



## Bowls North Harbour Inc

# MINUTES

**Type of Meeting:** Board  
**Meeting Location:** Orewa Office  
**Meeting Date:** Wednesday 10 February 2021  
**Meeting Time:** 4 pm

**Present:** Maureen Taylor (MT), Tony Popplewell (TP), Neil Connell (NC), Elaine McClintock (EM), Murray West (MW), Michael Beretta (MB), Raewyn Thomas (RT), Lesley Langer (LL), Norma Klaassen (NK), Gail Dick (GD)

**Apologies:** None

### **Approval of minutes from previous meeting**

Proposed that the minutes from the previous meeting on 9 December 2020 be approved  
Moved: MW Seconded: NC Carried

### **Matters arising from previous minutes**

Nothing outstanding

### **Incoming Correspondence**

1. Various emails re change of HQ for Masters  
Nothing outstanding.
2. Battle of Bridge COP on deciding the winner  
LL to send to Auckland for comment and agreement
3. Seasons Magazine for advertising. It was agreed that BNH would not advertise in this magazine. If necessary, we would use the Channel magazine. LL to contact the Seasons magazine
4. Email from Bowls New Zealand entitled "Feedback Requested". There were four topics
  - a. Tournament Travel Equalisation
  - b. Clearance Certificates
  - c. Club Affiliation Model
  - d. Champion of Champions

The Board were asked to respond to the four questions by email and the majority answers would be conveyed back to Chris Lander

### **Secretary**

1. LL gave some feedback from a Post Review meeting she attended after the Nationals hosted by Chris Lander. The minutes from this meeting will be shared with all clubs.

### **Chairman's report**

1. TP has put together an organisation chart and shared it with the Board for comment
2. TP documented Committee Duties for reference. LL to put on the website

3. Election of Board members. This next year, 5 of 6 board members are serving their second year this year. TP said he would like to bring that back into balance and have only 3 up for re-election in a year ie have two board members elected for a single year and 3 board members elected for 2 years

### **Presidents report**

Nothing outside the report

### **Masters**

1. The medals are currently with Apex for engraving
2. Maureen asked for approval for the increased cost to \$700 excl. GST to have the logo painted on the green. The Board approved the expenditure subject to satisfactory visual and agreement from the host club.
3. Maureen presented the amount that would be paid out in prize money. The Disciplines that have less than 16 teams will give a pro-rated amount as per the published Masters COP  
Maureen proposed the amount to be paid in prizemoney of \$12,290 be approved by the Board  
Moved: MT      Seconded: EM      Carried

### **Match Committee**

1. At a recent Match committee board meeting the prizemoney for each of the BNH tournaments was agreed as follows:
  - a. Winner per person \$100
  - b. Runner up per person \$75
  - c. Third equal will not receive prize money
2. Thanks to Orewa for running of Womens Pairs so well. The Orewa green is playing very well

### **Reps**

1. Prem 2 fixture at Hamilton on 28 February. NC has let the managers know travel costs will be reimbursed \$75 for full cars
2. NC congratulated GD on the Junior Womens squad that are working hard on development
3. GD is starting to prepare the Juniors who are moving out of the Junior years
4. Fixture 14 March. BNH is hosting the Juniors. LL to contact Milford and request their greens for the day. They may need assistance with providing lunches
5. Intercentre arrangements. Travel and accommodation is booked and paid. Team management. 2 for the women and 3 for the men. Some funds will be taken from the bias fund for the management expenses
6. Some of the Junior reps have been invited to play in the Rep 2 fixture on 28 Feb.
7. The rep programme for 2021-22. TP has been through with the Rep Management. TP asked for agreement from the Board. Everyone on the Board agreed with the proposed program  
LL will share with Auckland initially for agreement
8. Calling for nomination for rep management for the next season. TP suggested the board appoint a Rep Convenors Selection panel, probably 3 people. This will be done at the next board meeting on 17<sup>th</sup> March. Notice to go out to all clubs calling for nominations for that person, after the Intercentre. 30 April nominations close. 12 May board to receive report from selection committee with names of rep team convenors next year

### **Coaching**

1. Meeting with Murray and Howard Sandler. Sandler suggested we invite potential coaches to go onto Bowls NZ foundation level coaching. TP suggested that BNH pay the \$50 for those people that commit to carrying on with the coaching after the course and complete their 20 hours as a minimum
2. Sandler confirmed the BNH juniors will not be excluded from the Auckland Juniors Canoe and Campii cup tournaments
3. Winter coaching will be last 4 Saturdays in June. Still to organise the coaching coordinators. Hopefully get at least one coach from each club. Try to hold it in one venue in each of the 4 zones. Charge each player \$5 a day. Cost of \$2 per day to go to the hosting club. Howard just asked for some money to cover his travel costs and perhaps a voucher every so often
4. Have another meeting with coach coordinators and Murray and Howard to ensure consistency across the coaching

5. MB asked that the club info in the next handbook should include a coach coordinator for the club

### **Greens**

Nothing this month

### **Juniors and Umpires**

1. The umpiring fees Bowls New Zealand paid for the Nationals was \$25. BNH will top up the payment to \$30 for each umpire for each day. The number of days were 68 playing days  
Motion to top up the fees to the umpires for the Nationals to \$30 per day. BNH will pay \$350 to the Umpires association  
Proposed: TP      Seconded: EM      Carried

### **Finance**

1. All clubs have paid their levies.
2. Cheques are going out of circulation this year. It is too costly to get a card for an account that has dual signatures Suggestion to have a new single signatory account with a Debit card. 2 signatures account can transfer money in the 1 signature account, then the money can be drawn. This will also allow treasurer to bank money at the lobby machines

Proposal to open a separate Westpac Business account for Bowls North Harbour which only requires a single signature on which we can have a Debit card

Moved: TP      Seconded: MW      Carried

3. A line to be included in the minutes regarding Grant applications
4. BNH received \$6,000 from the Lion Foundation. Well done Raewyn
5. The financial report was received and accepted by the Board  
Moved: NK      Seconded: MT      Carried

### **Grants**

Grant applications have been approved by the Board in the form of any Resolutions attached to these minutes.

### **General Business**

1. Moving of offices. Orewa has asked if we can swap the office space we have now for their exiting office and adjacent store room. In principle all agreed. TP will continue negotiation with Orewa
2. Garth Partridge has taken all the old uniforms and is selling them. He gives BNH \$5 for each piece he sells. So far, he has paid BNH \$120. Well done Garth

**Meeting closed at 5.57 pm**

**Next Meeting Wednesday 17<sup>th</sup> March 2021 at Orewa at 4.00 pm**

## **Board Reports**

### **Secretary report for 13<sup>th</sup> January 2021**

1. Master programme. Took most of the last 3 weeks
2. Masters Draws
3. Masters entries
4. Masters meeting with sponsor
5. Organise more Score cards, mainly for Masters
6. Publish minutes for January Board meeting.
7. Manage emails and website
8. Reps fixtures
9. MC meeting on various topics
10. Nationals review meeting
11. COP for Womens Pairs and Mens Pairs

### **PRESIDENTS REPORT – Maureen Taylor**

#### **President and Masters Report for BNH Board Meeting 10<sup>th</sup> February 2021.**

I have combined my report as my Role as President also overlaps with Masters at the moment.

I had to deal with numerous phone calls after BNH pulled Birkenhead from hosting this year's event, an experience which I would not like to have to go through again.

Contacted our Sponsor for the Event as they had to be aware of the change of Headquarters, arranged to have a Meeting with Lesley and Steph on 20<sup>th</sup> January. Have maintained the contact with Steph through phone calls over the last month. We have had 2 meetings within the last few weeks including one at Brown's Bay which Mark Cooper from Ryman also attended.

Emails sent to the following regarding change of venue:-

Martin Mackenzie - BNZ  
Mark Cameron – BNZ  
Mark O'Connor – BNZ President  
Chris Lander – BNZ  
Erin Nurkka- BNZ  
Tamara Mayer – BNZ  
Kevin Hickland – Commentator  
Jean Ashby – Life Member

Arranged with Tamara to meet at Brown's Bay on either 15<sup>th</sup> or 16<sup>th</sup> to assess what they need to do the live streaming of the Finals.

Sent letter to Birkenhead Bowling Club, and personal letter to Terry Moverley.

Picked up medals from office, took them to Apex with order for the printing.

Made contact with Monstavision to arrange for Ryman logo to be painted on to the Green at Brown's Bay. Dave Sumner from this company will be carrying out the work and will contact me this week to arrange the day (Saturday or Sunday) dependent on the weather. Confirmed with Steph Cawte that Ryman are happy for this to be done with their old logo.

Contacted Garry Moverley to arrange for Umpires to be at all greens used during the Masters. This was done very quickly.

I phoned Mike Cartwright from Birkenhead to ask if he would be willing to act as MC at the Opening Ceremony on 14<sup>th</sup> Feb. I left a message on his voice mail but unfortunately Mike never returned my calls.

Spent time going over last year's photographs and picked out one for the cover of the Masters programme. Accepted by the Sponsor as suitable. Also proof read various copies from the Printers before the programme was ready to be printed.

Confirmed with Raewyn the prize money to be paid out, and asked that invoices be sent to both Ryman and Bowls New Zealand for Sponsorship payment.

Sent letter to Chris Lander confirming all the information request by him to be provided at least 7 days before the Event - details of playing schedule, prize money, promotional posters etc, and confirming that our website will be providing regular updates each day in accordance with BNZ tournament regulations.

Results also have to be provided to BNZ with 48 hours of the conclusion of the Event.

Spent around 4-5 hours writing score cards for the Masters – dropped the ones for Milford off to Norma as she will be doing the charts there.

## **Chairman's report to Board meeting 10 February 2021: Tony Popplewell**

**1 Rawhiti Memorial Tournament** – This tournament has not progressed, and the trophy was recently presented to the Bowls museum in New Plymouth.

**2 Representative programme 2021/22** – Discussion with our current convenors has been completed and the resulting programme has been distributed earlier to Board members. This now requires consideration by the Board. When that has been completed then the programme will be proposed to the neighbouring Centres for their response.

**3 Representative Convenors for 2021/22** – The dates for progressing this subject and the proposal calling for nominations have been distributed to the Board members earlier. This now needs Board approval to move forward.

**4 Battle of the Bridge** – A note as to the process of finding the winner of this contest have been distributed. This needs consideration by the Board for an amendment to the COP and obtaining the consent Bowls Auckland.

**5 Organisation Chart for Bowls North Harbour** – Members of the board are allocated and/or appointed to a number of sub-committees to ensure the smooth functioning of the Centre. For clarity I have drawn this up as a chart and added notes as to the duties expected for each sub-committee to undertake. This is submitted for your consideration and approval.

**6 Election of Board Members** – As you are aware the Centre Board consists of the President and Vice-President, who are elected annually, and six "other persons" who are elected for two-year terms. Currently we have the situation that 5 of the 6 "other persons" are due for election this year and only one "other person" due for election on the alternate year. This uneven split is not conducive for continuity in service to the sport and a much better way would be for the split to be three persons in each year. The Constitution is silent in respect to this continuity which appears to have lost order with earlier resignations of members and replacements were not elected for the remaining terms availability. I am suggesting that at this year's annual meeting we move to rectify

this. My proposal would be in calling for nominations for the Board members that the election be carried out in two stages –

- a. The first election be for three members to serve a two-year term in line with the Constitution;
- b. A second election be for two members to serve a one-year term.

Of course, there is no restriction on the number of terms a member may serve. I do not see the need to amend the constitution for this purpose. This will then bring it back to a situation where three members are elected in each year going forward.

Tony Popplewell, Chairman.

7 February 2021

# Committee Duties

## MATCH COMMITTEE

The main duties of the *Match Committee* are:

1. Confirm the calendar of events for the following season by 30 April each year;
2. Identify and allocate greens for competitions throughout the season;
3. Confirm and set the Conditions of Play for all Centre events;
4. Consider any breach of conditions and make recommendations to the Board;
5. Liaise with the Umpires Association for allocation of umpires to Centre events as required.

## REPRESENTATIVES LIAISON

The main duties of the *Representatives Liaison* are:

1. Coordinate and arrange the representative programme for the season for all teams;
2. Recommend team Manager/Coach appointments for each team to the Board for confirmation;
3. Maintain liaison with each representative team throughout the season;
4. Coordinate any travel arrangements for each team when playing out of Centre area;
5. Recommend Centre entries for representative teams to national events.

## COACHING AND DEVELOPMENT

The main duties of the *Coaching and Development Convenor* are –

1. Arrange any coaching courses for the accreditation of coaches at club level;
2. Provide coaching opportunities for bowlers at all stages and particularly for those clubs without accredited coaches available;
3. Maintain list of accredited coaches held by the Centre.

## UMPIRES LIAISON

The main duties of the *Umpires Liaison* are –

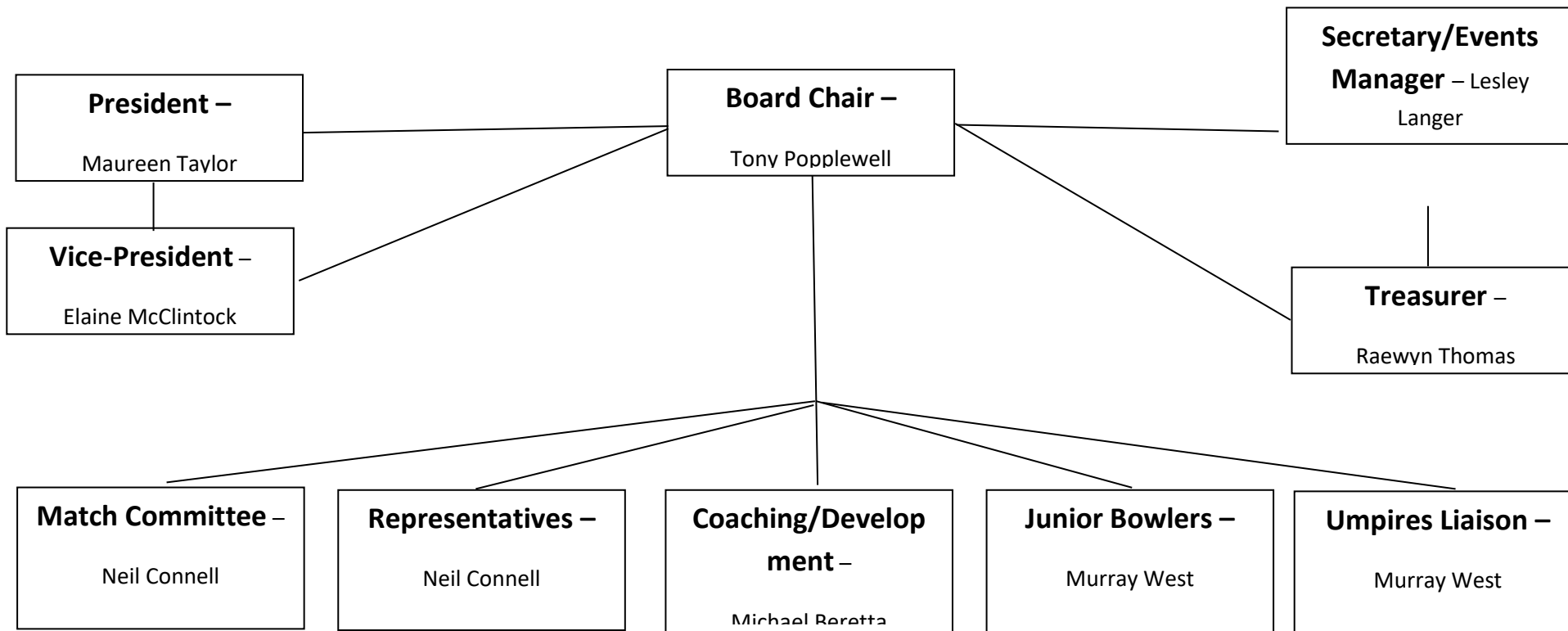
1. Maintain liaison with the Umpires Association as a conduit for exchange of information between the two bodies;
2. Update and advise the Board of developments and issues with the Umpires Association.

## JUNIOR BOWLERS LIAISON

The main duties of the *Junior Bowlers Liaison* are –

1. Maintain liaison with the Junior bowlers as a conduit for exchange of information between the Junior bowlers and the Board;
2. Update and advise the Board of developments and issues with the Junior bowlers.

# BOWLS NORTH HARBOUR – ORGANISATION CHART





**MATCH COMMITTEE AND REPS****Neil Connell**

Meeting held to discuss the up coming women's pairs, C.O.P and prize money. Pairs won by Sheryl Wellington and Theresa Rogers from Mairangi BC, r/up Christeen Dalzell and Jan Harrison from Orewa. Browns Bay and Orewa greens were played on for this event and both played very well with Orewa the best we have seen for a long time.

Mens centre Pairs are this coming weekend at Orewa, Riverhead and Helensville with Helensville holding the finals.

Mens centre singles on 20th Feb with greens from Orewa, Manly, Mairangi with perhaps one more green. The women's triples are on Browns Bay with one more green to be found.

Master's, cards have been distributed among the match committee for filling out ready to use.

**Rep's.**

Prem 2 venue for the 28th Feb is in Hamilton with games against BOP, AK, Harbour and Waikato, email to go out to Gary and Graham about travel arrangements.

1-5 women's getting stronger and stronger with numbers increasing, looking good for the 14th March Quad series.

**Greens.**

As said before, Browns Bay and Orewa playing very well with other greens improving, a credit to the green keepers.

**Coaching and Development      Mike Beretta**

No Report

**Umpires and Juniors      Murray West**

Nothing to report for Umpires or Juniors

**REPORT TO BOARD FOR FEBRUARY 2021 MEETING**

**Accounts:** Attached to this report is the Profit & Loss (P & L) and Balance Sheet (B/S) as at the 31<sup>st</sup> January 2021.

**Grants Received.** The Lion Foundation has approved a grant of \$6,000 towards wages for 3 months.

**Westpac Bank** The Westpac Bank will no longer be accepting cheques as from 24<sup>th</sup> June 2021.

We have the option to open another account with Westpac with a single signature required to authorise withdrawals. Money could be transferred to this account from a dual signature account when required for prizemoney. This would also enable us to get a card with our accounts which could be used to access the bank outside of normal hours for banking.

Raewyn Thomas      Treasurer      8<sup>th</sup> February 2021