

Circular 09/2011



14 September 2011

TO: ALL BOARD MEMBERS, COMMUNITY DEVELOPMENT OFFICERS, LIFE MEMBERS, CENTRE SECRETARIES, UMPIRES COMMITTEE, DISTRICT UMPIRES SECRETARIES, SELECTORS, JUDICIAL COMMITTEE

Annual General Meeting 2011:

Minutes of the Annual General Meeting held in Auckland on 4th September 2011 are ***attached***.

Items of interest from the Minutes are:-

- Trevor McComish from Wellington was elected as President for the period 2011 to 2013.
- Ann Muir from Northland was elected as Vice President for the period 2011 to 2013.
- New Board Members appointed were Matt Barber from Auckland and John Calvin from Christchurch. John Carter was re-appointed for a further term and was elected Chair of the Board.
- The membership fees for 2011/2012 were confirmed as \$27.54 plus GST for playing members and \$10.00 plus GST for Students up to the age of 25 years who are in a full course of education.
- Changes to the names of the Regional Service Centres were approved and they will now be known as Northern Regional Service Centre (HQ Auckland Bowls), Central Regional Service Centre (HQ Bowls Wellington) and Southern Regional Service Centre (HQ Bowls Canterbury).
- The meeting awarded Life Membership to Martin Christensen (Gisborne East Coast) a Past President of Bowls New Zealand and long term Board Member of the NZ Sports Turf Institute, NZ Sports Turf Institute Industry Training Organisation and Bowls New Zealand Umpires Committee. Martin has also held many roles at a Centre and Club level during his years associated with our sport.

Bowls New Zealand Board Meeting 5th September 2011:

Minutes of this meeting are ***attached***.

Items of interest from the Minutes are –

- Bowls New Zealand Operations Plan for 2011/2012 was approved, plan is on the Bowls NZ website <http://www.bowlsnz.co.nz/bowls-nz/key-documents/>.
- The following Regulations were approved – Requirements of Regional Centres and Centres (replaces previous Transition Regulations); Updated National Tournaments Regulation; National Umpires Examination procedures. All regulations are available on the website <http://www.bowlsnz.co.nz/events/bowls-nz-regulations/>.
- The inter-centre proposal from Region 1 was approved subject to it remaining cost neutral to Bowls New Zealand. An operational plan will now be developed with the object in mind for the new format to start in the 2012/2013 season.
- The Bowls New Zealand Umpires Committee for the next two years was confirmed as Helen Stallard (Auckland), Reg Briggs (Counties Manukau), Peter Turnbull (Hawkes Bay) and Michael Ayers (Dunedin). Congratulations to them all and thanks to retiring Members Ray Hunt and Martin Christensen.

Suspension:

Glen Eden Bowling Club advise that they have suspended Joe Shine from their Club for a period of 5 years as from 29th July 2011.

Bowls NZ National Secondary Schools Championships – 2011:

Bowls NZ would like to confirm that the venue for the 2011 National Secondary Schools Championships will remain in Christchurch as scheduled.

This decision was made on the proviso that a complete Risk Management plan is devised and approved.

The regulations for 11.4 National Secondary Schools Championships can be found here:

<http://www.bowlsnz.co.nz/events/bowls-nz-regulations/>

Bowls NZ is working closely with Bowls Canterbury and the clubs to ensure that this event will be as successful as previous championships.

High Performance and Coaching Road Show:

High Performance and Coaching are two very important topics for Bowls NZ and as such National Coach Dave Edwards and National Programmes Manager Rob Pidgeon will be undertaking a Road Show from 26 September to 4 October at the following venues:

- Carlton Cornwall Bowls, 126 Market Road, Epsom, Auckland - September 26
- Hamilton City Bowling Club, 100 Seddon Road, Hamilton - September 27
- Pelorus House, 93 Hutt Park Road, Lower Hutt, Wellington - September 28
- Palmerston North Bowling Club, 24 Linton Street, Palmerston North - September 29
- Burnside Bowling Club, 330 Avonhead Road, Christchurch - October 3
- Westpac Bowls Stadium, 38 Tahuna Road, Tainui, Dunedin - October 4

The purpose of the Road Show is to explain:

- The Bowls NZ High Performance and Talent Development structure
- The High Performance Pathway
- The Black Jacks and how they operate including selection criteria and process, code of conduct and player agreement
- The importance of coaching and the development programme

Apart from this, Dave Edwards and his fellow National Selectors are keen to establish much better lines of communication with centre representative selectors and coaches. Black Jacks will be in attendance at each of the venues to provide a personal perspective on High Performance and Coaching.

Who Should Attend?

This is an open invitation event to all with an interest in high performance and coaching, however Centre Representative Coaches and Selectors as well as Centre office bearers and board members should attend.

Exact times will be notified at a later date. Presentations are tentatively scheduled for a 7pm start.

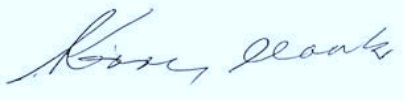
Just a reminder...we need the contact details of the following key personnel in your centre;

- Board personnel or executives
- Centre Presidents and/or Chairman
- Centre representative selectors and coaches
- Coach coordinators

We would like to get the invitations out shortly so if you haven't already sent in your list, can you email it to Nicki Patrick nicki@bowlsnz.co.nz

Kind Regards ,

Signed

A handwritten signature in black ink on a light blue rectangular background. The signature appears to read "Kerry Clark".

**Kerry Clark OBE
CHIEF EXECUTIVE**

MINUTES OF THE 16TH ANNUAL GENERAL MEETING
OF BOWLS NEW ZEALAND

HELD AT

CARLTON CORNWALL BOWLS, 126 MARKET ROAD, EPSOM, AUCKLAND

ON
SUNDAY 4TH SEPTEMBER 2011
AT
10.00AM



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1. **OPENING AND WELCOME**

The Chairman introduced Alan Crowe, the Secretary of Carlton Cornwall Bowling Club who welcomed those present to the Club. The Chairman then welcomed all delegates, board members, staff, CDO's, observers, Regional Service Centres Chairman and Managers to the Annual General Meeting.

2. **OBITUARIES**

Bob Vinsen – Life Member, founder and long time Curator of TSB Bowls NZ Museum.

John Simpson (Kapiti) – NZBA President 1992/93 and inaugural President of Kapiti Bowling Centre.

Brenda Papesch (Manawatu) – a previous Executive Member of NZ Women's Bowling Association and Delegate of the International Women's Bowling Board.

Jean Moffatt – former New Zealand Representative, Avondale Bowling Club, Auckland.

Hazel Ramsay – (Counties Manukau) – Bowls NZ Councillor 1996 – 1997.

3. **PRESENT**

Delegates:

Region 1 – Ann Muir, Michael Spring, Mal MacElvanna, Peter Kelly.

Region 2 – Sean Johnson, Michael Leggott, John Hanning, Robin Jefferson.

Region 3 – Ruth Grant, Elaine Hemi, Bill Rothwell, Grant Evans.

Board: John Carter (Chairman), Coral Wing (President), Trevor McComish (Vice-President), Lynette Adams, Cushla McGillivray, Jacki Richardson.

CEO; Kerry Clark, Observers, Bowls NZ Staff, Community Development Officers, Regional Service Centres Chairs and Managers.

4. **APOLOGIES**

An apology was received from retiring Board Member Jim Lindsay.

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5. **CONFIRMATION OF THE MINUTES OF THE 15TH ANNUAL GENERAL MEETING OF BOWLS NZ – HELD IN LOWER HUTT ON 11TH SEPTEMBER 2010**

“That the Minutes of the 15th Annual General Meeting of Bowls New Zealand, held in Lower Hutt on 11th September 2010, be confirmed as a true and correct record of that meeting.”

MOVED: Sean Johnson SECONDED: Elaine Hemi
CARRIED

6. **RECEIVING OF THE ANNUAL REPORT OF THE BOARD FOR THE 12 MONTHS ENDING 30TH JUNE 2011, TOGETHER WITH STATEMENT OF INCOME AND EXPENDITURE AND AUDITED STATEMENT OF ACCOUNTS FOR BOWLS NZ FOR THE FINANCIAL PERIOD**

“That the Annual Report and the Statement of Income and Expenditure for Bowls NZ as at 30th June 2011, be received, approved and adopted.”

MOVED: Grant Evans SECONDED: Michael Leggot
CARRIED

DISCUSSION:

The President spoke to her circulated report and thanked the Staff and Board for their support during her term of office.

The Chairman then spoke to his report outlining the progression of the RSC’s, the membership fees issue, the effect of the Christchurch earthquakes on local clubs and High Performance. The Chairman then thanked the CEO and staff for their efforts during the year on behalf of Board.

The CEO presented to the Annual General Meeting, a power point presentation covering RSC’s, Leadership Programme, Values project, Sport image, High Performance, Challenges and Finance. The CEO made special thanks to the funding partners. A special mention was also made that Bowls NZ staff were on employment contracts and that salaries were set to industry norms. Special thanks were made to Bowls NZ staff and the Board.

7. **RECEIVING THE AUDITORS REPORT ON THE ACCOUNTS OF BOWLS NZ FOR THE PRECEDING FINANCIAL YEAR**

“That the Audited Statement of Accounts of Bowls NZ as at 30th June 2011, including the Auditors report, be received, approved and adopted.”

MOVED: John Hanning SECONDED: Elaine Hemi
CARRIED



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8. ELECTION OF PRESIDENT AND VICE-PRESIDENT

PRESIDENT: Trevor McComish (Wellington)

Elected for a 2 year term

VICE-PRESIDENT: Ann Muir (Northland)

Elected for a 2 year term

9. APPOINTMENT OF MEMBERS OF THE BOARD OF BOWLS NZ

The nomination by the Board Selection Panel of John Carter, John Calvin and Dr Matthew Barber was approved.

MOVED: Sean Johnson

SECONDED: Ann Muir

CARRIED

John Calvin thanked the selection panel and the delegates for their welcome. Matthew Barber also thanked the delegates and looks forward to working with the Board.

10. APPROVING THE AMOUNT OF THE ANNUAL MEMBERSHIP FEE AND/OR ANY SPECIAL PURPOSE MEMBERSHIP FEES IN ACCORDANCE WITH RULE 13.1 OF THE CONSTITUTION

1. Membership fee for playing members to be \$27.54 plus G.S.T. (which is unchanged from last year).
2. Membership fee for students up to the age of 25 years who are in a full time course of education to be \$10.00 plus G.S.T.

MOVED: Elaine Hemi

SECONDED: Grant Evans

CARRIED

11. THE APPOINTMENT OF AN AUDITOR FOR THE NEXT FINANCIAL YEAR

"That Ross Melville PKF be appointed as the Auditors for Bowls New Zealand for the 2011/2012 financial year."

MOVED: Ruth Grant

SECONDED: John Hanning

CARRIED

12. THE APPOINTMENT OF A PERSON TO THE BOARD SELECTION PANEL AND A DEPUTY

The Chairman noted that a deputy to the Selection Panel was not necessary and nor was it provided for in the Constitution, and that Alex Wilson was available for re-appointment.

Martin Christensen then expressed his sincere thanks to all for the nomination and the great honour that had been bestowed on him.

Outgoing President Coral Wing presented the Presidents Badge to newly elected President, Trevor McComish who expressed his thanks to his nominators and the meeting for the confidence placed in him. He then briefly outlined how he would be undertaking the role.

The President then presented incoming Vice-President, Ann Muir with her badge of office. Ann thanked her nominators and the meeting for the vote of confidence shown in her and stated that she was looking forward to working with the team and supporting the new President.

Trevor McComish presented a gift to Coral Wing and thanked her for her contribution as President over the last two years.

There being no further business, the Chairman thanked all delegates and closed the meeting at 11.00am.



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Chairman

Date

NOTE: The Annual General Meeting was followed by an open forum for all delegates and observers.

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**MINUTES OF MEETING OF
BOWLS NEW ZEALAND BOARD**

**Held at Auckland Bowls,
17 Stokes Road, Mt Eden, Auckland**

**On Monday, 5th September 2011,
Commencing at 9.30am**



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PRESENT

John Carter – Chairman
Trevor McComish – President
Ann Muir – Vice President
Cushla McGillivray
Lynette Adams
Matt Barber
John Calvin
Kerry Clark OBE – Chief Executive Officer
Nicki Patrick – (minute taker)

1. ELECTION OF CHAIR

That John Carter be nominated as Chairman.

Moved: Trevor McComish Seconded: Cushla McGillivray
Carried

2. WELCOME TO NEW BOARD MEMBERS – Ann Muir, Matt Barber and John Calvin.

The Chairman officially welcomed the new members of the Board.

3. APOLOGIES

No apologies.

4. OBITUARIES

No obituaries.

5. REGISTER OF INTERESTS

John Carter	Director, Bowls Events NZ Limited Life Member, Bowls Wellington Administration Manager, Hutt Bowling Club
Trevor McComish	Bowls Wellington, Club Rationalisation Team
Cushla McGillivray	Director, Bowls Events NZ Ltd Canterbury Coaching Sub-Committee
Lynette Adams	CEO, Sport Waitakere

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Ann Muir Director of Coaching Northland
Bowls NZ TD and Coach Trainer
Chairperson, Northern Region Coaching Sub-Committee
Matt Barber Treasurer, Devonport Bowling Club



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6. CONFIRMATION OF MINUTES AND RESOLUTIONS

1. Minutes of Board Meeting held on 18th May 2011.

Moved: Trevor McComish Seconded: Cushla McGillivray
Carried

2. Resolution to Mainland Foundation dated 12th August 2011 for \$6,252.78.

3. Resolution to Blue Waters Community Trust dated 24th August 2011 for \$3,130.00.

4. Resolution to Blue Waters Community Trust dated 24th August 2011 for \$817.40.

Moved: Lynette Adams Seconded: Ann Muir
Carried

The Chairman invited Board Members to comment on the previous days' Annual General Meeting where the Board provided feedback and discussion on the presentation given. It was suggested that stories and examples from club level be included in the Roadshow presentations and RSC's and development staff to be involved. The President and Chairman both offered assistance on this project.

7. MATTERS ARISING FROM MINUTES

Stakeholder Survey – Action plan and timelines for discussion

CEO provided feedback on the Stakeholders Survey, that issues have been identified and are currently being addressed. Continue to promote communications via the website and word of mouth.

World Bowls Taskforce

The Chairman updated the new Board Members on the background and current status of the World Bowls Taskforce of which he is a Member.

8. STRATEGIC ISSUES

For Board approval:

Operations Plan 2011/2012 (Including Club Plan)

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Key change is that CDOs will engage with Clubs through a new Club partnership process. The Board approved the new process but also suggested that we spell out what will be provided to Clubs who are not partnership Clubs and that in the agreement partnership clubs spell out what their growth targets are for participants and members.

The Operations Plan was approved.

Moved: Cushla McGillivray Seconded: Trevor McComish
Carried

Marketing and Communications Plan

The CEO tabled a draft plan which had been produced by the Marketing and Communications Manager.

The Plan will be an agenda item for approval at the next Board Meeting.

Moved: Ann Muir Seconded: Cushla McGillivray
Carried

Membership and Use of Greens Regulation

A draft Regulation was tabled and discussed.

The Board agreed that further drafting of the Regulation was needed and the CEO and Board Member Matt Barber would liaise with our legal advisers and an updated draft would be circulated for approval at the next Board meeting.

Moved: Cushla McGillivray Seconded: Trevor McComish
Carried

Revised Transition Regulations

An updated Transition Regulation was tabled. The new name will be Regional Centres and Centres and is Regulation number 13.

The updated Regulation was approved.

Moved: Trevor McComish Seconded: Ann Muir
Carried

Updated National Tournaments Regulations

That an amended Regulation 10 be approved.

Moved: Trevor McComish Seconded: Cushla McGillivray
Carried



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National Umpires Regulation

An amended Regulation 12 was approved.

Moved: Trevor McComish Seconded: Cushla McGillivray
Carried

Inter-Centre Proposal Commencing 2012/2013

The CEO tabled a report (including financial scenarios) on the proposal from the Northern Region which was supported by the other Regional Service Centres.

The Board approved the Inter-Centre Proposal on the basis that it would be cost neutral. The investment that is made into the inter-centre finals now will be available for the new event.

Moved: Trevor McComish Seconded: Cushla McGillivray
Carried

Approval of Umpires Committee 2011 to 2013

From the nominations received the following applicants were approved for a two year term- Helen Stallard (Auckland), Reg Briggs (Counties Manukau), Peter Turnbull (Hawkes Bay) and Michael Ayers (Dunedin).

It was noted that all Regional Service Centres are represented on the Committee.

Moved: Cushla McGillivray Seconded: Trevor McComish
Carried

Bowls New Zealand Centennial 2013

The CEO tabled a draft action plan, budget and some suggestions re the implementation of a Hall of Fame coinciding with the Centennial Celebrations in 2013. The proposals will be considered in detail by the Board at their next Board Meeting.

Board Work plan for next two years

The Board approved the Work plan tabled by the Chairman.

Moved: Cushla McGillivray Seconded: Trevor McComish
Carried

9. CHIEF EXECUTIVE'S REPORT

The Chief Executive tabled a Report covering all activities since the last Board Meeting.

The following specific items were considered -



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Values Project – a proposal from Synovate was approved.

A reference group was being set up by the CEO and will include Board Members Trevor McComish and Lynette Adams.

Three letters were received (two from Clubs and one from a Centre) asking for membership fees in the current year to be waived or reduced.

The requests were declined on the basis that membership fees for 2011/2012 had already been notified and set at the same level as 2010/2011. Budgets for Bowls NZ had been set based on the numbers returned and any change to that now would have an impact on our ability to deliver services to Clubs, Centres and individuals.

Bowls New Zealand through its Community Development Officer network is willing to assist Clubs and Centres and assistance is better targeted through their availability rather than waiving or discounting fees.

The Board congratulate the Far North Centre on their campaign to increase membership but note that CDO Steve Smith has been an integral part of the programme and will remain so. His assistance comes at no cost to the Clubs or the Centre.

That these applications to waive club levies/subsidise membership fees be declined.

Moved: Cushla McGillivray Seconded: John Calvin
Carried

10. FINANCIAL REPORT

Report to 31st August 2011 and cashflow forecast for balance of the financial year

CEO tabled the financial report which was accepted.

Investment Update

Schedule of current investments was tabled.

11. OTHER BUSINESS

Next meeting dates –

- 28th and 29th November 2011 at Auckland Bowls. This will be a planning meeting which will include invitations to the RSC Chairs. CEO to investigate a facilitator for this meeting.
- Next Annual General Meeting date to be 8th September 2012.
- Suggested 2012 Board Meeting dates for confirmation are 22nd February 2012, 23rd May 2012 and 7th September 2012.



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Bowls NZ is grateful for the support of:



- The following Board Committees were appointed for 2011/2012 -
Risk and Audit Committee –Cushla McGillivray, John Calvin, Matt Barber and Doug Haines from BDO
Remuneration Committee – John Carter, Lynette Adams and John Calvin
Centennial Committee – Trevor McComish, Ann Muir, John Carter and CEO

There being no further business the meeting closed at 1.15 pm.

 Chairman

 Date



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