



Bowls North Harbour Inc

MINUTES

Type of Meeting:	Board
Meeting Location:	Bowls Orewa
Meeting Date:	Thursday 20 th October 2022
Meeting Time:	7 pm (ZOOM Meeting)

1. Attendance – Robyne Walker (Acting Chairman) Maureen Taylor (President), Neil Connell, (Vice President) Raewyn Thomas (Treasurer), Mike Beretta, Trish Croot, Garth Partridge,
2. Apologies – Nil
3. Conflict of Interest
This will be added to the Agenda each month to enable anyone to declare any conflict of interest. This includes any business or personal matter that could be a conflict of interest involving a board member and his/her role and relationship with BNH. Board members that become aware of a possible conflict must also bring it to the notice of the board.
4. Approval of the last minutes dated 13th September 2022

Proposed: TC Seconded: MT Carried
5. Matters arising from the last Board Meeting.
GP advised he did not need a Chrome Book. Norma currently holds one Chrome Book.

“In Committee” discussion.

Sue Rossiter and Elaine McClintock have joined the Match Committee.

Letter re 1-5 Years COVID impact from Mairangi Bay Bowling Club has not been responded to from last meeting. RW to check with Auckland Bowls and then respond to Mairangi Bay Bowling Club.

PPL – Ian Glogoski, Browns Bay Bowling Club, has not been responded to from last meeting. RW to respond to this complaint.

Election of Chairperson – NC moved that Robyne Walker be elected as the Chairperson for Bowls North Harbour Board.

Moved: NC Seconded MT Carried

“In Committee” discussion.

6. Incoming Correspondence

Proposed: MT Seconded: MB Carried

Incoming Correspondence:

1. Email of resignation from Steven Yates on 16 September 2022.
2. Email from Steven Yates on 18 September 2022 acknowledging and accepting next steps the Board required.
3. Email from Ryman on 20 September 2022 confirming they will no longer be sponsoring the NZ Masters.
4. Email handover document received from Steven Yates on 22 September 2022.
5. Request from Harbour Sport for nominations from Bowls North Harbour 22 September 2022 – This has resulted in Maureen Taylor becoming a finalist in the Volunteer of the year award.
6. BNZ email on 29 September 2022 re the Conditions of Play for the 2023 Intercentre (Christchurch) an Interclub (Wellington).
7. Email from John Jackson confirming Senior Trust sponsorship of the NZ Masters.
8. Email from Milford Bowling Club re their Greens on 11 October 2022
9. Letter from Chub Roberts re Pennants. There is a shortage of people available to assist.
10. Email from Emmie Swart re Dynasty sponsorship. RW to respond.

Outgoing Correspondence:

11. Sponsorship proposal to Senior Trust to Woody Naicker (Orewa Sands and The Grove)
12. Email from Maureen Taylor to Steven Yates from the Board acknowledging his resignation on 18 September 2022.
13. Email to Ryman acknowledging the cancellation of the Sponsorship.

Chairpersons Report

In the last month the following has been actioned:

Following the resignation of Steven Yates, acknowledged by Maureen Taylor, Robyne Walker was appointed acting Chairperson.

A list of actions was requested from the Board to Steve Yates including details of contracts entered in to, Board property and a detailed handover. These were all completed.

Dynasty Apparel – contract sighted by the Board and a follow up meeting has been organised for 20 October 1 pm with Trish Croot and Robyne Walker with Glenn Roberts. The BNH NZ Masters Sponsorship arrangement with Ryman Healthcare has concluded. Ryman are now looking at doing more local sponsorships instead of national. Robyne emailed Bree Jones, National Sales Manager, to

thank her for Rymans partnership over the last 3 years (only 2 years of sponsorship used) and ask if any opportunities came up in the future from either party we would be in touch.

Senior Trust has agreed to become the new sponsor of the BNH NZ Masters. Robyne and Trish Croot met with Woody Naicker, Orewa Sands and The Grove, They will continue to sponsor for a term of 3 years as long as their circumstances do not change. Their Marketing Manager will be the main point of contact with Maureen Taylor and her BNH NZ Masters Committee.

Orewa Sands and The Grove have requested a further sponsorship proposal with more local tournaments. This has been completed and emailed to Woody Naicker.

Canon NZ Limited have been contacted by phone and a detailed email regarding the photocopier contract (Account #1009667) that we do not wish to continue. We are still waiting for a response from Account Manager Gene Murphy.

The BNH Centre Manager vacancy is still ongoing. Robyne contacted 2 of the previous candidates. One felt she was overqualified for the hourly rate we were offering. The position description has been amended at the request and agreement of the Board. The second person has been interviewed by Robyne and Maureen Taylor, and a recommendation has been emailed to the Board.

Robyne has spoken with David Batchelor, Bowls Orewa, regarding 2 matters:

1. BowlsHub Aotearoa photocopying of the scorecards. He has agreed to BNH using their photocopier and will have an additional key cut for their office. A price per copy will be negotiated.
2. Ryman green (covered green) charges for the BNH Representative trials and trainings. Robyne asked if it was possible to pay a discounted amount for the covered green. David did not want to take business away from Bowls Orewa. The \$3 per tea/coffee charge will be applied also. BNH Reps can use the 2 outside greens (natural and artificial) at no cost.

President's Report 19th October 2022

It has been an eventful time since our last Board Meeting, and I would like to pass on my thanks to all the Board for their work and their help to carry on the work of Bowls North Harbour in a professional manner. Thank you for all the extra that you have put in during the last month.

I helped Norma at Manly with on 17th September for the 2x4x2 Mixed Pairs. We also convened a Zoom meeting of the Board for the evening of the 17th to resolve some issues that come to light.

I attended Manly Bowling Club on 2nd October to watch some of the play by the Premier 1 & 2 Men. The conditions for play were not ideal but didn't hear any complaints.

Attended Match Committee Meeting on 3rd October and due to attend again another on 17th October to arrange the Pennants Competition on 29th/30th October 2022.

Attended Interview of possible candidate for the Centre Manager's Position with Robyne. Details of which have been circulated to all Board Members.

As you know I have not been so active this last month but have managed to keep up with sending and replying to emails and phone calls during this time. Thank you all for your support.

Masters Report for 19th October 2022

After some months of inactivity due to not receiving any communication from Ryman Healthcare regarding the Sponsorship of this Event for 2023, we have finally moved forward.

Ryman have finally confirmed that they no longer wish to Sponsor National Competitions but to concentrate on local events instead. We were luckily pointed in the direction of a possible sponsor and Robyne and Trish put forward a proposal which we have now had accepted. Final details still to be confirmed.

Thank you to Garth for putting the entries online. I am working on the COP now and that should soon be able to go online as well.

Next week we should be able to go ahead with the announcement of our new Sponsor.

Our next step is to put together a Masters Committee and move quickly forward.

Maureen Taylor

Match Committee Report for Bowls North Harbour Board

19 October 2022

A new Match Committee was hastily cobbled together prior to the beginning of the season with Chub Roberts as Convenor together with Maureen Taylor, Norma Classen, Sue Rossiter, and Elaine McClintock with Raewyn Thomas ably assisting as Secretary. With the introduction of BowlsHub Aotearoa it has been a steep learning curve, but we have been fortunate to have recruited Garth Partridge and Tony Popplewell as Tournament Directors as they have already proven their worth.

Three BNH tournaments have been held since the current committee was formed. The first was the PPL which was held at four clubs over two days. Departure from the published game format was regrettable and will not be repeated.

The conduct of the Mixed 2-4-2 tournament drew criticism from some quarters, the choice of the headquarters venue, the draw and rink allocations being questioned. The venues were changed at short notice due to some greens being unavailable and the draw and rink allocations were produced by BowlsHub and beyond our control. These discrepancies have been noted for the future.

Likewise, the Ivan Kotanich Singles format was queried but it is worth noting that the feedback from bowlers overwhelmingly favoured the 21 shot format over set play. It has been noted that Helensville should be included as a venue for this tournament.

Planning is well underway for the Pennants tournament which will be directed by Maureen Taylor. The decision has been made to play all games on artificial greens due to the unavailability of many of the grass greens.

Chub Roberts

Convenor Match Committee

Interclub 7s (26 & 27 November, 3 December 2022)

Motion: Interclub 7s will be reduced from 2 teams to one team per gender per club due to the availability of greens.

Moved: MT Seconded: NC 5 in favour 1 against

GREENS REPORT

I went out and visited Sunnybrae BC to inspect the greens for Interclub. Hamish Russel has taken over as green keeper. They are looking fine and most definitely ready for the NZ Masters but not for Interclub 7s.

The allocation of greens has Milford and Sunnybrae down using 2 greens for Interclub, I would not be using these greens, they are not ready.

So this leaves us with Birkenhead and Browns Bay, last year we had 9 women's team playing and 13 men's teams. My recommendation If we get the same numbers would be put the women at Birkenhead and men at Browns Bay, Birkenhead as HQ.

Hopefully the weather is going to get warmer so greens can be playable. But we need to let the clubs involved know what is going on.

Neil Connell

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

a. Open Reps Report

The Quad Series – 3 October 2022

The Quad series between Northland, BNH, Auckland and Bay of Plenty was held on 3 October 2022. Many thanks to Trish Croot and Garth Partridge who went the extra mile making this happen given the weather conditions. The Men played on the artificial greens at Manly and the Women played at Remuera undercover and the artificial at the front of the club house.

Trainings

The Leif Selby training has started with the Open Women's squad (one undercover at Orewa and the other at Browns Bay BC). Each training session is for 2 hours at \$100 per hour. He has a training booking that players can purchase for \$20 which is being paid into the BNH bank account which was emailed out by Raewyn Thomas. The Men start their first training session with Leif on 16 October 2022.

2022 Intercentre – Browns Bay BC BNH

The BNZ National Intercentre 2022 held at Browns Bay BC on 15 and 16 October was run very well. Chris Lander and Pete Sheehan, Browns Bay BC President, were in contact and are worked to an agreed schedule. Sue Rossiter organised the umpires to be the Markers on Saturday and Sunday. Robyne emailed Bowls Auckland, Alison Rennie, John Ross, Ian Dee, Trish Croot and Maureen Taylor wishing the Auckland Men's Intercentre team our best wishes for the finals weekend. She also invited the Men to come to train with the BNH Women after 4pm Friday 14 October 2022. The BNZ promotion of the weekend has been uploaded to the BNH Facebook and the website.

The Auckland Men and Central Otago Women won their respective Intercentre finals. The BNH Women came 5th in the round robin system with the fours winning 4 from 5, pairs 2 from 5 and singles 1 from 5. Unfortunately Selina Goddard was unwell for the finals weekend with a head cold.

Battle of the Bridge

Pete Sheehan has confirmed that the Browns Bay BC Greens are available for the Battle of the Bridge Open Squads on 4 December.

2023 Intercentre - Christchurch

The 2023 COP has been received from BNZ with the entry details provided. These were forwarded to the Treasurer.

The BNZ National Intercentre travel and accommodation has been booked with House of Travel for Christchurch 15 to 19 March 2023. The flights and van are book with HOT and the accommodation at the Airport Gateway Motel by BNH directly.

Meetings

Robyne met with Gary Stevens, Open Men's Rep Convenor, on Friday 7 October 2022. They discussed a number of issues including rep fixtures to date, budget items, rep expenses, training greens and Leif Selby training sessions.

A meeting was called for the BNH Open and 1-5 years Convenors for 26 October. This will need to be altered as Garth is unable to attend. At this meeting we will discuss the programme to date and the new rep policy document.

Thanks

A big thanks to Trish Croot and Garth Partridge for stepping in to ensure the Quad series for the Open and 1-5 Years Men and Women went ahead as planned. The weather on the weekend was unfortunately rain affected and they did well changing venues at such short notice.

Robyne Walker

b. 1 – 5 Year Reps Report to the Board – October 2022

Attended rep training sessions prior to Quad on Saturday 1 October 2022.

Attended Quad as Team Manager 1 October 2022. Outstanding result from the Women's 1 to 5 year team as they were the winners on the day. Superbly coached by Trish Croot and with assistance from Judy McSweeney. The team has a high level of confidence and this showed through in their performance. Two senior squad members were unavailable and the rest of the squad stepped up to the mark.

Meeting with Team Managers and Coaches scheduled for 19 October, review of previous training and events, results and planning training for upcoming events (Sunday 4 December 2022 – Battle of the Bridge – Ryder Cup format).

(not 1 to 5 Years)

Support for Lorna at Manly – IK Singles – BowlsHub Aotearoa (BHA)

Provided support for Prem's at Remuera

Event Director for the Womens Prem Quadrangular, held at Remuera. BNH was the host. Prepared cards and entered results onto (BHA)

Garth Partridge

Sponsorship and Marketing – Report October 2022

1.	<p>Brand Implementation – Project 1.</p> <p>COMPLETE</p>	<ul style="list-style-type: none"> • Updates to logos and media are complete. • Templates created – email signatures, letterhead, and Facebook imagery complete. • Brand identify guide folder shared to BNH. <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 – completed and feedback has been very positive.</p> <p>Awards Guide / Folder – document & information for future use to be completed and put on BNH computer.</p>
2.	<p>Website Development – Project 2.</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. Ongoing. This has been scoped for changes and is with Garth to implement layout changes. Will be ongoing for a few months. May also fall into new Centre Manager job description.</p>
	<p>Social Media upgrade / content rollout – Project 3.</p>	<p>Develop template and social media campaign BNH Standard template for news / newsletters featuring updated brand standardisation. Will flow into website.</p> <p>Will follow on from the website upgrade - Trish to request access to do some social media editing including banners and imagery etc. Ideas for engagement: Generic email to be established for BNH social media "photo competition". Community in bowls photos. Player profiles for representative bowls. "Where is BNH today"? Maureen in the bowls community profiling clubs and what they are doing. Good website articles too.</p>
	<p>Sponsorship packages – Project 5.</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.</p> <p>New BNH key sponsor package established. NZ Masters sponsorship confirmed. Dynasty sponsorship - meeting arranged. Looking for new sponsors for: Open 2-4-2.</p>

	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. See P6 below. Lots of clubs are doing “Have a Go Days”. Takapuna, Manly is offering up free coaching for new people, Browns Bay have "drop in" pay and play which has been very successful. Sue Rossiter is currently doing rules sessions with retirement villages. They have requested more of that which will lead to players joining and wanting to play. Conversion rate: We need feedback on this from the clubs. What's working what isn't - can we do a survey and provide the results to the clubs?
	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? – Look at program.

GOVERNANCE REPORT

The Financial Reporting and Internal Control has been completed in draft and has been circulated to the Board previously. These are attached for consideration again. They cover the areas of maintenance of accounting records, purchases, payment of accounts, bank accounts, budgets, financial reporting, adherence to NZ IRD and government, audit, people management, supply contracts, membership fees and the Bias Fund. There is also a Delegated Authorities chart.

The Match Committee and Representative policy and procedures are also attached to be discussed.

The feedback for corrections as follows:

Fines Policy –to be removed.

Remove Ryman and replace with Senior Trust.

Pay Umpires \$30 per day.

Greg Yelavich has a draft document from the 1-5 years Rep squad. RW to check with him.

Robyne Walker

REPORT TO BOARD FOR OCTOBER 2022 MEETING

Accounts:

Attached to this report is the Profit & Loss (P & L) and Balance Sheet (B/S) as at the 30th September 2022

Grants

Application to the Lion Foundation for wages was unsuccessful.

Capitation Fees:

Invoices for Capitation Fees have been sent to the clubs and to date 4 clubs have paid. I have had requests from Mairangi Bay, Manly and Takapuna to delay payment as they are applying for grants for their fees.

Bias Fund

The Bias Fund term deposit of \$82,380.79 matured on the 19th September 2022. \$70,000 was reinvested on Term deposit for 2 years at 4.2%. The balance of \$12,380.79 was credited to the Current Account. Repayment of the \$1,500 loan made to the Bias Fund from Bowls North Harbour was repaid on the 19th September 2022. The balance of the current account is \$11,034.00.

Rep Team Expenses Budget

An email was sent to Bowls North Harbour with a draft budget for Men's Representative Teams. This budget amount of \$12,010 is not in our current budget as I had not seen the email until this week. RW has met with Gary Stevens. The Open Men's budget is an indicative projection of expenses that is included in the total budget amount available. The skills training is with Leif Selby and will be monitored for all open rep sides.

Raewyn Thomas

Treasurer

General Business

BNH NZ Masters

BNH New Zealand Masters Headquarters Venue is the preferred venue.

Motion: To approach Browns Bay re holding the BNH NZ Masters February 2023.

Moved: NC Seconded: RW Carried.

MT to contact Pete Sheehan, Browns Bay Bowling Club, to discuss.

Cluster Meetings

This to be put on the agenda for next meeting. Possibly 14th December 2022.

Regional Planning Meeting 20 September 2022

RW advised Takapuna held a regional planning meeting with 40 to 50 people attending from a variety of clubs including Belmont Park, Takapuna, Milford, Mairangi Bay, Browns Bay, Beach Haven, Sunnybrae, Orewa, Warkworth. Steve Beel from Bowls NZ was also in attendance.

Discussion on Membership, Greenkeepers, combined sports clubs. The next meeting will be in November.

Update of Handbook

Garth Partridge has updated the club information in the book and placed on the website. The Umpires list has been updated by Trish Croot and checked by Sue Rossiter. Contact will be made with Bowls NZ to obtain an up-to-date Accredited Coaches list. GP to contact Bowls NZ.

Harbour Sports Excellence Awards 2022

We have 3 finalists – Selina Goddard (Sportswoman of the Year), Maureen Taylor (Volunteer of the Year) and Birkenhead Bowling Club (Club of the Year). There are 2 further awards not yet announced.

The tables for the awards are: A table of 10 is \$1490.00 or can buy single seat at \$149.

Raelene Castle will be the guest speaker.

MT has asked for 4 tickets.

Meeting closed at 9.30pm.

Signed:

Robyne Walker, BNH Chairperson