

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

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**Bowls New Zealand Board Minutes:**

Attached are copies of the Bowls New Zealand Board Minutes dated 16<sup>th</sup> and 17<sup>th</sup> November 2009.

**Items of Interest from Minutes**

**One Bowls One Vision**

Workshops have been held with the Boards of Auckland Bowls and Bowls Canterbury and a Workshop with the Board of Bowls Wellington is scheduled for 26<sup>th</sup> November 2009.

Arising from the Workshops there will be some changes to the Service Level Agreement between Bowls NZ and the Regional Service Centres.

The Workshops have been held in a spirit of co-operation and a willingness of all parties to make One Bowls One Vision work for the benefit of bowls.

**Board Sub-Committee Appointments:**

The Board have appointed the following sub-committees –

**Audit Committee** – John Carter, Cushla McGillivray and Brent Kennerley of Grant Thornton

**Remuneration Committee** – John Carter, Lynette Adams and Jacki Richardson

**Membership Sub-Committee**

The One Bowls One Vision Taskforce recommended that a sub-committee be appointed to look at the issue of membership.

Trevor McComish was appointed Chair of the sub-committee with Cushla McGillivray a Member. Additional members will be Community Development Officers Paul Cavanagh and Steve Beel, a representative from the Regional Sports Trusts (to be confirmed) and a representative from each of the Regional Service Centres (names to be confirmed).

The Committee Secretary will be Paul Cavanagh

**Centennial (2013/2014) Sub-Committee** – Trevor McComish, John Carter, Coral Wing and Kerry Clark

**Counties Manukau Bowls:**

Your attention is drawn to a resolution in the minutes regarding the above Centre.

Bowls New Zealand has intervened pursuant to Rule 7.2.3 of the Bowls New Zealand Constitution.

Until further notice all communications regarding Counties Manukau Bowls should be referred to Steve Clifton at Bowls New Zealand .

His contact details are [Stephen@bowlsnz.co.nz](mailto:Stephen@bowlsnz.co.nz), business phone 09-579 5853 and cell phone 021-967011.

**Hyundai National Open Championships 2010/2011:**

One application was received to host the above tournament and it has been awarded to Bowls Dunedin with the Taieri Club as Headquarters. The tournament will start on 28<sup>th</sup> December 2010.

***For any matters relating to the Hyundai National Open Championships 2009/2010, please call Allan Griffiths 021 966 024 or email [allan@bowlsnz.co.nz](mailto:allan@bowlsnz.co.nz).***

**National Open Championships 2013/2014:**

This is the centennial year of the National Association. The first National Open Championship in New Zealand was held in Dunedin and therefore the Board have approved that the National Open Championship in our Centennial Year will be held again in Dunedin.

In due course Bowls Dunedin to advise who the Host Headquarters Club will be.

**Office Hours over the Christmas New Year Holiday Period:**

The Bowls New Zealand Office will be closed from midday on 24<sup>th</sup> December and will re-open on 11<sup>th</sup> January 2010.

Emergency contact personnel over that period will be Kerry Clark on 021-896664 or Steve Clifton on 021 967011.

**New Membership Fee – (Capitation Fee):**

By now you will have received your Membership Fee Invoice (Capitation Fee) which is due for payment by 15<sup>th</sup> December 2009.

**Interclub Invoices:**

These are being sent to Centres this week. They are due for payment by 31 December 2009. If you have not notified Allan Griffiths of the numbers playing please do so asap.

**Club/Centre Membership Returns:**

Please find attached Club/Centre Membership Returns. Clubs are reminded these returns are to be returned to your Centre by 31 January 2010 completed as at 31<sup>st</sup> December 2009. Centres are reminded these are to be returned to Bowls NZ by 15<sup>th</sup> February 2010.



**Kerry Clark OBE  
CHIEF EXECUTIVE**

# MINUTES OF MEETING OF BOWLS NEW ZEALAND BOARD

HELD AT SORRENTO, CORNWALL PARK, AUCKLAND

On  
Monday & Tuesday 16<sup>th</sup>/17<sup>th</sup> November 2009  
COMMENCING AT 12.00pm

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## PRESENT

John Carter - Chair  
Coral Wing – President  
Trevor McComish – Vice-President  
Lynette Adams  
Cushla McGillivray  
Jacki Richardson  
Jim Lindsay  
Kerry Clark OBE – Chief Executive Officer

## Monday 16<sup>th</sup> November 2009

### **Strategic Planning Session:**

The Board worked through the Bowls New Zealand Strategic Plan and supplementary plans together with senior staff members.

A draft was completed and will now be the subject of further input as to KPI's at a Staff planning session to be held on 19<sup>th</sup> November 2009. Following that session the plan will be re-distributed to the Board for final sign-off and then will be distributed to the wider bowling community.

## Tuesday 17<sup>th</sup> November 2009 commencing at 9.00am

- APOLOGIES**  
No apologies
- OBITUARIES**  
Arch Murray (Canterbury) President New Zealand Bowling Association 1989-90 and Councillor New Zealand Bowling Association 1978 to 1990  
Margaret McKinnel (South Otago) Bowls New Zealand Board Member 1996-2000 and Councillor/Delegate to Bowls NZ 1996 – 2002.
- REGISTER OF INTERESTS**  

John Carter	Director, Bowls Events NZ Limited Life Member, Bowls Wellington Manager/Administration Hutt Bowling Club
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Partners:



Cushla McGillivray	Director, Bowls Events NZ Ltd
Coral Wing	Past President, Bowls Manawatu
Lynette Adams	CEO, Sport Waitakere
Jacki Richardson	President – A.D.H.D. Association Incorporated & General Manager Northern Auckland Kindergarten Association
Jim Lindsay	Managing Director – Lindsay Consulting
Trevor McComish	Bowls Wellington Club Rationalisation Team

#### 4. CONFIRMATION OF MINUTES & RESOLUTION

The Board approved the following Minutes and Resolution:

1. Board Meeting held on 4<sup>th</sup> September 2009 in Auckland

Moved:	Coral Wing	Seconded:	Cushla McGillivray
Carried			

2. Board Meeting held 5<sup>th</sup> September 2009 in Auckland

Moved:	Trevor McComish	Seconded:	Cushla McGillivray
Carried			

3. Provisional approval of Annual General Meeting Minutes dated 5<sup>th</sup> September 2009

4. Resolution circulated by email to approve the Bowls New Zealand Regulation 5 – Plural Membership

Moved:	Cushla McGillivray	Seconded:	Trevor McComish
Carried			

5. Resolution to apply for funding from New Zealand Community Trust dated 14<sup>th</sup> September 2009

Moved:	Cushla McGillivray	Seconded:	Trevor McComish
Carried			

#### 5. MATTERS ARISING FROM THE MINUTES

##### **Bowls NZ Centenary 2013/2014**

A Sub-Committee to undertake the planning for this Centennial year was appointed, comprising, Trevor McComish, John Carter, Coral Wing and the Chief Executive Officer.

The National tournament in the 2013/2014 year will be held in Dunedin as that was the venue where the very first National tournament for New Zealand Bowls was held.



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Partners:



## Stakeholder Survey Plan

It was agreed that the Stakeholder Survey process would be carried out in the 2009/2010 through open forums conducted once the Regional Service Centres were up and running.

## Individual Board Evaluation

The Chairman updated the Board on the current situation and it was agreed that this would be looked at again in the April/May period of 2010.

## 6. STRATEGIC ISSUES:

### One Bowls One Vision:

The Chair and Chief Executive Officer updated the Board on the first workshop held with one of the proposed Regional Centres. This workshop was held in Auckland on 13<sup>th</sup> November 2009.

Further workshops are schedule for Canterbury on 23<sup>rd</sup> November 2009 and Wellington on 26<sup>th</sup> November 2009.

Once all workshops have been completed, we will have a clear idea of outstanding issues that need to be addressed in both the agreement with Regional Service Centres and the transitional regulations.

It is clear from the first meeting that the timetable for implementation of the Regional Service Centres will need to be extended. In the discussions with Auckland it was generally accepted that a start date of 1 July 2010 may be more appropriate.

The Board discussed whether or not all of the Regions needed to start at the same time and it was agreed that it was not necessary for them all to start at the same time. If any were in a state of readiness earlier than others, then they should commence operation at the earliest possible date.

### Board Evaluation Action Plan

This needs to be updated once the organisational development tool report is received from SPARC.

The Chair will conduct an update of the document and it will be an Agenda item for the Board Meeting in February 2010.



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## Risk Management Plan Update

A revised Risk Management Plan was tabled and it was agreed that there are a number of issues that require discussion. It was agreed that Jim Lindsay would work with the Chief Executive in respect of developing the plan further and that it would be tabled again for discussion at the February 2010 Board Meeting.

The Board noted that the Marketing/Communications Manager, Rajal Middleton, will be going on parental leave in around March next year and there will need to be a strategy in place to replace her whilst she is on parental leave.

Again it was agreed that Jim Lindsay would become involved in the process of what was the best way of dealing with Rajal's duties whilst she was on leave.

## Board Appointments

The following Committees were appointed:

### Audit Committee:

John Carter  
Cushla McGillivray  
Brent Kennerley of Grant Thornton

### Remuneration Committee:

John Carter  
Lynette Adams  
Jacki Richardson

## Review of Board Policies

It was agreed that the Policies need only be reviewed on a 2-year cycle. The following policies were reviewed and some changes were made. These will be updated and included in the Board Manual.

- 2.1 BOWLS New Zealand Protocol for Board Members
- 2.2.1 Terms of Reference
- 2.2.2 Board Level Policy Document
- 2.2.3 Conflicts of Interest Policy
- 2.2.4 Linkage to BOWLS NZ Community
- 2.2.5 Code of Ethics and Proper Practice
- 2.2.9 Role and Responsibility of President
- 2.2.10 Director's Position
- 2.2.11 Board Member Induction
- 2.2.12 Meeting Process
- 2.2.13 Board Committee
- 2.2.20 Risk & Audit Committee of the Board of BOWLS NZ



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**Appointment of Board Sub-Committee to look at Membership categories,**

Trevor McComish was appointed Chair of this Sub-Committee and Cushla McGillivray as a member. Additional members of this sub-committee will be a representative from the Community Development Officers one of whom will be Secretary to the Committee, a Regional Sports Trust representative and a representative from the Regional Service Centres.

The CEO will discuss this issue with the Development Officers at the staff meeting on 19<sup>th</sup> November and will report back to Trevor McComish. (The appointment of an RST representative and a representative from the Regional Service Centres will be made as soon as possible.)

The Committee will set its own terms of reference and timetable.

**Counties Manukau Bowls**

It was resolved that the Board go into Committee to discuss a Report relating to the operation of Counties Manukau Bowls.

Moved: Cushla McGillivray      Seconded: Coral Wing  
Carried

After considering the Report, the Board moved out of Committee.

Moved: Jacki Richardson      Seconded: Cushla McGillivray  
Carried

And approved the following Resolution as follows:

- That as a result of the information and advice provided to Bowls New Zealand to date, the Board resolved under Rule 7.2.3 of the Bowls New Zealand Constitution, to intervene in the management and operations of Counties Manukau Bowls to the extent and in the manner set out below, affective from 17<sup>th</sup> November 2009.

This Resolution is made on the grounds that Counties Manukau Bowls is having significant administrative, operational and financial difficulties and on the basis that to do so is in the best interests of Bowls New Zealand and the game of bowls both in the Counties Manukau Centre and nationally. The nature, extent and manner of the intervention is as follows:



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Principal Sponsor:



Partners:



- a) Bowls New Zealand will direct Counties Manukau Bowls that it is intervening as set out in this Resolution;
- b) Bowls New Zealand will assume responsibility for:
  - (i) Managing all tournaments and events scheduled in the Counties Manukau Bowls calendar to be held in 2009/2010 (which calendar may be varied by Bowls New Zealand), including Interclub and Intercentre tournaments.
  - (ii) Selecting players and teams to represent Counties Manukau Bowls at Intercentre and National tournaments.
  - (iii) Collection and administration of membership fees from Clubs.
  - (iv) Communicating with Clubs and members regarding the matters set out in (i), (ii), (iv) above.

***(Refer to as Limited Operations)***

- (c) Limited operations will be undertaken by Bowls New Zealand through the Bowls New Zealand Office until further notice.
- (d) Except for the limited operations, Bowls New Zealand is not intervening in, or responsible for, the governance, operations or management (including employees or contractors) of Counties Manukau Bowls, and the Counties Manukau Board, Officers and Members of the Counties Manukau Board remain fully responsible for Counties Manukau Bowls.
- (e) Bowls New Zealand will inform all existing member clubs of Counties Manukau Bowls and other relevant stakeholders of this intervention as soon as possible.
- (f) Counties Manukau Bowls will not undertake any of the matters included in the limited operations to be undertaken by Bowls New Zealand and shall direct all enquiries and matters related to the limited operations to Bowls New Zealand.



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- (g) Counties Manukau Bowls will co-operate with Bowls New Zealand to ensure that all information materials, uniforms and other relevant items related to the limited operations are provided to Bowls New Zealand promptly to enable it to implement them.
- (h) It is the expectation of the Bowls New Zealand Board that as a member of Bowls New Zealand, Counties Manukau Bowls will take independent legal advice regarding the legalities, perform and co-operate fully with the relative authorities, and take such steps as are necessary to liquidate Counties Manukau Bowls in a timely manner.
- (i) The Bowls New Zealand Board will establish a Committee to establish a new Centre for the administration, promotion and development of bowls in the Counties Manukau region.

Bowls New Zealand will take such steps as are necessary to establish this new Centre, including, if necessary, seeking the determination of Counties Manukau Bowls membership of Bowls New Zealand and submitting an application for a new Centre to become a member of Bowls New Zealand through a General Meeting of Bowls New Zealand (under Rule 7.1.2 of the Bowls New Zealand Constitution).

- (j) The Bowls New Zealand Board requires Counties Manukau Bowls to:
  - i) Comply with these Resolutions (under Rule 14.1b of the Bowls New Zealand Constitution),
  - ii) Keep Bowls New Zealand up to date with all developments regarding the illegalities.
  - iii) Co-operate with it to agree on any Media or comment made to Counties Manukau Bowls members,
  - iv) Inform Bowls New Zealand of any matter that arises from these Resolutions.
  - v) Act in good faith and with loyalty to Bowls New Zealand to ensure the maintenance and enhancement of Bowls New Zealand and the game of bowls, and its reputation, and to do so for collective and mutual benefit of its members and the game of bowls.



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7. **CHIEF EXECUTIVE'S REPORT**

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

The Board accepted the Report and endorsed all actions being taken.

The following additional matters were approved.

**Bowls New Zealand National Open Championship 2010/2011**

The only application received was from Bowls Dunedin and the application was approved. The Headquarters Club for this tournament will be the Taieri Bowling Club.

**Regulation 12 – National Umpires Examination**

The Board approved an updated National Umpires Examination Regulation which had been submitted by the Umpires Committee.

**No Exceptions**

The Board noted that an investment of \$50,000 has been approved from the Halberg Trust to enable the No Exceptions Plan for Bowls to get underway.

The process will commence with the appointment of a contracted person based in the Bowls New Zealand Office.

The recruitment process for this person will commence immediately.

8. **FINANCIAL REPORT**

A report to 31 October 2009 was tabled and approved.

An investment update was also tabled for Board information.

9. **OTHER BUSINESS**

Meeting Dates 2010 were discussed and the Chief Executive was to circulate some dates for consideration to all Board Members.

The Meetings would be held around end of February and mid May.

There being no further business the meeting closed at 12.30pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



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## 1.6.2 CLASSES OF MEMBERSHIP / PARTICIPATION - DEFINITION

### *Categories of Membership*

The categories of membership of the Club, (collectively called "Members") shall be:

- (a) **Full Members:** Shall be entitled to all the playing and other privileges and advantages of full membership of the Club and in particular has the right to hold office in the Club and to speak and vote at Club General Meetings, and has the right to full or limited use of the Club's green or greens as determined by the Executive Committee and as otherwise limited by the Bowls NZ Regulations and Centre Regulations. Full Members have the right to enter into any applicable bowling competition, tournament or match held by the Club or if selected, to represent the Club in other competitions, tournament and matches.
  
- (b) **Social Members:** Any person who does not wish to enjoy full membership status but wishes to enjoy an ongoing association with the Club. Social members shall be entitled only to participate in social and pavilion activities and shall have no right to participate in bowling events at or on behalf of the Club. They shall have no right to speak or vote at Club General Meetings.
  
- (c) **Associate Members:** Any Full Member of any other club which is a Member of Bowls NZ may apply to become an Associate Member of the Club. Associate Members shall be entitled to full or limited use of the Club's green or greens as determined by the Executive Committee and as otherwise limited by the Bowls NZ Regulations and Centre Regulations. Associate Members shall also be entitled to enter into any applicable bowling competition, tournament or match held by the Club but shall not have the right to be selected to represent the Club in other competitions, tournament and matches.
  
- (d) **Student Members:** Any person who is enrolled in a full time course of education at a school or tertiary institution, and who is under 19 years of age, may become a Student Member of the Club. Student Members shall have the same rights and privileges as Full Members.
  
- (e) **Playing Life Members:** Any Life Member elected under rule 6.4 of this Constitution who has rendered outstanding services to the Club, and who wishes to utilise the bowling privileges of the Club, shall be a Playing Life Member. Playing Life Members shall have the same rights and privileges as Full Members.
  
- (f) **Non – Playing Life Members:** Any Life Member elected under rule 6.4 of this Constitution who has rendered outstanding services to the Club, and who does not wish to, or is unable to, utilise any bowling privileges of the Club, shall be a Non-Playing Life Member. Except for the bowling privileges, Non-Playing Life Members shall have the same rights and privileges as Full Members.
  
- (g) **Honorary Members:** If any Full Member is unable, through illness or other cause, to play bowls, and such Member has taken an active and prominent part in the affairs of the Club, the Executive may appoint such Member as an Honorary Member for such period as it shall think fit. Except for the bowling privileges, Honorary Members shall have the same rights and privileges as Full Members.

(h) **Casual Members:** Any person who participates in any bowling competition held by or under the auspices of the club, shall upon entering such competition be deemed to be a casual member of the club, and such member shall have right to use the greens as specified in the conditions of entry or rules of such competition, and enjoy the social and pavilion activities of the club for the period of that competition and/or while present at the club for the purposes of such competition., but shall have no other rights as Members of the Club.

**1. Mates In Bowls (MIB) Participants**

Record all non-members playing in Bowls NZ MIB "Mates in Bowls" competition. Record each individual only once. Count participants from the MIB player registration form which the participants complete.

**2. Business House/ Twilight League Bowls:**

Record all non- members playing in an organised business house/twilight competition. Record each individual only once. Using a spreadsheet database of participants will assist with the compilation of these numbers along with giving your club a contact list for future competitions.

**3. Secondary School Bowls**

Record the name of the schools and number of students participating. Exclude any students joining and recorded as members on Annual Membership Return.

**4. Other Organised Casual Participants**

Record the number of individual participants playing casually as a group such as Rotary, Other Sports Clubs, Work Groups, Xmas functions etc.

**5. Other Individual Casual Participants**

Record individual participants (only once), who approach the club or are introduced by existing members to try bowls and have not yet joined as a member.

**1.6.3 CLUB MEMBERSHIP ANNUAL RETURN**

TO BE RETURNED TO YOUR CENTRE  
BY 31 January 2010

CLUB .....

MEMBERSHIP (FINANCIAL OR UNFINANCIAL)  
AS AT 31 DECEMBER 2009

<u>SUMMARY</u>	MALE	FEMALE
1. INDIVIDUAL MEMBERS ..... (please include First Year Members)	.....	.....
2. NON PLAYING LIFE MEMBERS .....	.....	.....
3. LIFE MEMBERS WHO ARE ..... MEMBERS OF ANOTHER CLUB	.....	.....
4. ASSOCIATE MEMBERS .....	.....	.....
5. HONORARY MEMBERS .....	.....	.....
6. SOCIAL MEMBERS .....	.....	.....
7. STUDENT MEMBERS .....	.....	.....
TOTAL MEMBERSHIP ..... (this represents the total of all categories above)	.....	.....
FIRST YEAR MEMBERS ..... Included in 1 above	.....	.....

CASUAL PLAYERS / Non member Participants (see separate casual player annual return)

CERTIFIED AS CORRECT BY

..... President

..... Secretary

..... Date





	Name of Club	Individual Member Include First year	Non Playing Life	Life Members who are members of another club	Associate	Honorary	Social	Student	<b>Total</b> (of all columns to the left)	First Year
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
	<b>Centre Total</b>									

Attached are the Membership Lists from the above Clubs as supplied to this Centre pursuant to Rule 14.1 of the Bowls NZ Constitution which is used to determine the exact amount of annual capitation fee payable. (Photocopy if you require more space)

INFORMATION CERTIFIED AS CORRECT BY:

Comment (if any) .....

.....

.....

.....

President

Secretary

**1.6.5 CLUB CASUAL PLAYER ANNUAL RETURN**

TO BE RETURNED TO YOUR CENTRE  
BY 31 January 2010\_\_\_\_\_

CLUB .....

CASUAL PARTICIPATION IN THE SPORT  
FOR THE PERIOD\_\_\_\_\_

	MALE	FEMALE	TOTAL
<p><b><u>Mates in Bowls (MIB) Participants</u></b></p> <p>Run in period ..... to ....., 2009 Run in period ..... to ....., 2009 Run in period ..... to ....., 2009</p>			
<p><b><u>Business House / Twilight League Bowls</u></b></p> <p>Run in period ..... to ....., 2009</p> <p>(Record all non-members playing in an organised business house / twilight competition)</p>			
<p><b><u>Secondary School Bowls</u></b></p> <p>Run with ..... (Name of Schools)</p> <p>(NB Exclude any students joining and recorded as members on Annual Membership Return)</p>			
<p><b><u>Other Organised Casual Participants</u></b></p> <p>Record numbers playing casually (even once) as groups eg Rotary, Other Sports Clubs, Work Groups</p>			
<p><b><u>Other Individual Casual Participants</u></b></p> <p>Record numbers approaching the club or introduced by members, trying the sport (even once) but not joined as members</p>			
<p><b><u>Club Total Casual Participants</u></b></p>			

Signed by ..... (Secretary)

*YOUR CO-OPERATION IN PROVIDING THIS IMPORTANT INFORMATION FOR THE FUTURE OF OUR SPORT IS APPRECIATED*

**1.6.6 CENTRE CASUAL PLAYER CENTRE RETURN TO BOWLS NZ BY 15<sup>th</sup> February 2010**

Name of Centre ..... Male / Female (delete one)

	Club Name	Mates in Bowls (MIB)	Bus House /Twilight	Sec Schools	Other Organised	Casual / Individual	<u>Total</u> (of all columns to the left)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
	<b>CENTRE TOTAL</b>						