

**Bowls North Harbour Inc**

**MINUTES**

**Type of Meeting**: Board

**Meeting Location**: Bowls Orewa

**Meeting Date:** 20 April 2022

**Meeting Time**: 4 pm

1. Attendance – Maureen Taylor (President), Neil Connell (Vice President), Steve Yates (Chair), Trish Croot (by Microsoft Teams), Andy Dorrance, Garth Partridge, Robyne Walker, Raewyn Thomas (Treasurer)
2. Apologies - Mike Beretta
3. Approval of the last Minutes dated 23 March 2022

Proposed: MT Seconded: NC Carried

1. Matters arising from the previous Minutes -

* The Masters financials have been completed and will be reported in the Finance section.
* Brendon Kelly was contacted and the greens for BBBC were confirmed as ready for the Regional Interclub.
* Board Members have been to Westpac and have processed their profiles. Only one profile is yet to be completed.
* The Website Terms and Conditions have been completed and reviewed by our Honorary Solicitor, Nick Kearney. These are ready to be uploaded to the BNH website.
* BNH letters to all successful BNH Commonwealth Games Players are still held up waiting for the Black Jack squads to be named by Bowls NZ.

1. Incoming Correspondence –
   1. 21 March BNZ Centre Visits from Chris Lander (BNH Tuesday 2 August 6pm) – noted.
   2. 7 April Bowls Orewa new event schedule pricing effective immediately – noted. SY will go back and request a full day and half day price to BNH for the covered green.
2. Secretary report (included in the Chairperson’s Report)

SY will wait to see what Bowlshub Aotearoa can offer before finishing off the Centre Manager job description.

In Committee.

Motion: The Chairperson, Steven Yates, will continue to provide secretarial services to BNH in a paid capacity as a contractor, in the absence of a Centre Manager.  This will continue till the vacancy is filled on or before 30 June 2022.  This will be reviewed at this time if the position is not filled.

Proposed: MT Seconded: GP Carried

1. Chairperson’s report

The Bias Fund has no current applications.

Motion: The Bias Fund to pay back the $12,000 it owes BNH in 2 tranches. The first $6,000 by 30th April 2022 and the balance of $6,000 by 30th September 2022.

Proposed: SY Seconded: MT Carried

Board Member Duty Allocations

SY drew up a draft Board Member Duty Allocation Organisational Chart to present to the Board. For the most part this was agreed with some changes and the additions of Finance, Governance and Representatives (see attached).

1. President’s report – as read.
2. Masters Bowls report – as read.
3. Match Committee report

NC reiterated how impressed he had been by the standard of the 1-5 Year Players in the most recent Singles and Pairs competitions.

He wanted to add a criteria going forward for 1-5 Years Managers/Coaches to attend all the 1-5 Years events (if possible) in order to assess all players possible for BNH Representation including Junior Winter Coaching, Interclub, Singles, Pairs, Latimer Cup, Sorrill Cup etc.

One consideration for next season is to extend an invitation on Facebook and our BNH Website for 1-5 Year players to apply to trial for the Rep Team. We can do this and offer at least 2 trial dates.

1. Greens Report – noted.
2. Representatives’ report – noted.
3. Coaching and Development report – Nil
4. 1–5-year Bowlers report – noted.

**Mark Cameron, Bowls NZ, joined the meeting at 5.30 pm to explain the benefits of BowlsHub Aotearoa.**

The aim of BowlsHub Aotearoa is to provide an efficient online events and player management solution for Bowls New Zealand and its affiliated Centre’s and Clubs.   
  
The benefits of this solution include, but are not limited to:

* Access to an accurate membership database.
* Streamlined event entry processes (including integrated payment portals).
* A centralised location for all draws and results for events.

We also have the benefit of being offered the services of Colin Williams, Bowls NZ, who comes with the following offering:

* Colin would manage your draws/entries/membership through BowlsHub
  + Colin will take entries
  + Create the draws/fixtures
  + Manage membership
* Colin will need support from the BNH team at each event
  + Someone to record/enter results and where necessary produce and publish the post section draws
  + Bowls NZ will supply the tablets for managing the solution at events
* No $ charge to BNH
* 12 month agreement, after which BNH can employ someone to deliver Colin’s role, or we might discuss extending the Bowls NZ role.

Motion: Bowls North Harbour agrees to enter into a 12 month agreement with Bowls NZ, at no cost to the Centre, for the implementation and use of BowlsHub Aotearoa.

Proposed: SY Seconded: NC Carried

1. Finance report

TC requested a tournament reconciliation to be emailed out to the Board showing income, expenses and numbers of players entering each tournament. Raewyn will provide this in the coming week.

The Board require at least one additional bank signatory. Two Board Members offered their services for this. Once the new signatories are appointed then Lesley Langer and Tony Popperwell will be removed.

Motion: To add Garth Partridge and Trish Croot as new signatories for the BNH Board.

Proposed: RW Seconded: MT Carried

The Masters bank account is surplus to our requirements and it would be beneficial to close it.

Motion: To close the Masters bank account and transfer the surplus funds to the general account.

Proposed: RW Seconded: GP Carried

1. General Business
   1. Treasurer’s change of contract.

In committee.

* 1. Policy review including the new Website Policy (as per our Honorary Lawyer Nick Kearney recommendations). This was tabled and approved by the Board to be added to our website. SY will process this.

Our lawyer also advised that we should have a Privacy Policy. SY will speak to Bowls NZ, who have one, to see if that is suitable for our purposes.

* 1. BNH AGM and Awards – Legends Inductees were discussed and approved. These will be held in confidence until the Awards 26 June 2022.

Meeting closes: 7.05 pm

Next Board Meeting – Tuesday 17 May 5 pm at Bowls Orewa.

**Chairman’s Report – Steve Yates**

1. **Secretarial Services**

Since Lesley’s departure on 29th March 2022, I have been providing Secretarial services to BNH. Over the past 3 weeks I have dedicated 48 hours of my work time to complete these tasks. The predominant amount of my time has been spent on doing draws and COP of tournaments including the Regional Interclub 7’s, 1-5 Singles, 1-5 Mixed Pairs and the COC Singles. There are 5 more events to complete our Playing Programme for 2020-2021 season before we head into the Winter Season and the Winter Cup.

We have the AGM and Awards Day coming up in June and the Rep Planning Day with Representative Fixtures to be decided on 21st April for Zone 1.

As discussed, I have been holding off providing a Job Description to replace this role as I believe that the BowlsHub software program will save our organisation a significant amount of administration tasks and provide the ability for this role to be more client/stakeholder facing with some administration tasks required. I propose to continue to provide these services to BNH until we find the right candidate to fill this vacancy.

I also include an invoice for services provided to BNH of 30 hours at $25.00 per hour for Board Approval.

1. **Bowls NZ Interclub 7’s Event**

Due to the increased cases of Omicron, Bowls NZ consulted with all Centres and subsequently decided to change the National Event into a Regional Event (Zones 1-6) held at Browns Bay Bowling Club with the winner of each Zone progressing to a National Final in November 2022 (Venue TBC). This event hosted by BNH was run to an extremely high standard and would like to thank all of those involved and in particular Maureen and Neil for their efforts.

I would also like to congratulate both Takapuna Ladies and Birkenhead Men’s teams for winning their respective competitions and both securing spots to represent their Club’s and BNH at the National Finals.

1. **BIAS Fund**

We currently have $12,000.00 sitting in the BIAS Fund that is to be repaid to BNH. It was agreed by the previous Board that $6,000.00 would be paid back to BNH by the end of this Financial Year, however we also still have the ability to have all $12,000.00 paid back to BNH. We will decide how to proceed at this meeting.

1. **BowlsHub Aotearoa**

I have met with Mark Cameron and distributed to the Board his proposal for BNH to be a National Centre Pilot for this software package. Included in this package is the installation of the software, 12 months of Colin Williams time to BNH and equipment to use this software package all FOC.

Mark and Colin have both been invited to our Board Meeting to answer any final questions the Board may have. We also have the Board Approved Funds to purchase any IT Equipment should the Tablets Bowls NZ are giving us are not user friendly.

This is a great opportunity for our organisation and recommend to our Board to approve the offer from Bowls NZ.

1. **Board Member Duty Allocations**

I will table a draft Board Member Duty Allocation under General Business for discussion at our meeting.

Regards

Steven Yates

**President’s Report – Maureen Taylor**

Event Directed finals of Cadness Cup.

Event directed 1-5 Men’s and Women’s Singles.

Prepared score cards for the above Events also cards for 1-5 A/C at Birkenhead.

Prepared score cards and attended Men’s & Women’s Regional National Interclub at Brown’s Bay.

Attended Finals of the following Competitions:-

Women’s Singles and Dick Bree Men’s Triples 27th March

1-5 A/C Pairs on 10th April.

Attended Match Committee meeting 4th April.

Have also contacted players and officials to arrange for return of trophies which were awarded at the Awards in June 2021.

**Masters Report for Board Meeting – Maureen Taylor**

A debrief meeting was held on 28th March 2022. In attendance Lesley Langer, Robyne Walker (zoom) Steph Cawte (zoom) and Maureen Taylor. This meeting was recorded but unfortunately I have not received a copy of the meeting.

Main concern from Steph Cawte was that there had been no interest shown by any players with regard to enquiring about Ryman Healthcare and their organisation. We spoke about how this could be overcome next year and one suggestion was that a questionnaire was put in each “goody bag” which was given to all participants.

The live streaming was a success, more so this year than before as the commentary was done by Bowls North Harbour and guests and we were able to incorporate Ryman adverts etc during the day. Many thanks to Steven for his contribution which was very well received.

My main concern was that we did not run the Any Combination Pairs on the Thursday for all players who had been knocked out on the previous 3 days. We contacted all the Clubs who had entry forms and found that only 1 club had 1 entry. This does need to be addressed before the next Masters.

Also we need to note that there is no provision for an extra end to be played in the final if there is a draw at the end of the game. The COP need to incorporate this change.

I have also sent the dates of 13-17th February 2023 to Bowls New Zealand and this has been accepted by them.

I will keep in touch with Steph as I have in the past and hope that we did enough to justify receiving their Sponsorship for 2023.

Maureen Taylor

**Match Committee Report – Neil Connell**

1] **Cadness Cup.**

     Winners this year for the women, Mairangi BC, r/up Takapuna.

     Winners for the men, Birkenhead BC with Browns Bay r/up.

2] **Women’s Centre Singles**

Winner- Selina Goddard Takapuna, r/up Millie Nathan Birkenhead.

**Men’s Centre Triples**

     Winner- Neil Fisher, John Walker and Colin Rogen Browns Bay, r/up Brent Malcolm, Wynne Gray and Gordon Jenkins, Takapuna.

3] **1-5 Years Men’s Singles**

     Winner- Matt Higginson Orewa, r/up Andy Dorrance Manly.

**1-5 Years Women’s Singles**

     Winner- Millie Nathan Birkenhead, r/up Judy Farkash Takapuna.

4] **1-5 Years AC Pairs.**

     Winner- Andy Dorrance Manly, Gideon Van Der Berg BBBC, r/up Millie and Chad Nathan Birkenhead.

5] **National** **Interclub.**

Great success for Harbour teams, Takapuna Women and Birkenhead Men winning the Northern Region finals.

     They now go onto the National Finals, best of luck for both teams.

As chairman of the MC I am so impressed with the high quality of competition I’ve seen over the last few weeks especially from the 1-5’s. This will only improve harbour in later years to come.

In between times the MC have held meetings for different events, coming up are the CoC events, 2-4-2 Open Pairs plus the centre pairs, delayed because of Covid.

**Greens Report – Neil Connell**

It’s good to see that some greens are still improving this time of the year, ie, Birkenhead, Beach haven, Takapuna, Orewa playing fantastic, Manly. I’ve been out to Mairangi and seen the renovations for next year.

No doubt all greens will be having work done to them over the off season, let’s hope we don’t get a disruptive season we had this year.

**BNH Representatives Report – Steve Yates**

The Representative Season has come to a close. Our BNH Women’s Team coached by Graham Doreen and managed by Rebecca Jelley, Norm Scott-Morrison and the late John McCormack, had an outstanding season resulting in the winning the Regional Intercentre Tournament at Mangawhai Bowling Club. I believe that this was due to a number of reasons being team preparation, team culture, selecting a squad of players that gelled together and team spirit to name a few. This team will represent BNH in the National Finals hosted by BNH in October 2022.

Our Men’s Team underachieved in my opinion despite having all of the resources made available by the BNH Board. The Squad lost the Battle of the Bridge to Auckland, lost to Bay of Plenty in the lead up to the Regional Intercentre. Although the team were right in the battle against Auckland at the Regional Intercentre, they were beaten and did not progress to the National Finals.

Due to Gary Stevens being on holiday until last week I have not been able to conduct a debrief of the season and will provide this to the Board as soon as completed. I will also be holding a debrief session with Graham regarding the Ladies successful season.

**1 to 5 Year Bowlers Report – Garth Partridge**

Positive feedback regarding the running of the recent 1 to 5 events. The standard of play and the competitiveness was very high with the 1 to 5 representative squad members featuring in the finals and as the champions.

No concerns have been expressed regarding 1 to 5 years bowling in the BNH region.

Continue to act as the communications manager for the Women’s 1 to 5 year squad with two players added.

**FINANCE REPORT - Raewyn Thomas**

**Accounts:**

Attached to this report is the Profit & Loss (P & L) and Balance Sheet (B/S) as at the 31st March 2022.

**Masers Summary**

Attached Profit & Loss for the Masters tournament.

**Westpac and Heartland Bank**

A third person is needed to be registered with both banks as a signatory for online banking.

**Masters Bank Account Westpac.**

Request to close this account as it has not been used for the past 2 years.

**NZ Community Trust Grant**

Accountability for wages of $5,000 has been completed and submitted.

**Raewyn Thomas**

**Treasurer**

**5th April 2022**