, Rod Leitch, and Jason Puddick.

In Attendance Nigel Dixon (General Manager) *(by Zoom – to 6.24 p.m.)* and Angela Sheehan (Minutes).

Apologies There were no apologies.

**1. Welcome and Confirmation of Agenda**

The Chair welcomed everyone to the meeting. The agenda was confirmed.

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

No changes to the Interests Register or conflicts with today’s agenda were advised.

**3. Minutes of Previous Meeting**

 The minutes of the Board meeting held on 14 February 2022 had been circulated, and were taken as read.

 **It was resolved** that the minutes of the meeting held on 14 February 2022 be confirmed as a true and correct record of the meeting.

**Jason Puddick / Rod Leitch**

 **Matter Arising**

In regard to item 8.1 of the previous minutes to do with the Managers’ meeting,Rod Leitch had been unable to send Board Members the minutes of that meeting because they go to the Centre.

**4. General Manager’s Report and Financial Report**

 The General Manager spoke to his report.

 He referred to his imminent departure from the role of General Manager, and thanked Board Members for their support over the past 3 years. He noted he was happy to have made the finals of the Juniors Twilight Bowls3Five competition!

 Regarding Twilight Bowls3Five, while comments about the extra set were generally favourable, it will be worth looking at a return to a single tiebreaker. If that does not come forward from the Tournament Review, the Board can look at putting it forward.

 In regard to COVID-19, the General Manager will follow up with clubs, particularly those hosting events, about their decision on whether to do away with being a vaccinated premises. However, all clubs were aware they cannot check vaccine passports, and had agreed to that.

**Action: General Manager**

The General Manager said that the finances were tracking to budget. At this time of the year, while expenses continued, income did not start to come in until August with sponsorship money and November with affiliation fees.

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

**Dayle Jackson / Jason Puddick**

**5. General Business**

**5.1 Tournament Review**

 The General Manager said that only one submission on the tournament review had been received so far. Submissions close at the end of April. He will send out a reminder to clubs.

**Action: General Manager**

**5.2 Recruitment of New General Manager**

 On behalf of the Board, the Chair thanked Nigel very much for his work over the past 3 years, and wished him well in his new role.

*(The General Manager left the meeting.)*

 The Board discussed the process by which they will recruit a new General Manager, and agreed as follows:

* Send Board Members the current General Manager position description for review.
* Email club presidents and club life members about the General Manager’s resignation.
* Notify the General Manager’s resignation on the Bowls Wellington Facebook page.
* Review the job advertisement and circulate.
* Contact Mark Cameron, CEO of Bowls New Zealand, and ask if he would like to be part of the selection panel. The Board Chair and Jason Puddick will be the other members of the selection panel.
* Board Members will review applications and choose three people to interview – the same process as last time. The Board will meet by Zoom to discuss.
* At the June Board meeting discuss who will be the Bowls Wellington delegate to Bowls New Zealand.

**Action: Chair**

With Gerry Macgregor retiring as Tournament Manager, the Board discussed whether the job description for the new General Manager should include running tournaments, and agreed that was not desirable. It was suggested that perhaps a tournament committee could be established so that the work was shared around more.

 As an associated issue, the Board asked the General Manager to report to the Board on how the funding process of sponsorship prizes works.

**Action: General Manager**

**5.3 Transition Arrangements**

 It was agreed that, on the departure of the General Manager, the Competitions and Tournaments Manager will carry on the day-to-day running of the office, except for the finances, and will be paid for any extra hours worked. The Chair will take on the finances.

 The Board would like to see the conditions pertaining to the sponsorship of the car.

**Action: General Manager**

**5.4 Tournament Computer Programme - Development**

 The Chair will check on progress with development of the tournament computer programme, and report back to the next meeting.

**Action: Chair**

**5.5 Bank Signatories**

 The Chair suggested that two further people be added as bank signatories.

**It was resolved** that Sue Way (Board Chair) and Jason Puddick (Board Member) be added as bank signatories for Bowls Wellington.

**Dayle Jackson / Rod Leitch**

**5.6 Interclub Play-offs**

 It was agreed that the issue of the format of the Centre’s interclub play-offs was one for the Tournament Review.

**5.7 Champ of Champs Weekend**

 Dayle Jackson relayed thanks to Bowls Wellington for the fabulous Champ of Champs weekend, and congratulations to Jason Puddick on taking his team through to the final.

The meeting concluded at 7.31 p.m.

**NEXT MEETING**

The next meeting will be held on 13 June 2022.

Minutes confirmed as a true and correct record:

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Chair Date