



Bowls North Harbour Inc

MINUTES

Type of Meeting: Board
Meeting Location: Bowls Orewa
Meeting Date: Tuesday 13 September 2022
Meeting Time: 5 pm

1. Attendance – Maureen Taylor (President), Neil Connell, (Vice President) Steve Yates (Chairperson) by ZOOM, Raewyn Thomas (Treasurer), Mike Beretta, Trish Croot, Garth Partridge, Robyne Walker.
2. Apologies – Nil
3. Approval of the last minutes dated 16 August 2022

Proposed: MT Seconded: GP Carried

4. Matters arising from the last board meeting.

MT asked about the letter that Mairangi Bay were sending in regarding the extension of 1-5 Year plays status because of COVID. We will look at what some of the other NZ Centres have done and reply.

5. Incoming Correspondence
 1. 29 August Complaint from Browns Bay Bowling Club re the PPL. We will check if the acting Centre Manager has sent this.
 2. 9 September email from Kylie Clark, Helensville Bowling Club to report errors in the new handbook. Will discuss this in General Business.
 3. 12 September email from Riverhead Bowling Club regarding the errors in the new handbook. Will discuss this in General Business.

6. Centre Managers Report

Not available.

7. Chairman's Report

Not available.

8. President's Report

As read – see below.

NZ Masters

We are still to have confirmation back from Ryman Healthcare regarding the NZ Masters sponsorship. Both Robyne and Steve are trying to contact the Ryman managers they know.

We will attempt to have this finalised by Friday 16 September.

9. Match Committee and Greens Report

Match Committee:

Neil Connell has come off the Match Committee completely as he is now working full time. Chub Roberts is the new Match Committee Convenor.

The Match Committee has agreed to appoint 2 experienced players and administrators – Sue Rossiter (Umpire) and Elaine McClintock onto the Match Committee. Both Sue and Elaine have a wealth of tournament experience and would bring this to the committee.

Two new Event Directors have also been found for the coming season, Tony Popplewell and Garth Partridge. Tony will be at Hobsonville with Chub Robert on the weekend of the 2-4-2 Mixed Pairs and Garth will be with Chub the following weekend at the Ivan Kotsanich Men's Open Singles.

The 4 Chromebooks we have purchased will be used assigned to Maureen Taylor, Chub Roberts, Garth Partridge, and Tony Popplewell and will continue to be used for BowlsHub Aotearoa only.

Greens:

The grass greens in the Centre are still recovering from a very wet winter.

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

Open: The Open Premiere 1 and 2 Quadrangular series with Northland, BNH, Auckland Bay of Plenty is due to be played 2 October 2022. We are struggling to confirm grass greens because this is being played earlier than usual and the greens are still recovering from a wet winter season. Trish Croot will talk to Hamish Russell regarding Sunnybrae to see if its available. Trish is also talking with Lauren and Helen Blick, Auckland Bowls, to see if they have any greens available. We could then look at splitting the Men and Women.

The Board want to have this resolved by Friday, 16 September.

The Open Women are having a training session with Leif Selby Sunday 18 September, 4.30 pm, at Bowls Orewa. Raewyn will book the venue \$90 covered green. Leif's charges are \$85 per hour and Steve has booked him for 2 hours. The total cost will be \$260.

Steve has also organised for Leif Selby to bring some training books to the venue. Steve has ordered 50 books at \$20 each. Robyne has proposed that we make these books available to the Rep players to pay \$20 each. This was agreed to by the Board.

Steve has been talking with a travel company about the travel and accommodation required by 20 players and Managers to Christchurch for the Men's and Women's Intercentre competition 15 to 19 March 2023. There could also be some sponsorship opportunities. A quote has already been requested by Steve and received. Robyne has asked Steve for the travel company to provide another quote with the Airport Gateway Hotel as an accommodation option and flexi fares for the return trip home. Steve has said he will progress this. Raewyn requires 2 quotes for a grant application so she will look at getting this done in the next week with House of Travel Milford.

1-5 Year: As read – see below.

In addition, Garth has asked for the COP for the 1-5 Years Quad on 2 October. Auckland is the host.

11. Marketing and Sponsorship Report

As read – see below.

The current program is for work on the BNH website. We will deal with the content first and Garth has kindly offered to help with this as he has done a significant amount of work with the Mairangi Bay BC website and some good relationships with Allteams.

Steve has announced to BNH members, at the Executive Fours and on our website/Weekly Reminders, that we have negotiated a clothing sponsorship with Dynasty. He will be sending the contract through to the Board to view.

12. Governance Report

As read – see below.

Following on from starting the new Rep policy, Greg Yelavich is going to start writing a manual for Managers and Coaches of the Rep teams. Mike B has said he has offered to help with this.

13. Finance Report

Our insurance is due for renewal. The Board agreed to roll this over and that Raewyn could sign the "No Claims Declaration" on behalf of the Board.

The BNH Capitation invoices have been emailed out by Raewyn to the 18 BNH clubs. The due date for payment is 30 October to give the clubs plenty of time to apply and receive grants.

Grants as per attached schedule.

14. General Business

1. Mike Berretta suggested that to keep everyone up to date and in the loop of what was happening was to write file notes/emails and share these with the rest of the Board. Especially important if an opportunity comes up in a portfolio that you do not manage. This was agreed.
2. Orewa Bowling Club Invoices
Steve Yates has still not had an opportunity to speak to David Batchelor. Steve said he last saw David he said he'd like to talk about the green and tea/coffee charges which were high. The coaching days have previously been approved to pay by the Board so Raewyn will process payment.
3. The BNH Handbook 2022/23
This year Steve Yates used last year's book as a starting point and emailed the clubs asking for updated data and club tournaments. He filed these in a folder called 2023 Responses. Michelle Kean took over the process when she took up the role of Centre Manager and liaised with the typesetter. Then onto the printer.
Our solution. The Board has agreed to take the copy of the booklet, correct it, and put it on the website.
4. BowlsHub Aotearoa
There is a good increase in players going online and obtaining a player profile. Steve said that we were working to a 1 October 2023 start date with entry on BowlsHub through the player profiles. Raewyn is going to check with Colin Williams, Bowls NZ, how the club entries should be processed. This is because each entry is done with a credit card, and we would expect most clubs would not have a credit card.
The process of tournament entry would go through a financial supplier called Stripe to Bowls NZ. Bowls NZ would then deduct the Stripe charge (Raewyn to check the percentage) and they would forward payment to BNH. Bowls NZ will not add any charges.
Tournament cards can be printed by the BowlsHub system which eliminates people having to hand write cards. Raewyn to check with Colin about the process of printing the cards.

In Committee 7.15 to 8.15 pm

Meeting closed 8.17 pm

Next Board Meeting – 18 October 2022

PRESIDENT'S REPORT 13TH September 2022.

17th August – Attended training at Orewa with Colin Williams in preparation for the upcoming PPL. Norma Klassen unable to attend.

18th August – Wrote out all the scorecards for both Manly and Takapuna Venues covering the 2 days competition.

19th August – Met with Norma at Orewa and tried to pass on information for the Chromebook for PPL at Manly. Norma still has all her private information on the Chromebook which we really need to remove. She is afraid to let it be touched by anyone.

20th/21st Aug. - Very hard 2 days of competition. Lot of complaints from players regarding COP. Changed from 3 bowls to 2 bowls after 5th game which helped us finish in daylight – apart from Manly who had a rain stoppage and couldn't play Round 8. Play went much better on Sunday when we kept the competition as two bowl pairs.

22nd August – Found that PPL had been paid out very quickly, but the Winter Cup which finished (Women in July, Men on 5th August) still had not been paid out. Complaint by Orewa regarding the non-payment.

25th August - Winter Cup payments finally paid out after discussion with Raewyn and myself confirming the venues and Directors.

27th August – Attended Opening Day at Birkenhead Bowling Club,

29th August – **3pm Match** Committee Meeting with Steve, Chub and Michelle present – letter of complaint from player at Brown's Bay regarding PPL. Not sure if it has had a reply! Executive Fours were discussed and Michelle was asked to purchase prizes for the event.

29th August - 4pm – Met with the Umpires President and Executive at their request. They have concerns about staying as an Incorporated Society due to their numbers. They put forward a suggestion that the Board consider them becoming a sub-committee of Bowls North Harbour. Apparently this is already in place in other centres. They were asked to put this proposal in writing and it will then be presented to the Board. This may already have been submitted but I have not been advised if it has.

30th August – Early morning phone call from Michelle to ask me to take over the purchase of prizes for Executive Fours as she did not have enough hours available to do this. I agreed to do this. Later received email of Michelle's resignation. I also liaised with Raewyn the Caterer from Manly and Andy Dorrance to arrange the afternoon tea for the Executive Fours on 4th September.

4th Sept. - Andy Dorrance very kindly made out all the scorecards in preparation for the day. Unfortunately Sunnybrae team did not turn up which caused a bye in each round. It was a good day and I would like to thank Raewyn who took delivery of all the Centre Handbooks on Friday 2nd and collated them into packages for every Club in the Centre in readiness for the Centre Opening.

5th Sept. - Match Committee Meeting at 2pm to discuss entries for Mixed 2x4x2. Attended by Chub Roberts who has now taken on the role of Match Convenor, Sue Rossiter who has offered her services on the Committee, Raewyn Thomas and myself. It was very frustrating as we had no access to the BNH Laptop. Luckily Raewyn had some information on her own

personal laptop which enabled us to continue. We were hoping to also do the Green Allocations which should have been out at the latest by the end of July, but again we did not have access to the laptop. Sue very kindly too my allocation lists from last year and updated a new chart covering the period to the end of December on her own laptop.

8th Sept. - Chub, Sue and Raewyn met on **Thursday 8th** to finalise a chart to send to Clubs for their approval. I was unable to attend that meeting but have been fully briefed by Chub and Raewyn. There have been one or two changes that have had to be made to these charts and Chub, Sue and myself are meeting on Monday 12th to revise these. We will not be able to have Raewyn there so will have to try to get these out to the Clubs possibly on Tuesday.

MASTERS REPORT

Unfortunately I have had no communication from Ryman Healthcare despite leaving messages on Steph Cawte's telephone to please get in touch with me. I conveyed my concerns to Steve and he promised to follow up with Steph's Manager or a contact person he knows at Ryman Healthcare in Christchurch. To my knowledge this has not been done.

During my time working on Masters since 2018 my only contact has been Steph Cawte. I have had several phone calls from Garry Banks regarding the Masters. As you know Garry was instrumental in getting this sponsorship in the first place. I checked with him whether we had anything in writing as to how long we would have the sponsorship but it apparently was a year by year basis, with nothing in writing. Bowls New Zealand did commit to a 5 year sponsorship under Summerset Summer of Bowls.

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

a. Open Reps Report

TBA

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

Training and selection events for the Men's and the Women's 1 to 5 squads were held under cover at Orewa.

The Head to Head against Waikato was held on 28th August at Remuera with Bowls North Harbour taking the title. Special thanks to Trish Croot and Judy McSweeney for the coaching, team selection and for motivating the Women's team. Having Greg Yealvich and Warren Sequee as the combined Men's and Women's team coaches has worked well and has driven better integration between the squads. Thanks were extended to the Remuera Bowling Club for their hospitality in hosting this event.

The Latimer Cup was held on Sunday 7 August, and the Stanaway Trophy on 14th August. Both events were well supported and exceptional bowls were played, demonstrated the strength of our BNG 1 to 5 current players.

(not 1 to 5)

GP attended Bowls Hub Aotearoa training and acted as the event director at the PPL, based at Mairangi Bay. Positive feedback received on the ability for all to view near to real time updates.

Sponsorship and Marketing – Report June 2022

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| 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. See the report attached with next steps (BNH Website Review 09.22)</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. Will follow on from the website upgrade</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. Not progressed as yet</p> |
| | <p>Barefoot Bowls – media campaign and rollout for clubs Project 4.</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> |
| | <p>BNZ – media and rollout for clubs (define this) Project 6.</p> | <p>Discuss marketing with BNZ and quantify their goals for 2022-23 and into the next 5 years. Bowls 3/5? – Look at program.</p> |

GOVERNANCE REPORT

As I build up to the full governance manual I have concentrated on 2 drafts – Match Committee and Financial Reporting & Internal Control.

The Match Committee draft has been circulated to Neil Connell, Maureen Taylor and Steve Yates for their edits. I will re-circulate this shortly now that I am back from overseas. Once done this will be circulated to the Board.

The Financial Reporting and Internal Control has also been completed in draft and has been circulated to the Board. I will re-circulate this shortly now that I am back from overseas. It covers 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 next draft I will be producing is for the Representative policy and procedures. As the season has started this will be done shortly and again circulated firstly to the Representative Board group then onto the full BNH Board.

Robyne Walker

FINANCE REPORT TO BOARD FOR SEPTEMBER 2022 MEETING

Accounts:

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

The two term deposits of \$10,000 each at Heartland Bank matured on the 13th August 2022 and have been reinvested for 12 months with an interest rate of 4.20% The term will mature on the 12th August 2023.

Lion Foundation:

A grant application was lodged on the 18th August for wages for Centre Manager and Treasurer for 3 months wages October, November and December. I have spoken to Lion Foundation as the Centre Manager has resigned and they have advised the best way to keep the grant application valid was to remove the Centre Manager and apply for Treasurer only. I have done this and will reapply for Centre Manager at a later date.

Raewyn Thomas
Treasurer
9th September 2022