



Bowls North Harbour Inc

MINUTES

Type of Meeting: Board
Meeting Location: Bowls Orewa
Meeting Date: Tuesday 17 May 2022
Meeting Time: 5 pm

1. Attendance – Maureen Taylor (President), Neil Connell, (Vice President) Steve Yates (Chairperson), Raewyn Thomas (Treasurer), Mike Beretta, Trish Croot, Garth Partridge, Robyne Walker.
2. Apologies – Andy Dorrance
3. Approval of the last minutes dated 20 April 2022.

Proposed: GP Seconded: MT Carried

4. Matters arising from the last board meeting.

Nil

5. Incoming Correspondence:
 - a. 12 May BNZ Complaints and Dispute Service notification – this has been posted to Facebook and put on the BNH Website.
 - b. 27 April BNZ Email confirmation of National Intercentre and Interclub 7's – these will both be hosted by Browns Bay.
 - c. Walter Howden has advised GP by email that he is unable to coach/manage the Women's 1-5 Years Rep team next season due to other commitments. The Board will seek interest from other bowlers to fill this vacancy.
6. Centre Managers Report – included in the Chairmans Report below.
7. Chairman's Report
 - a. The first weekend using BowlsHub Aotearoa has received positive feedback from the players. Mairangi Bay are also talking about adopting it.
 - b. An additional nomination for the roles of President and Vice President have been received from Browns Bay. An election will be required and the Delegates have been advised.
 - c. Steve Yates and Trish Croot have submitted their applications to the Board.
 - d. A Life Membership guideline has been submitted to the Board for consideration which will be discussed at the end of the meeting "In Committee".

8. President's Report

As read.

9. Match Committee and Greens Report

As read.

In addition, the draft BNH Programme has been made. Still some discussion points so that Clubs have enough weekends to run their championships and tournaments. Confirmed the PPL will change from 8/9 October to 20/21 August 2022.

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

As read.

11. Coaching and Development Report - Nil.

12. Marketing and Sponsorship Report

As read.

13. Governance Report

As read. SY to email a sample Health and Safety policy to RW.

14. Finance Report

In our accounts at ANZ there is an account named Coaching Association account which is historical and no longer used.

Motion: Transfer the funds in the Coaches Association account to the General Account.
Close the account.

Proposed: SY Seconded: TC Carried

Currently there are two Heartland Bank accounts – one current and the other is savings. Raewyn Thomas will find out the process for closing these accounts and transferring the funds to the Westpac general account.

Motion: To close the Heartland Business Call Account 03-1783-0515346-021 and distribute the funds to the BNH Westpac general account.

Proposed: SY Seconded: GP Carried

15. General Business

- a. AGM and Awards Update – the planning for the AGM and Awards are progressing well. In addition to what has been organised so far we need to find a person who will take photos.
A sub-committee has been appointed of MT, MB and NC to decide the Special Awards.
RW and TC are completing the Player Points.
Miles Davis has agreed verbally to be the MC for the Awards.
- b. Cluster Meetings will be re-introduced again as the heights and restrictions of COVID have been introduced by the government.

Proposed: SY Seconded: TC Carried

- c. Board in committee

Next Board Meeting – 14 June 2022 at 5pm

Signed:

REPORTS:

Chairman's Report for Board meeting Tuesday 17th May 2022

1. Bowls Hub Aotearoa

Bowls Hub is up and running and was used for the Champ of Champ Fours. It was decided that the Tablets Bowls NZ provided were not fit for purpose and difficult to use for our Tournament Directors. We purchased 3 x Chromebooks and Accessories to make it more user friendly.

The first event was a success and we need to market this to our stakeholders. I am finalising publishing of our events through Bowls Hub to our Website.

2. BNH AGM and Awards Function

As per the Constitution requirements, notice was given to all Clubs and BNH Delegates regarding our AGM on Sunday 26th June. As part of this communication there was a request for nominations for position of President and Vice President. We received 2 x nominations for President and potentially 2 x nominations for Vice President. We received nominations as follows:

President: Maureen Taylor (Bowls Orewa) and Lesley Langer (Browns Bay)

Vice President: Neil Connell (Helensville) and Lesley Langer (Browns Bay).

We also asked for Board Applications for the 3 x Vacancies as follows:

Steven Yates (seconded to Board in November 2021)

Trish Croot (seconded to Board in February 2022)

Note: Andy Dorrance will not be seeking election due to Business Commitments at Manly Bowling Club.

This will leave 1 x Board Position Vacancy post AGM for the Board to consider a secondment until the 2023 AGM.

The Sponsorship & Marketing Team are progressing very well with the Awards Function. I have approached Miles Davis to MC this event and will have confirmation prior to Board meeting.

3. Life Membership Guidelines

I will present a document for discussion at the Board Meeting for consideration by the Board.

I will also discuss a potential candidate for BNH Life Member.

Steven Yates - Board Chairman

President's Report for Board Meeting on 17th May 2022

The last four weekends have been taken up with the Champ of Champ Events. I have attended every Event on the Saturday sometimes fitting in both Clubs used for first day Knockout and been there for all the Finals at Orewa each Sunday. I was Event Director for the Champ of Champ Triples.

Attended Teams meeting with Steve Yates, Trish Croot and Robyne Walker regarding the upcoming Awards in June.

Checked the Trophies to find out the names of the Trophies to update our list and help when it comes to engraving. Also checked on how many gold stars and bars we have available and found we only had 3 gold stars. Took one down to Apex for them to give us a quotation to produce 50 for stock.

All the Trophies have now been returned for the Special Awards.

Attended two Match Committee meetings with Neil Connell and Steve Yates and have now completed a draft Event Planner for 2022/2023.

I was invited as President to attend Birkenhead Prize Giving on 13th May and enjoyed a very pleasant evening.

Masters 2023

I have nothing to report this month.

MATCH COMMITTEE AND GREENS REPORT

Getting to the end of the CoC events, last week we saw Bart Robertson from Helensville along with Rick Howe and Kylie Clark take out the triples. This so far is Bart's 4th title this year with centre pairs still to come.

R/Up from Northcote was Shaun Bayne, Tom Edwards and David Pierce. Orewa's Christine Dalzell, Maureen Howden and Jan Harrison won this event from Manly's Faye Baverstock, Rozel Kyle and Elaine Fergusson.

Men's 4's was won for 2 years in a row by Riverheads Steve Cox, Grant Goodwin, Duane McDonald and Lindsay Gilmore, R/Up was Browns Bay Neil Fisher, John Walker, Brian Wilson and Geoff Bennett.

Women's 4 was taken out by the very experienced Takapuna team of Lisa Dickson, Lauren Mills, Robyne Walker and Anne Dorreen. R/up was Robyn Henderson, Jenny Wilson, Francis Kissel and Val Eadie from Manly.

Upcoming events are this weekend CoC 1-5 and the open AC 2-4-2 11- 12 June.

Greens Report

Most grass greens are now getting renovated for next season so not much to report, let's hope the maniototo seed is available for next season.

Regards.

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

- A Region 1 and 2 meeting (Far North, Northland, North Harbour, Auckland, Counties Manukau, Waikato, BOP) was held on 21 April 2022 and attended by Robyne Walker, Garth Partridge and Gar Stevens from BNH via ZOOM. The meeting was chaired by David Ball, Auckland Bowls, and several dates were set for the 2022/23 season.
- Additions to the programme include a Prem 2 event for Regions 1 and 2 that would be held on the same date as the BNZ National Intercentre, 18 and 19 March 2023. This so that all Prem 2s had an event to build up to for the end of the Rep season. Everyone agreed that this was a great idea and supported adopting this for 2023.
- Following this meeting Robyne has booked the Remuera under cover facility for Prem teams from Waikato and BNH in a head-to-head on Sunday 11 September 2022. This was confirmed with David Ball and Waikato.
- Robyne also booked Pukekohe indoor stadium on 28 August 2022 for the 1-5 Years head-to-head with Waikato. This is a backup option to Hunters Corner which is scheduled to be completed a month prior.
- The Rep Shirts have been ordered and received but unfortunately, they not correct so the order is in for replacement.

Sponsorship and Marketing Portfolio – Draft Plan 2022-2023

1.	Brand Implementation – Project 1.	Update our logos, and media, create templates and rollout across the mediums such as FB / Instagram and website. Develop Brand identity guides, function guide, tournament guide – what does marketing look like for all of these ?
2.	Website Development – Project 2.	Re-development project for the website. New wireframe – 1-click access. Re-do imagery. Up-to-date information updated weekly. Examples: Mairangi Bay.
3.	Social Media upgrade / content rollout – Project 3.	Develop template and social media campaign BNH Standard template for news / newsletters featuring updated brand standardisation.
4.	Sponsorship packages – Project 5.	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.

4.	Barefoot Bowls – media campaign and rollout for clubs Project 4.	Social media campaign to get people into clubs for the clubs to use on their own social media sites.
5.	BNZ – media and rollout for clubs (define this) Project 6.	Discuss marketing with BNZ and quantify their goals for 2022-23 and into the next 5 years. Bowls 3/5?

GOVERNANCE REPORT

The BNH Governance is a new portfolio and will cover the following areas:

- a. BNH Constitution update
- b. BNH Strategic Plan update from 2017
- c. BNH Health and Safety Plan
- d. BNH Pandemic Policy
- e. BNH Business Continuity Policy
- f. BNH Risk Management
- g. Other policy as required.

FINANCE REPORT TO BOARD FOR APRIL 2022 MEETING

Accounts:

Attached to this report is the Profit & Loss (P & L) and Balance Sheet (B/S) as at the 30th April 2022. These reports are for the full financial year ending 30th April 2022. A Finance Report has been prepared to be published in the Annual Report.

End of Year accounts have been completed with the assistance of Tony Popplewell. I will take to the Auditor and request the Audit be completed before the AGM.

Westpac Masters Bank Account Westpac.

In progress. All forms have been submitted to Westpac.

GST

The 6 month GST return has been completed and submitted to Inland Revenue. The balance owing will be paid in May.

Heartland Bank

The signatories at Heartland Bank need to be updated. I will distribute the forms needed for signatures.

Bias Fund

\$6,000 has been repaid from the Bias fund to Bowls North Harbour. The remaining \$6,000 will be repaid at the end of September 2022.

Raewyn Thomas

Treasurer

8th May 2022

GENERAL BUSINESS

AGM and AWARDS 26 June 2022 Report

Venue: Takapuna Bowling Club

AGM – 11 am

- Email for President and Vice President nominations sent out to the clubs and received. There are 3 candidates – Maureen Taylor, Neil Connell and Lesley Langer.
- Email for Board Member nominations sent out to the clubs. As yet no new candidates.
- Email out to the clubs and Club Delegates personally with AGM information and requesting their RSVP. Seven Delegates have responded.
- Email asking Board Members for some suggestions for Patron has been emailed out from Maureen Taylor.
- Annual Board Reports to be written and printed. In progress.
- 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

- Robyne Walker has met with Graham Dorreen to discuss the requirements of the Centre for the AGM.
- The Special Awards nomination forms eg. Club of the Year, Administrator of the Year, Volunteer of the Year have been emailed to the clubs and they will be back to BNH by 27 May 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 to email special guests eg. Life Members, Patron, Bowls NZ etc.
- Steve Yates to ask Miles Davis to be the MC.
- Badge order has gone to APEX and is being processed.
- 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. Trish Croot has been in touch.
- The program file document has been modified and will be complete closer to mid June when all tournaments are complete. This is done by Akorana Print and we will also get a price from SNAP.
- Flags and roller banners are being 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 in order to find the Special Awards. Trish Croot and Robyne Walker to do this.
- Invites to the Clubs to be emailed out asking for numbers of members attending so tables and catering can be set up ie. one club per table.