



## Bowls North Harbour Inc

# MINUTES

**Type of Meeting:** Board  
**Meeting Location:** Bowls Orewa  
**Meeting Date:** Tuesday 14 June 2022  
**Meeting Time:** 5 pm

1. Attendance – Maureen Taylor (President), Neil Connell, (Vice President) Steve Yates (Chairperson), Raewyn Thomas (Treasurer), Mike Beretta, Trish Croot, Andy Dorrance, Garth Partridge, Robyne Walker (by Zoom)

In welcoming board members to the last meeting of the current board Steve Yates thanked Andy Dorrance for his service to BNH and wished him well, on behalf of the board, for his new venture with Manly Bowling Club.

2. Apologies – Nil
3. Approval of the last minutes dated 17 May 2022.

Proposed: MT      Seconded: TC      Carried

4. Matters arising from the last board meeting.

Nil

5. Incoming Correspondence
  1. BNZ Club Affiliation Fee price increase of 4.9% for clubs when invoices are sent out in November 2022. BNH will not increase the Affiliation Fee this coming year but will signal to the Delegates at the AGM that an increase will be coming in 2023/24.
  2. Orewa Bowling Club – email regarding greens prices.
6. Centre Managers Report – included in the Chairman's Report.

7. Chairman's Report

As read - see below.

The AGM papers (Agenda, Last Years Minutes, Chairmans Report and Financials) will be emailed out to the Delegates in the next few days.

The Reps end of year review has been taken with all except the 1-5 years Coaches/Managers. Going forward SP proposed that all Coaches/Managers be appointed for a 2 year term.

Special Awards – it is disappointing to see how little nominations have come into Bowls North Harbour, even with a 2 week extension. This will be brought up by SY at the AGM.

The Centre Managers position will be advertised to the bowls community and other platforms like SEEK and Facebook. SY will put the advertising for this position together now that he has had experience filling the role for 3 months. He will be emailing this out shortly to fill the position as soon as possible.

Mike Beretta proposed that all the Board Members have say 3 clubs each that they keep in touch with including their own. The Board thought this was a sound idea and once the AGM and Awards were complete this would be good to initiate.

## 8. President's Report

As read – see below.

In Committee discussion – 5.40 to 5.50 pm

## 9. Match Committee and Greens Report

In addition to the report a 2-4-2 AC Pairs issue was discussed and agreed action to be taken in regard to defaults and byes.

Motion: For Special Conditions of Play

For any defaults or byes, three (3) points will be awarded to each opponent with the net differential of zero (0) which will be applied consistently. This will be applied to all Centre Events.

Proposed: SY      Seconded: NC      Carried

Action: The Special Conditions of Play for the BNH Centre Men's and Women's Pairs to be played 18-19 June will be changed to reflect the change for a bye or default.

Proposed: SY      Seconded: NC      Carried

## 10. Representatives' (Open Men & Women and 1-5 Years) Report

As read. SY complimented GP on his handling of the 2022/23 1-5 Years Rep Programme.

## 11. Coaching and Development Report

As read – see below.

## 12. Marketing and Sponsorship Report

As read – see below.

### 13. Governance Report

As read – see below.

### 14. Finance Report

As read – see below.

Motion: Close the Westpac Coaching Account - number 03 0104 0981950 001 and transfer balance to the BNH General Account - number 03 0104 0982950 000.

Proposed: RW      Seconded: SY      Carried

### 15. General Business

#### 1. AGM and Awards Update (see below)

AGM

TC to do the AGM Paper Slips for the Secret Ballots (President and Vice President)

SY to send out the Delegates pack via email and send electronic copy to SNAP Printing to print 50 copies for the AGM.

Awards

The Special Awards to be finalised by Monday 20 June 2022.

RW to send out a reminder to Delegates for attendance.

Invite to Ryman and Benefits from the President.

#### 2. Centre Manager

As per the previous discussion above.

#### 3. Orewa Bowling Club – New green pricing (see below)

Duly noted and will be responded too.

Next Board Meeting – TBA July 2022

Signed:

Dated:

# **Chairman's Report for 14<sup>th</sup> June 2022 Board Meeting**

## **1. Bowls Hub**

Bowls Hub was implemented for our last 2 COC Events and went very smoothly following training being provided by Colin Williams. The Feedback I have received to date is very positive particularly members who were not present at the events and were able to obtain results as they happened.

Our goal now is to have all BNH playing members create a Bowls Hub Profile prior to the beginning of next season. I propose that we run some workshops where we can assist the members that are not very Computer literate. We are still running our manual draw and results process to run parallel to Bowls Hub, however it is intended that this manual process will cease once Bowls Hub profiles have been set up.

## **2. Bowls NZ AGM**

I have received an invitation from Bowls NZ to attend their AGM and Gala Awards Dinner in September in Dunedin followed by the North v South Challenge. The flights and accommodation have been paid for by Bowls NZ and I have confirmed my attendance to represent BNH.

## **3. AGM**

The AGM Agenda and Annual Report will be sent to all BNH Delegates this week.

## **4. Secretary Report**

I have spent a significant amount of time preparing the Annual Report (assisted by Lesley and Tony) and this will be sent out this week. I have also spent a lot of time sending and returning emails and attending to phone calls. Finally while we have Bowls Hub up and running, we are still currently providing the manual draw and results. This has taken up hours of my time also. I have met with a potential candidate to fulfil the new Centre Manager role and I will provide the Board with an overview of her skills and experience for consideration.

## **5. Representative End of Year Review**

I have conducted reviews for both the Men's and Women's Representative Teams and will submit my recommendations to the Board for the next 2 years.

I am still to meet the 1-5 Year Management Team to conduct their End of Year Review.

## **6. Life Membership Nomination**

I have sent to all BNH Delegates our recommendation to award an Honorary Life Membership at the upcoming AGM. I requested that if any Delegate had an objection to our nomination and none have been received to date.

## **7. Special Award Nominations**

After providing a 2-week extension to all clubs I have not received any further nominations other than the two clubs that have submitted nominations. This is very disappointing in my view and would like to state that every club had a fair opportunity to submit nominations and make it noticeably clear to all of our clubs that we only received nominations from Birkenhead and Takapuna.

Steven Yates - Board Chairman

## **Presidents Report for Meeting 14<sup>th</sup> June 2022.**

Annual Awards. Quite a lot of time spent on checking lists of winners etc. Compiling list to send to Apex for the engraving – including the Legends Honours Board. Also need to have the Gold Stars engraved for Trish Croot and Selina Goddard and a Gold Bar for Bart Robertson.

Checking the proof of the awards booklet and the certificates.

I have also labelled all the Trophies ready to be delivered Open to Apex.

I have also contacted the relatives of the recipients of the Legends Awards this year. We have 5 relatives from each family attending so will need to ensure we have seating arrangements for them.

The invitations were also sent to Life Members – Kevin Holland, Michael Foy, Jean Ashby, Margaret Duke, Martin Mackenzie BNZ and Mark Cameron BNZ. Replies accepting the invitation have been received from Jean Ashby, Martin Mackenzie and Mark Cameron who we still need to confirm a time for him to Join us. Michael Foy and Kevin Holland have both declined due to ill health. Unfortunately I have received no reply from Margaret Duke.

Compiled my Annual Report.

Attended Takapuna Prize Giving.

Attended Match Committee Meetings covering Events and also the 2022/23 Calendar required some changes.

Event directed 1-5 Champ of Champs Men and Women and also Open 2x24x2 Pairs.

Maureen Taylor

## **MATCH COMMITTEE AND GREENS REPORT**

### **Match**

1-5 CoC singles men's winner was Darren Morrow from Hobsonville BC, R/up was Shaun Goldsbury from Takapuna BC.

1-5 CoC women's singles was won by Hanaan Shahwan again from the Hobsonville club. A well deserved double for the club. R/up was Kathy Stevens from the Manly BC. All four are in the Harbour 1-5 rep squad, so the future is looking healthy.

2-4-2 AC Pairs.

The winners from this event are the long standing pairs on John Walker and Colin Rogen from the Browns Bay BC, who overcame the spirited pair from Manly BC Andy Dorrance and Keith Benson, again two up and coming young bowlers.

More on the 2-4-2 at the next committee meeting.

### **Greens.**

Nothing to report at the moment as most green keepers are waiting on seed.

Regards.

Neil Connell, Chairman Match Committee.

## **REPRESENTATIVES (Open Men & Women and 1-5 Years) REPORT**

### **a. Open Reps Report**

See the Chairman's Report above.

### **b. 1 – 5 Year Reps Report to the Board – June 2022**

Garth P attended CoC Men's 1 to 5 Singles at Manly.

Walter Howden and Maureen Howden advised that they are no longer wanting to be the 1 to 5 Women's Managers / Selectors in the 2022 2023 season.

Garth P met with Ian McKenzie, Warren Seeque and Greg Yelavich to discuss the 1 to 5 representative sides 2021 season performance and ways to improve for the upcoming season.

Decision made to combine the coaches for the Men's and the Women's 1 to 5 squad. This should create more rapport and synergy between the teams. Greg and Warren agreed to this.

Ian McKenzie to manage the Men's 1 to 5 Squad.

Established a process and guideline for selecting the 1 to 5 representative squads.

Guidelines and selection process sent to all BNH clubs asking for nominations to join the squad trials.

Women's 1 to 5 squad need an experienced senior or representative standard player to assist with the management and selection. Judy McSweeney contacted and she has agreed to assist, however she will be away in Perth for much of the season.

Garth to be the communication manager and acting manager for the Women's 1 to 5 Squad for the 2022 – 2023 season.

Attended the June coaching at Orewa and assisted Mike Berreta.

GP receiving application forms for the Women's 1 to 5 trials sessions.

\*\*\*Attached : 1-5 Year Rep Selection Application Form

## **COACHING AND DEVELOPMENT REPORT**

We have completed two of the Winter Coaching sessions at Orewa. The turnout has been fantastic with over 30 players in attendance at each, the feed-back has been positive.

I also attended a meeting with Tony Rickerby and Graham Dorreen at Takapuna to discuss applications made to the BIAS Fund and general guidance on criteria and benefit for evaluating applications in the future.

Regards, MIKE BERETTA

## Sponsorship and Marketing – Report June 2022

1.	<p>Brand Implementation – <b>Project 1.</b></p> <p><b>COMPLETE</b></p>	<ul style="list-style-type: none"> <li>• Updates to logos and media are complete.</li> <li>• Templates created – email signatures, letterhead, and Facebook imagery complete.</li> <li>• Brand identify guide folder shared to BNH.</li> </ul> <p>4 Flags and 1 banner have been printed and delivered to us ready for use. Waiting on spikes. Currently have two concrete bases. New design colours, logos etc with Benefitz. (At this stage we have nominated them as our supplier because of potential ongoing sponsorship).</p> <p>Awards certificates updated – with Snap Printing. New background, fonts and logo. PowerPoint presentation 80% the way there – new background.</p> <p>Awards Programme – in progress and will be completed once the Womens and Mens Pairs are played 18-19 June 2022.</p> <p>Awards Guide / Folder – document &amp; information for future use to be completed and put on BNH computer.</p>
2.	<p>Website Development – <b>Project 2.</b></p>	<p>Re-development project for the website. New wireframe – 1-click access. Re-do imagery. Up-to-date information updated weekly. Examples: Mairangi Bay. – <b>nothing to report – next project off the rank after Awards.</b></p>
	<p>Social Media upgrade / content rollout – <b>Project 3.</b></p>	<p>Develop template and social media campaign BNH Standard template for news / newsletters featuring updated brand standardisation. Will flow into website. <b>FB banner – sent for uploading.</b> <b>Photo standards. What’s a good photo look like? Can the originals be sent to BNH for print use – where are they stored?</b></p>
	<p>Sponsorship packages – <b>Project 5.</b></p>	<p>What does sponsorship look like for BNH? Develop strategy and packages across the calendar year. Develop a “how to package for clubs” . What does that look like for them eg profiling sponsors, keeping them in the face of members regularly. What does commercialization look like for clubs where the club is developed for the local community use? What are the successful things that clubs are doing already? Beach Haven, Birkenhead, Takapuna, Orewa, Manly ? Let’s case study this for others. <b>Nothing to report</b></p>
	<p>Barefoot Bowls – media campaign and rollout for clubs <b>Project 4.</b></p>	<p>Social media campaign to get people into clubs for the clubs to use on their own social media sites. See P6 below.</p>

BNZ – media and rollout for clubs (define this) <b>Project 6.</b>	Discuss marketing with BNZ and quantify their goals for 2022-23 and into the next 5 years. <b>Bowls 3/5? – Look at program.</b>
--	---

## **GOVERNANCE REPORT**

The new governance manual has been started and will be circulated shortly for comment. This is a new initiative and will be available for all new and existing Board Members. All the portfolio areas will be included and in addition Business Continuity, Pandemic, Health and Safety etc.

## **FINANCE REPORT TO BOARD FOR JUNE 2022 MEETING**

### **Accounts:**

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

End of Year accounts have been completed and delivered to the Auditor. To date they have not been returned.

### **Westpac Masters Bank Account.**

Masters Bank account has been closed.

### **Westpac Coaching Bank Account.**

Paperwork has been submitted to Westpac and is in the process of being closed.

### **Bias Fund**

There have been four grants paid from the Bias fund this month.

### **Budget**

A draft budget has been prepared and will be entered into MYOB when completed.

**Raewyn Thomas**

**Treasurer**

**9<sup>th</sup> June 2022**

## **GENERAL BUSINESS**

### **AGM and AWARDS 26 June 2022 Report**

**Venue: Takapuna Bowling Club**

#### **AGM – 11 am**

- Email for Board Member nominations sent out to the clubs. No new candidates.
- Annual Board Report is being finalized by Steve Yates, Tony Popperwell and Lesley Langer.
- A further email out to the clubs and Club Delegates personally with AGM information and requesting their RSVP to be completed when the Annual Report is ready to go.
- Annual Board Reports to be printed.
- Board financials are currently with the Auditor.
- Jenni Taylor, Takapuna Bowling Club will provide the lunches for the Board, Delegates and others.



## **AWARDS – 1 pm**

- The Special Awards nomination forms eg. Club of the Year, Administrator of the Year, Volunteer of the Year have been sent and the date extended to 10 June 2022.
- Whiteboard and projector have been booked.
- Red carpet and bollards have been booked (Nick from Aspire 021955125).
- Colin Williams is available, if required, to help with the visuals.
- Jenni Taylor, Takapuna Bowling Club, along with her helpers will provide the finger food for the tables.
- Maureen Taylor has emailed special guests eg. Life Members, Patron, Bowls NZ etc. Will update this list for the programme.
- Steve Yates has confirmed Miles Davis to be the MC.
- Badge order has been received and paid for from APEX. MT has all the badges.
- Gold Star order has gone to APEX and is being quoted and processed.
- Trophies are mostly in and are being checked by Maureen. Maureen will also be taking these to APEX for engraving.
- The certificates are produced by SNAP Printing. New artwork is being used in line with the new flags and banner. The first batch have been completed and paid for. The second batch will include the Women's and Men's Centre Pairs plus Special Awards.
- Flags and roller banners are finalised and will be ready for the event. The indoor roller banners will be used for award recipients posing for photos as well as decoration.
- Player Points will need to be processed to find the Special Award recipients. Trish Croot and Robyne Walker have completed this up to the Women's and Men's Centre Pairs.
- Invites to the Clubs have been emailed out asking for numbers of members attending so tables and catering can be set up ie. one or more clubs per table. Robyne and Trish will compile their data.

## **OREWA GREENS HIRE**

As per the Minutes of their meeting held on 8 June 2022:

New rates set for Bowls North Harbour

- Ryman green \$90.00 each for morning, afternoon and evening hire
- Other greens \$60.00 each for morning and afternoon hire
- Plus tea/coffee/biscuits \$3 per person