



Bowls North Harbour Inc

Minutes

Type of Meeting: Board
Meeting Location: Via Zoom
Meeting Date: Thursday 17 November, 2022
Meeting Time: 7 pm

1. Attendance – Maureen Taylor (President), Neil Connell, (Vice President) Robyne Walker (Chairperson), Sandra Sweetman (Centre Manager), Raewyn Thomas (Treasurer), Mike Beretta, Trish Croot, Garth Partridge.

2. Apologies – Nil

3. Conflicts of interest - Nil

4. Approval of the last minutes dated 20 October 2022

Proposed: TC Seconded: MT Carried

5. Matters arising from the last board meeting: Nil

6. Correspondence

1. 21 October email from W Glogoski re his PPL complaint which was responded to by RW 21 October.
2. 21 Oct email to Emmie Swart re Dynasty Sponsorship which was responded to by RW on 21 October.
3. 25 Oct email out from BNH announcing Sandra Sweetman's appointment to Centre Manager to BNH Clubs, Bowls NZ, Region 1 and Region 2 Centres.
4. 25 Oct from BNH to Canon email by RW to follow up with the photocopier.
5. 27 Oct email from BNH re Men's and Women's Interclub COP change.
6. 24 Oct email from Chub Roberts re resignation as Match Convenor of BNH which was responded to by MT.
7. 24 Oct email from Norma Klaassen re resignation from Match Committee which was responded to by MT.
8. 10 November email from Woody Naicker confirming sponsorship from The Grove and Orewa Sands.
9. 11 Nov email from Chris Lander re Website page for affiliated clubs.

10. 15 Nov email from Takapuna Bowling Club re the Regional Facilities Planning Meetings. Discussion was held around the history and email. BNH will attend the meeting. As this is RW's club she has a declared conflict. TC will attend. RW will ask Fay Freeman to give a presentation to the next Board meeting. Robyne will circulate the email and information she has to date.

7. Centre Managers Report – as read

8. Chairperson's Report – as read

Motion: Proposed that Tony Popplewell be appointed as the Match Committee Convenor and to take over fully after the Battle of the Bridge on 4th December.

Proposed: MT

Seconded: NC

Carried

BowlsHub Aotearoa – TC raised a discussion around the smaller club's potential difficulties with BowlsHub after hearing that its implementation in Northland was proving to be difficult.

It was decided to put this to the Match Committee for discussion at the proposed Cluster Meeting in December 2022.

9. President's Report – as read

In addition, there was a discussion on allowances for Covid, for when teams' default. There is currently no contingency plan. There was general agreement to treat it on a case-by-case basis.

10. Masters Report – as read

The logo for Ryman Healthcare is still on Masters site and a request has gone to Allteams to remove this and add the Senior Trust logo. Trish has requested the Summer of Bowls logo from Bowls NZ. Entries for the NZ Masters close 13 January 2023. There is a need to promote the NZ Masters more and this will be done once the additional logos have been received. In the meantime, TC showed the Board some designs and these will be put on Facebook by RW.

11. Match Committee and Greens Report - as read

As per the report below, unfortunately some of the greens are in a bad condition. Neil is talking to some of greenkeepers to see if they can find a solution

12. Representatives' (Open Men & Women and 1-5 Years) Report - as read

13. Coaching and Development Report – Nil

14. Marketing and Sponsorship Report – as read

Three advertisements were presented for Facebook for the NZ Masters by TC. These will be put on Facebook by RW.

Discussion on the sponsorship money and allocation for The Grove and Orewa Sands. Looking at apparel and prizemoney. Matrix of prizemoney will be done by RW and circulated to the Board for discussion.

A Cluster Meeting to be held in December to discuss the Boards decision that “no alcohol will be paid for at the matches for Reps or Management by BNH”. Garth will be reimbursed as he had paid out before this was decided on by the Board.

15. Governance Report – as read

Motion: To change the BNH Constitution Clause 20. Proceedings of the Centre Board, 20.4 Quorum : The quorum for meetings of the Centre Board shall be 6 Centre Board Members to read the majority of the Board instead of the number 6. Mark McKenzie, Bowls NZ, will assist RW to write this up for the AGM in 2023.

Move: RW

Seconded: GP

Carried

16. Finance Report – as read

17. General Business

- a. RW thanked NC for coming back onto the Match Committee and asked for assistance with her heavy work load.
- b. Discuss Orewa Bowls ground fees, coffee fees and availability – to be discussed at the next meeting.
- c. Player Point System – to be discussed at the next Board meeting.
- d. Cluster or Chair meetings – a Cluster meeting will be held on 14th December 6pm at Bowls Orewa. SS to check with Bowls Orewa to see if its available. This to be a Chair Meeting with delegate plus Chairperson from Clubs.
- e. Website - to be discussed at the next Board meeting.
- f. Handbook – GP to look at other Centre’s Handbooks on their websites.

Meeting closed at 9.30pm

Next meeting 7th December at Orewa Bowling Club. 5pm

REPORTS:

Centre Managers Report

Report by Sandra Sweetman

I have been in the role for 2 weeks and there is a lot of information and learning to be carried out. I must say that it is great working with a group of people that are extremely helpful, Robyne, Maureen, Raewyn, and Garth which makes things so much easier to learn. I have met with the Match Committee, Masters Committee and with Colin Williams from Bowls NZ on BowlsHub Aotearoa. I am also working towards cleaning up the Dropbox which in need of sorting.

Chairperson Report

Report by Robyne Walker

1. All correspondence was followed up from the 20 October board meeting and replied to ie. Wayne Glogoski re PPL complaint, Emmie Swart re Dynasty sponsorship, Canon re photocopier.
2. Followed through with the employment of Sandra Sweetman to the BNH Centre Managers role and met with her 10 am, 25 October, to sign the contract and talk through next steps. Raewyn and Garth met us at 10.30 am to also be part of the discussions.
3. Notification of the appointment of Sandra to the BNH Centre role to our clubs, members, Region 1 & 2 Centres, Bowls New Zealand.
4. Continuance with approaching members on coming onto the Board and Match Committee. The Match Committee currently only has 3 members – Maureen Taylor, Elaine McClintock and Sue Rossiter.
5. Visit to Stanley Bowling and Petanque Club and met with Sheila and Bob Stevens as part of our BNH club allocation. I have put them in touch with Tony Rickerby who will help with their green. They were delightful people and we have corresponded subsequent to this.
6. Phone conversation with Charlie MacDonald, Milford Bowling Club President, to advise I am their BNH club contact. Charlie was pleased to hear about our allocation and will keep in touch. Their current major issue are the greens as per Neil's report. They are having a lot of success with community twilight bowls.
7. Phone conversation on 8 November with Dean Bartlett, the new CEO of Auckland Bowls. We will arrange to meet up in the future over coffee and a chat. Just a very general discussion.
8. Attending a meeting with Sandra, Raewyn and Garth with Colin Williams, BNZ re BowlsHub Aotearoa on 9 November 2022.
9. Phone conversation with Tony Popplewell, Friday 11 November, re the Match Committee position which was subsequently accepted and will be brought to the Board for approval.

10. Conversation with Martin McKenzie, Bowls NZ, re our Constitution and COPs for events in the BNH Centre on 11 November. This is covered in the Governance section below.

President's Report

Report by Maureen Taylor

As most of the last few weeks have been taken over by Match Committee work, I have combined both jobs in my report.

The day after our Board meeting, we had a resignation from Chub Roberts as Match Convenor and from the Match Committee. He does however, want to stay on as an Event Director. Resignation also received from Norma Klaassen from Match Committee and as an Event Director. Norma is not confident in using the BowlsHub but it is also the uncertainty about being able to leave her husband if she does take on work. Her own health is also a bit fragile. Letters were sent to both Chub and Norma thanking them for their work, in Norma's case 21 years of helping on the Centre Match Committee.

Spent quite a lot of time with Sandra, Garth and Robyne preparing the charts and arranging for them to be distributed.

It has been well documented that we had a few complaints about how the Pennants were run this year, mainly that they weren't run as they were years ago. Also, some comments on how BowlsHub interpreted the COP. Bowlshub did it according to the COP no matter what comments were made but some of the comments aimed at BNH were hard to take. We were rained off for Day 2 but played Men's and Women's Premier on covered green at Orewa. The games were shortened to 10 ends and this at least brought these Sections straight through to Finals Day. Again, we had protests from 3 clubs about using 6th November to play the finals. We did however, manage to play all but Men's Division 1 through to reach a conclusion. We are still trying to get the 4 teams to agree on dates for this to be played off.

As soon as play was finished, we were straight on to arranging BNH Centre Fours for Men and Women. This has now been completed, sent to Colin Williams for entry on the BowlsHub. It has also been posted on the website. Chub Roberts is Event Director, Umpires have been allocated, and scorecards are being prepared.

We are now straight into work for Interclub 7's with a Match Committee meeting on Monday 14th planned. Unfortunately, Elaine McClintock has resigned from the Match Committee.

Masters Committee

Report by Maureen Taylor

I contacted Brown's Bay Bowling Club and asked if they would consider being the Headquarters for the upcoming Masters 2023. The answer was a definite yes.

I have had correspondence with Tamara Meyer, Bowls NZ, which I have shared with the Board and spoke with Mark Cameron about their reply while at Pennants. He confirmed that the commentary would be done from BNZ office by Alex Reed but that we could have any guests going into the office to add to the commentary during the day. This will have no cost to Bowls North Harbour.

I have also updated the Conditions of Play for the Masters and passed this to Garth to be listed under the Masters 2023 tab on the website. I feel that there is no need to have this in the Programme if it is on the website.

I know that both Robyne and Trish have more to contribute over this last month than I have as far getting the marketing of the Masters up and running. Entries are beginning to come in but a long way to go.

Greens Report

Report by Neil Connell

Tony Rickerby and Steve Beel from Bowls NZ did a check of North Harbour greens last week, this is their update:

Beach Haven, A pass.
Birkenhead A, pass.
Browns Bay, A pass.
Orewa, A pass.
Manly, A pass.
Takapuna, A pass.
Sunnybrae, ? check in 2-3 weeks.
Riverhead, ? check in 2-3 weeks.
Helensville, ? check in 2-3 weeks.
Mairangi, ? check in 2-3 weeks.
Milford, do not use.
Northcote, do not use.

BNZ need 20 greens for the national singles and pairs, most of our green are still in need of time to improve, so obviously we will need the Auckland greens who are in the same situation as us. We still have time on our side and hopefully drier weather to help our greens improve.

I will be in touch with Tony Rickerby so both of us can do an update for centre use, still my earlier report for interclub is women at Birkenhead and men at Browns Bay as these greens still look the best.

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

Open Report

Report by Robyne Walker

2023 Intercentre – Christchurch

A grant application has been made to the Racing Industry (RITA) for funding towards the airfares and accommodation of the men and women's Intercentre teams.

Rep Convenors Meeting

A meeting was held on 9 November, 6 pm, at Takapuna Bowling Club with Trish Croot, Gary Stevens, Ian McKenzie, Garth Partridge and myself. We covered a range of topics including events to date, event planning to come (Battle of the Bridge, BOP Clash 14 Jan 2023, Quad 3 12 Mar 2023) and input into the Representative Policy. This was a very productive meeting and the participants spoke freely.

Main points:

- Rep Convenors should not be organizing their own events.

- The Board Rep Liaison should be a non-representative Board Member plus the Centre Manager.
- Succession Planning – Trish has Trish O’Malley joining the 1-5 Year women next season.
- The combining of the training for the 1-5 Year men and women’s squad has been very positive. The squads are stronger together.
- The 1-5 Year women are losing 7 players after this season and the men only 1.
- Rep Managers/Convenors will be appointed for a 2 year term and build a team around them.
- Battle of the Bridge – 1-5 Year at Auckland with COP not yet received.
- Battle of the Bridge – Open have confirmed the Browns Bay 2 greens. Another 2 grass green is not available so Robyne to ask Milford and Mairangi Bay for one green each. Prem 1 Women and Men to play at Browns Bay. Prem 2 divided to other 2 clubs.
- Robyne to contact BOP re the rep fixture on 14 January 2023.
- Gary asked for more to be put about reps on the BNH website.
- Rep policy has some changes. They would like a manual so all the information rolls over with new people coming through. Rep Convenor to be called Management Team Convenor.
- Want a reconsideration of the clause “Expenses relating to alcohol, including bar tabs, are not reimbursed by the BNH Centre”. A Board reconsideration requested.

1 to 5 Year Report

Report by Garth Partridge

1-to-5-year bowlers in the North Harbour district have been active and successful in BNH and club competitions. There is a high standard of ability, good camaraderie and healthy competition.

The 1 to 5 Coaches and Managers met to discuss and timetable the training and development program leading up to the events this side of Christmas and to prepare for the Head-to-Head with Bay of Plenty on 14th January 2023. This BOP event will involve the 1 to 5 Men and Women and the Prem 1 and 2 Men and Women. Travel will be by private transport and by coach, down and back on the 14th January 2023.

The 1 to 5 Women’s and Men’s squads are training and preparing for the upcoming Battle of the Bridge on 4th December. Auckland is the host Centre and we are awaiting the CoP that will give us the venue. Ryder Cup style tournament with fours, pairs and singles. 8 players per team with overall points counting for the result.

Technical training session for the 1 to 5 Women’s and Men’s squads held at Browns Bay on Tuesday 8th November. Reading the Head session run by Trish Croot generated much discussion and was extremely well received. Sue Rossiter presented 35 minutes of rules interpretation and rules Q&A. Well attended by squad members, managers and coaches.

Further Rep trainings session to be held at Browns Bay on Tuesday 15th & Tuesday 29th November. Trish O’Malley is attending the training with a view of taking over as the head 1 to 5 Women’s coach in the new year.

Attended the 1 to 5 Managers meeting called by Robyne Walker. Discussion of the full representative program and how to manage all of the events. Development of a program to ensure the BNH 1 to 5 squads have a consistent process from year to year

with the aim of achieving the best, consistent results at local, regional and national levels. The agenda covered the process, the support policy to ensure teams receive an appropriate level of support to enable them to be competitive and was within the financial capability of BNH. Meeting chaired by Robyne Walker, attended by Trish Croot, Gary Stevens, Ian McKenzie and Garth Partridge.

Marketing and Sponsorship Report

Report by Trish Croot and Robyne Walker

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.</p> <p>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>17/11 Some changes to the website have been made already.</p> <ul style="list-style-type: none"> - Clubs directory - Board members - Umpires - Contact page <p>Have sent images for Senior Trust, The Grove and Orewa Sands to Garth for placing on the main page.</p> <p>Landing page for the NZ Masters – sb completed over the next couple of days</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</p>

		<p>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>17/11 Facebook banner is updated.</p> <p>FB – NZ Masters information has been completed. Templates are under development.</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> <p>17/11: Sponsorship with Orewa Sands and The Grove has been confirmed and all marketing material ordered on its way for the first event. Logos / Brand guides have been provided.</p> <p>Senior Trust brand guide has been received and all marketing material for the NZ Masters is ordered.</p> <p>Dynasty: We branded Pennants Dynasty Pennants. We could do more with this on our advertising.</p> <p>Dynasty Interclub is next up.</p> <p>Orewa Sands / The Grove is duel branding for the Centre Fours this weekend.</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>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?</p> <p>17/11: No update – it is noted that lots of clubs are running social bowls and also booking Christmas functions.</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

Report by Robyne Walker

Changes to policies made as per our last Board Meeting.

In addition, there are edits for the Representative Policies post the Rep Convenors meeting held on 9 November.

Constitution:

In discussions with Martin McKenzie, Bowls New Zealand, I would like for the Board to consider a change in our Constitution at the next AGM for the following section:

20. Proceedings of the Centre Board 20.4 Quorum which currently reads "The quorum for meetings of the Centre Board shall be 6 Centre Board Members."

I would like this to read something like "The quorum for meetings of the Centre Board shall be a majority present of the Centre Board Members."

Martin McKenzie said he more than happy to help us get the correct wording for the amendment and agrees that it should change in order for us to hold regular monthly meetings.

Finance Report

Report by Raewyn Thomas

Accounts:

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

GST: GST return completed for 1st May 2022 to 31st October 2022.

Term Deposit: A term deposit of \$50,000 at Westpac matured on the 27th October 2022, this has been reinvested for 12 months at 4.40% p.a.

Grants: Grants are currently being prepared for Centre Manager and Treasurer wages for 3 months, Rep Travel to Christchurch (accommodation and airfares) and Medals – NZ Masters.

Semi Final and Finals scheduled for 13th January 2023 at 5pm. Timed games of 1 ¾ hours each game.