



Bowls Bay of Plenty

Minutes of the Board Meeting of Bowls Bay of Plenty Incorporated held at the Ngongotaha Bowling Club on Monday 20th September 2021 at 10.00 a.m.

Present: Bill Murphy (President), Margaret O'Regan, Kathy Dempster-Rivett, Dave Jones, Morgan Solomon, Rod Warrender, Graham Skellern, and Eddie Ashcroft (Interim Centre Manager)

Also in attendance: Operations Committee representatives Lillie McGregor and Ken Boyle

Apology: John Chelley.

A roundup by Board members of various club openings was presented. A number of clubs having not held separate openings or were combined with other events, due to Covid restrictions.

Andrew Nalder arrived to arrange Board photos for the website.

Minutes of Board Meeting 29 July 2021:

The minutes were approved, with amendment, to recognize Graham's comments regarding the previous Board's reappointment procedure around Ben Thurston as Centre Manager

Moved: Jones **Seconded:** Warrender

Matters Arising

Dave had made contact with Greg Gould regarding establishing a link between the Board and the Greenkeepers.

Morgan had made contact with John Wood of the Umpires association. Appointments officers and procedures had been discussed and noted in respect of Centre events.

Minutes of AGM Meeting: The minutes of the 2021 Annual Meeting were approved pro forma.

Correspondence:

Inwards:

- BNZ – Disciplinary notification
- BNZ – re delegates to BNZ AGM
- BNZ – Greenkeepers Alert Level 4 Advisory
- BNZ – North vs South postponement advisory
- BNZ - Centre Managers Meetings
- BNZ – Tournament Cost Equalisation discussion paper
- BNZ – AGM Notification Change to video conference
- BNZ – Agrichem WoF notice (clubs)
- BNZ – National Inter-centre request
- BNZ – CEO Visit change
- BNZ – Commonwealth Games Team Manager position
- BNZ – Centre Managers Meeting

Outwards

- BNZ – Centre Managers Meeting
- BNZ – BOP involvement National Inter-centre
- BOP Clubs – Commonwealth Games Team Manager position
- BOP Clubs – BNZ Disciplinary notification

Interim Manager Report:

The Interim Manager provided a review of the Manager's role and activities at present.

He made the following points:

Transition between Boards is always a difficult period but especially so on this occasion due to the late arrangement of the AGM which was outside the requirements of the Constitution.

The complete change of Board meant there was effectively no continuity of management from the previous Board.

The late AGM compressed the timeframe to set up the structure for the new season and this process was further disadvantaged by:

- Absolutely no work having been done on the Centre Book. This has now been completed and a proof sent to the printers. We will receive a proof to review and then it will be a matter of how Covid will impact on the printing being done.
- Nothing been done on securing information from the clubs (club census) and setting up the affiliation fees for the year. Clubs had now been sent the requests for information to get the process underway but no doubt that will require additional follow-up. This normally would have been done February/March.
- Margaret has taken a lead role on the finance/Xero activity and thanks go to her for that input as it is also a significant task to complete. Establishing the signatory status at Westpac has been a protracted exercise.
- The PO Box is very lightly loaded and should be reviewed as to it's necessity.
- A Board cell phone had been earlier purchased and seems surplus to needs so we should get out of the contract in the most economical way.
- The website has been changed – it's different but it's certainly not better than the previous website. A lot of functions of the previous website have been lost with the new site. Ken Boyle and myself had a zoom meeting with the website contractor Andrew Nalder which was very informative and provided us with a reasonable understanding of how the site operates. Nonetheless there are some significant issues we need to address.
 - ❖ Navigation needs to be improved
 - ❖ No notices section
 - ❖ Doesn't seem to have the ability to host video
 - ❖ There are limitations on the size of photos and it seems they may need to be added through Andrew
 - ❖ Updating forms is a laborious process by comparison to the previous site
 - ❖ Forms advisory components (email to management and event entrants) don't appear to be there
 - ❖ Generally, It seems there is less flexibility to manage the site content overall.

It was agreed by the meeting to cancel the PO Box facility.

Moved: Warrender **Seconded:** Dempster-Rivett

Resignation of Board Member:

A letter of resignation from Board member Mary Campbell had been received, resulting from the outcome of discussions around the re- appointment, or otherwise, of the previous Centre Manager. The meeting accepted the resignation:

Moved: Jones **Seconded:** Dempster-Rivett

Financial Report:

Margaret provided a report including a provisional budget and a spreadsheet covering Centre events, along with a financial report showing financial activity since April 1.

Irregularities discovered in the Annual account report to the AGM impacted on the current financial position by approximately \$6000.00, resulting in there being a need to review all the end of year adjustments. This was underway. Corrections required would be presented to the next AGM.

Future budgets will be prepared for the calendar year relating to the bowling season i.e. 1 July to 30 June. It is planned to prepare future budgets two years in advance.

There is a need to ensure the current Lion Foundation grant is appropriately utilised and it was noted that the reporting period for the grant was due early November. It was agreed a further application for grant funds would be made at the same time for an amount totalling \$24,090.00.

Moved: Skellern **Seconded:** Murphy

The meeting approved the attached schedule of payments/expenses for the period 1 April to 31 August, totalling \$27,808.17

The Centre cash deposit's as at 31 August were confirmed at:

Westpac	\$43,537.96
First Mortgage Trust	\$72,686.35

The account with First Mortgage Trust includes monies relating to Umpires, Coaching, Youth Bowls and Kittyhawk.

Umpire payments and Spark payments were discussed and noted.

Prize money for Centre Events, which had been reviewed by the Operations Committee, was confirmed as, First place: \$100 per player, Second place: \$75 per player, Third equal place: \$25 per player. This effectively re- instated prizemoney for third place. It was noted that Champ of Champ events do not have financial prizes.

The Finance Committee would review and determine payments to be received by the clubs for hosting Centre events. These would be on the basis of a lump sum payment, doing away with the claim procedure. Proposed amounts would be submitted to the next Board meeting.

Included in the financial schedules were recommended amounts from the Representative management group to be payable by Premier team representatives and management. The amount being \$100 each towards travel and accommodation costs for the two main events in the season, the Quadrangular and Inter Centre in Auckland.

Stripe fees on Centre Event entries were discussed and it was agreed they should be changed from a charge deducted from the entry fee to a charge on the transaction, i.e. user pay.

It was advised that Craigs Investment Partners sponsorship runs from February to February and should be appropriated evenly over that period.

The financial report was accepted as a true and correct record.

Moved: O'Regan **Seconded:** Warrender

Live Streaming Equipment:

As this had been provided for in the 2021 Lion Foundation Grant it was agreed this should be immediately purchased. Graham would arrange the purchase and provide invoice documentation to Margaret.

Moved: Skellern **Seconded:** Jones

Representative Programme:

The Junior representative fixture against Gisborne EC held at Whakatane had been very successful. It was well run and resulted in a good win to the Bay of Plenty.

An unofficial event at Kawerau between Bowls Waiariki and the Gisborne- EC senior team also went off well. The President and Vice Chairman met with Gisborne-EC board members and agreed that next year the Gisborne EC event will include both the seniors and the juniors again. Some later rescheduling will be needed to provide better timing for the event.

A Representative Induction Day was arranged by the representative management team for October 3.

A proposed Zone 2 representative fixture, only recently discovered to be on December 5 was discussed, as it included a conflict with the Baywide 7s final day. It was agreed the Centre needed to honour the commitment involving a Premier 2 side and the Operations Committee was asked to consider possible ways to re-arrange the Baywide final day if necessary. A number of aspects regarding Zone 2 representative programming were in question and these would be addressed at a forthcoming meeting on October 19, to be attended by the President and others.

Further to discussion at the previous Board meeting a change had been made to include Ron Crimlis as the Premier 2 Men's coach. This was confirmed by the meeting.

Selection priority amongst the three levels of representative teams was discussed and it was agreed that first right of selection would be Premier 1, then Premiers 2 and Junior in that order.

Moved Skellern **Seconded:** Warrender

Operations Committee:

Morgan outlined the activities of the committee to date noting the rinks per green availability for events, as recommended by Bowls NZ. The Baywide 7s indicative entries and format, other Centre venues, conditions of play and entry fees had all been considered by the Operations Committee and would be further clarified at their next committee meeting.

Clubs would be encouraged to appoint controllers with the Centre assisting where necessary to familiarise the controller with the results system. This strategy was in place for the Optional Junior Pairs event in Whakatane on September 25-26

The recommendation from the committee to retain entry fees at the previous level of \$25.00 per player for Centre events was approved by the meeting.

Discussion was held on various centre event venues.

General Matters:

Interim Manager Position:

It was agreed that the Interim Manager's term be extended a further three months, to 18/1/22

Moved: Warrender **Seconded:** Jones

Other items:

The meeting discussed the affiliation fee process, noting accounts were due to go out to Clubs.

Bowls NZ matters noted included,

- Centre Manager meeting organised by BNZ.
- An advertisement re the manager for the disabled team for the Commonwealth Games had been forwarded to clubs.
- At the recent BNZ annual meeting the Chairman's report proposed that clubs should concentrate on becoming community clubs rather than just bowling clubs, moving into the future.

Rod reported on an approach from the Western Bay Schools sports co-ordinator re the potential involvement of outdoor bowls in her programme. This was of interest and a matter of seeing if it develops any further. Rod had appraised Youth Bowls co-ordinator Andre Hudson of the approach.

Next Meeting: at Ngongotaha, Monday 1st November 2021

Meeting closed at 1.30 pm

President: _____ Date: _____