



Bowls North Harbour Inc

MINUTES

Type of Meeting: Board
Meeting Location: Bowls Orewa Club
Meeting Date: Thursday 7 December, 2022
Meeting Time: 5 pm

1. Attendance – Maureen Taylor (President), Neil Connell, (Vice President) Robyne Walker (Chairperson), Sandra Sweetman (Centre Manager), Raewyn Thomas (Treasurer), Mike Beretta, Trish Croot (Via Microsoft Teams), Garth Partridge.
2. Apologies – Nil
3. Conflicts of interest – Nil
4. Approval of the last minutes dated 17 November 2022
Proposed: MT Seconded: GP Carried
5. Matters arising from the last board meeting
 1. Regional Facilities Bowls Planning Meeting will come up in General Business.
 2. The NZ Masters
On the website the Ryman Logo has been removed and the new logo for Senior Trust added. Marketing material has been put up on website. You are now able to view Masters entries on your phone. Thank you to Trish who did the poster for the NZ Masters.
6. Correspondence
 1. 14 November – Graham Rees BNZ - what needs we have for Centre Coaching which was forwarded to MB. MB will deal with this.
 2. 23 November – Keith Wood, Riverhead, re the BowlsHub draw favouring Manly and Browns Bay for the Interclub. MT responded that it is pure blind draw from BowlsHub.
 3. 23 November – email from the Centre Manager, Bowls Dunedin, re enforcing rules around smoking, alcohol and uniforms. RW has been trying to make contact.
 4. 23 November – email from Takapuna Bowling Club to send out to clubs re the unsubstantiated rumour regarding the sale of their club. BNH has emailed this to our clubs.
 5. 28 November – BNZ Water filters and fountains offer sent to the BNH Clubs.
 6. 29 November – email re the NZ Masters sent out to past players and clubs from MT. This has generated some entries.

7. 30 November – Chris Lander BNZ email re Summerset National Singles and Pairs Tournament and our greens being available for the event. This email went to all the Clubs as well as BNH.
 8. 30 November – Chris Lander BNZ meeting notification to clubs for 15 December. RW will be attending this meeting.
 9. 30 November – email to Paul Hunt, BOP Centre Manager, re the 14 January “Head-to-Head” rep fixture for all rep sides at BOP confirming we were coming. All correspondence copied to Trish Croot, Gary Stevens, Garth Partridge and Ian McKenzie. BOP confirmed the COP would be emailed to us this side of Xmas. Bus has been organised.
 10. 3 December – email to BNH re incident at Birkenhead Bowling Club – “In Committee”.
 11. 5 December – email to Bowls Auckland and Alison Rennie, Rep Liaison BA, thanking them for the Battle of the Bridge games played at Browns Bay, Takapuna, Mairangi Bay and Blockhouse Bay Bowling Clubs. Thank you, messages have come back from Bowls Auckland.
 12. 5 December – emails to the Battle of the Bridge BNH club hosts, tournament director and recorders.
 13. 5 December – emails to Interclub 7s BNH club hosts, tournament director and recorders.
7. Centre Managers Report – as read
Email addresses for Chairperson, President etc to be standardised. Garth to assist in setup of these.
 8. Chairperson’s Report – as read
 9. President’s Report – as read
No response to MT email re Division 1 Pennants. Clubs to be advised that this will go ahead on the planned date.
 10. Masters Committee – as read
BNH will produce Posters and A5 flyers for all the clubs. TC to advise Retirement Villages of the event.
 11. Match Committee and Greens Report – as read
Board approved to continue a search for Match Committee members.
There will be another inspection of Greens before the Nationals.
A list of Sponsored Tournaments to be sent to Tony Popplewell from SS.
SS to maintain a record of serial numbers for the Chromebooks and who has possession of them. The log on with each Chromebook to be changed to BNH generic rather than personal names. GP to assist with this change.
BNH to request that the date of birth be removed from BowlsHub registration. GP to find out if this can be done.
Discussion as to whether we need PPL and Bowls3Five. We will put this on the Cluster Meeting agenda.
 12. Representatives’ (Open Men & Women and 1-5 Years) Report
Open – as read

1 to 5 Year
It was brought up again re players in the 1-5 years be moved to Prem 2. It was agreed that this should be discouraged.

13. Greens Report – Greens are very wet but another inspection will be done prior to the Nationals.

14. Finance Report – as read

Grants Resolution as per attached schedule.

Moved: RW Seconded: MT Carried

Westpac for credit cards payments on the Website payments is now in the final stages of being approved. Terms and Conditions are on the Website.

15. General Business

- a. Bowling green fees along with tea and coffee charges. RW to address the Bowls Orewa.
- b. Player Point System. To be discussed at the Cluster Meeting.
- c. The Cluster meeting scheduled for a possible date in March 2023.
- d. Website update. RW thanked GP for all the work he had done on updating the website. It is definitely looking more up to date with sponsors logos, entries, NZ Masters, News articles, Handbook etc.
- e. Handbook on the Website – club information is now correct.
- f. Regional Facilities Bowls Planning Meetings were discussed again following on from our last meeting. TC and RW attended to most recent meeting held at Takapuna Bowling Club on 21 November 2022. The driver for these meetings is for the clubs to consider the future and takes into consideration the Facilities Plan (202 – 2030) that is on the Bowls NZ website
<https://bowlsnewzealand.co.nz/wp-content/uploads/Bowls-NZ-Facilities-Strategy-updated-October-2022.pdf>
Fay Freeman, a Takapuna Bowling Club member, has been driving this. Bowls NZ have confirmed they want to be part of the discussions. The BNH Board agreed that they would approach Fay and ask her, as an ex officio, if she could facilitate further meetings, on behalf of Bowls North Harbour. She has already indicated at the most recent meeting that this will be at no cost.

There being no further business the meeting closed at 7pm.

Next meeting to be decided and agreed via email.

REPORTS:

Centre Managers Report

Report by Sandra Sweetman

I have attended Match Committee meetings, also meetings with Robyne, Maureen, Tony and Garth. Met people at the Office to collect uniforms. Assisted with the Interclub 7s and Battle of the Bridge. Sent emails to 326 previous Masters entrants to encourage entries, also sent out the Masters flyer to all BNH Clubs. Thank you, letters, sent to Clubs, Tournament Directors and Event Directors for both the Interclub 7's and Battle of the Bridge. I am continuing to review and file documents on the laptop.

Chairperson Report

Report by Robyne Walker

At the last meeting we proposed a Cluster Meeting for 14 December which has been postponed until the new year. With the calendar full for January and February 2023 the Cluster meeting will likely be held in March.

I met with Sandra, Centre Manager, on Friday 2 December. She went through her list of queries and we sorted these out. Sandra has now attended a number of Match Committee meetings and has had 2 meetings with Tony Popplewell, Match Committee Convenor, to discuss how he wants to run the Match Committee. She is feeling more confident as each week passes and is getting a good grasp on her work.

Follow up with Canon has been done by email and phone calls has done but with still no response. I will elevate this to a higher level.

A large part of my time was taken up with The Battle of the Bridge arrangements.

President's Report

Report by Maureen Taylor

Play for the finals of the Centre 4's had to be transferred to the covered green at Orewa due to atrocious weather conditions. Peter Clark was very accommodating to us and I think the takings of the Bar helped.

I spent an afternoon writing scorecards for the Interclub 7's Men's teams for Manly and Brown's Bay. Garth very kindly attended to the Women's cards.

I also spent 2 days at Manly on 26th/27th November recording the results on Bowlshub.

I attended a Match Committee meeting with Tony Popplewell and Sandra on 30th November at the office and we covered Events which are still outstanding to be finalised.

One of those is the Men's Division 1 Pennants. At the last board meeting it was decided that we would set a date and inform the Clubs of our intention to hold it then and also the slightly changed Conditions of Play which we have put in place in order to reach the final in one evening. We decided on 13th January but I found that quite a lot of men go to the Taranaki Fours and leave on the 14th January. I made the date the 12th January, made the booking with Orewa, and informed the 4 Clubs concerned. To date, I have not had a response from any of the Clubs, which are Orewa, Manly, Riverhead and Brown's Bay.

I also acted as a recorder at the Battle of the Bridge Prem 2 Men's game at Takapuna Bowling Club. Arranged draws to be made and wrote the cards

Masters Committee

Report by Maureen Taylor

A poster and an accompanying email has been sent out to over 300 former entrants in the Masters competition and hopefully it will boost the numbers, which are in the 60's at the moment but coming in more steadily. Thanks are due to Trish and Robyne in producing the posters and seeing that they are on all Lawn bowls facebook pages. Robyne has asked for a quote for A5 size flyers and A3 size posters that we can distribute at various events such as the Nationals in the coming weeks.

I contacted Chris Lander to ask his permission for BNH to use the Summer of Bowls logo on our advertising material. This was granted.

Match Committee

Report by Tony Popplewell

COMPOSITION – Following the appointment at the last Board meeting the committee consists of – Tony Popplewell (Convenor), Maureen Taylor, Neil Connell and Sue Rossiter. Ideally a fifth member would be beneficial and, in this regard, we would like to seek a club person not currently on the Board. This is to widen the interaction of the committee discussions. Board approval is sought to continue this search.

PENNANTS MEN'S DIVISION 1- This competition remained uncompleted at the finish of the scheduled date due to the weather. The semi-final and final have been scheduled to be played at Orewa on 12 January and if it does not happen then it will most likely remain un-played.

INTERCLUB 7'S – The second day of qualifying for the men, and the round robin for the women, was interrupted by the weather but in both cases the minimum ends to constitute a game were completed. In the Section 1 of the men's competition only two sides were required to play their games in the last round of qualifying to find the fourth qualifying side and while this concluded due to the rain washing out the greens at four points each the sides agreed to call it quits.

The finals were held in good weather. The men's final was contested between Browns Bay and Takapuna, with Browns Bay winning the overall contest. The women's event was closely fought with Takapuna edging out Birkenhead in the final round robin and to claim the honours. A protest was lodged by Birkenhead against the Takapuna team for changing their players around after the verbally advised start time, but before the games had commenced. The MC is considering the protest and this should be finalised in the next day or so and hopefully before the Board meeting on Wednesday.

BATTLE OF THE BRIDGE – The COP for the Prem 1 & 2 competition have been completed and forwarded to the team managers and the Auckland Centre. Likewise, the COP for 1-5 years has been received and forwarded to the BNH team managers. Arrangements for the draws and recording of the results has been arranged for the three venues in BNH. The Rep Liaison Board member will no doubt report on the results.

TIME LIMIT FOR FINALS – Correspondence has been received from the umpire of the Centre fours game for women which involved the Takapuna team in the final. Whilst the COP allowed for no time limit in the final, there is no violation of the COP in this instance. The MC will consider whether any change is necessary in future competitions.

UNPAID ENTRY FEES – Five clubs had not paid their entry fees for the Interclub 7's at the time of play commencing and one other club has still not paid their Pennants entry fee. It would appear some clubs are not as vigilant as others in paying their entry fees at the time of entry and the Board should adopt a practice of not accepting an entry to the next club competition if entry fees from the last club competition remain unpaid. This could also be applied to individuals/teams entering further competitions.

CHROME BOOKS – It is understood that BNH is the owner of four chrome book computers and we recommend that the Centre should maintain a record of these by serial number, who is the custodian of them and also change the sign-on to be generic to BNH rather than in personal names as they are at the moment. With Board approval we would like to proceed with this at an appropriate time.

BOWLSHUB – The MC understanding was that the Board/Centre had decided that all entries after 1 October 2022 would be made through Bowls Hub. For one reason or another this has not happened and entries are continuing to be received through the existing BNH entry platform on the website.

The use of BowlsHub in recording the results and having these available to the web is undoubtedly a benefit to all our club members in following the various competitions. The system is also valuable in other areas such as printing the cards for the games which eliminates a time-consuming job. The support of BNZ in enabling the Centre to maximise the use of Bowls Hub is acknowledged. However, we believe the Board needs to be moving further towards being more self-sufficient in using the system available and obtaining the benefits that the system provides.

To do this the Board needs to provide support and training in its use to clubs and this needs to happen before the Board can make it the only platform for entries and results going forward. BNH also needs to schedule this while they have the support available from BNZ.

It would seem more practical if this system is to be fully used that it be introduced to clubs to be operative from the beginning of next season and planning should be undertaken by the Board/Centre now to work towards this changeover.

PROGRAMME 2023/2024 – The Committee has had an initial discussion on this subject with the expectation of seeking views from clubs on some aspects of the overall programme of events. This is work in progress and will be progressed early next year.

REVIEWING OTHER CENTRE PROGRAMMES – To continue to ensure we are presenting a programme relevant to the members and meeting current trends in the playing of the relevant competitions, the MC will be reviewing some other Centre's programmes and conditions of play to compare against our own Centre. One such step we will be taking is to place the general COP on the website (and in the handbook) and so only the COP relevant to the particular event will accompany the draw.

NATIONAL SINGLES/PAIRS – The National singles and pairs competition is scheduled to be hosted by BNH and Auckland centres from 2-9 January 2023. As this competition is managed by BNZ it is not expected there will any involvement for the BNH MC.

Greens Report

Report by Neil Connell

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

Open Report:

Report by Robyne Walker

The Battle of the Bridge

The Battle of the Bridge arrangements were made with the assistance of the Match Committee. This is an annual fixture between Bowls Auckland and Bowls North Harbour with all Men and Women's Premier 1 & 2 and 1-5 Years (6 teams in all).

One of the difficulties we faced was with Browns Bay Bowling Club finding Markers for the Singles games. They could only provide 3 Markers, so we were given the task of finding 15 more. (Note: Both Takapuna and Mairangi Bay Bowling Clubs provided all 8 experienced Markers each that they needed). After phoning around I could only find 3 more which meant on the day of competition we had to approach managers of both Bowls Auckland and Bowls North Harbour and some spectators. They were very good about doing this, but this highlights a need to look at our COP in the future. In total across 3 venues, we required 32 proficient markers for one round (3.00 to 5.30 pm) for hosting the Open Rep Squads. AT Blockhouse Bay, where the 1-5 Years were playing they were also pulling out all stops to get 16 Markers. Next year I will take this issue to the rep planning meeting to discuss.

Chub Roberts, the Tournament Director, did an excellent job at Browns Bay Bowling Club with the live draws and coordinating all the results. He had the final results ready in very quick order.

The results of the weekend did not favour BNH overall, apart from the 1-5 year Women who won their competition. There were some good learnings I'm sure for the Rep Management team that they can take on board.

I have emailed Alison Rennie and Bowls Auckland thanking them for the great spirit and competition the event was held in. So nice to be able to see our fellow bowlers from over the Bridge.

1 to 5 Year Report:

Report by Garth Partridge

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

The month the interaction with the 1-to-5-year bowlers has been mostly about the training and coaching in the build-up to the Battle of the Bridge against Auckland, held on the 4 December 2022.

The announcement of the selection of the 1 to 5 squads was posted onto the BNH website.

Training and coaching was conducted by Trish Croot, Warren Sequee and Greg Yelavich, with Ian McKenzie and Garth Partridge attending in their roles as Team Managers. Trish O'Malley was invited to attend and is to take over as the Coach/Selector for the Women's 1 to 5 squad in 2023.

Trish co-ordinated a well-received session on reading the head and shot selection with input and participation from the squad members.

Sue Rossiter presented a useful 45-minute session on the issues that are most commonly seen by umpires and she answered questions from the floor.

Warren Sequee, Greg Yelavich, Ian McKenzie, Trish O'Malley and Garth attended the 1 to 5 Battle of the Bridge, held at Blockhouse Bay. The BNH Women won the battle 8.5 points to 5.5 points, however the men were out played by Auckland, going down 4 to 10 points.

NOTE: Rather than a brown bag lunch, Auckland is providing the lunches as a serve yourself, smorgasbord style, which is proving to be very popular and helps to satisfy the special dietary request.

The synergy amongst the women's and the men's squads is high. This has been developed by having both squads coached together and through them playing each other in the training sessions.

Marketing and Sponsorship Report

Report by Trish Croot and Robyne Walker

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| 1. | Brand Implementation – Project 1. COMPLETE | <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> |
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| 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>30/11 – Web page NZ Masters has been done. New landing page and information. Sponsorship images are on front page. Banners are complete. Trish to learn how to edit the site for future updates to sponsorship.</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>17/11 Facebook banner is updated. FB – NZ Masters information has been completed. Templates are under development.</p> <p>30/11 NZ Masters adverts are complete and have been rolling out on the FB page for BNH. Out and about with BNH is happening on every event. Flags and postings during the day.</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</p> |

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| | | <p>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>30/11 Information is going back to the sponsors – imagery and information. Note: Interclub was not called Dynasty interclub. <u>We all need to be aware of our obligations to our sponsors.</u></p> <p>Dynasty has come back with the first draft of uniform. We have sent it back for another go.</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>30/11 No update any further with this.</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> |

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 30TH November 2022.

GRANTS:

Still awaiting results for these grants.

Centre Manager and Treasurer wages for 3 months

Rep Travel to Christchurch – Accommodation and Airfares

Medals – Masters

Blue Waters – Coach Hire BOP – Have been advised this grant will not be granted and there is insufficient time to apply to any other charities.

Credit Card Payments for Tournament Entries

As the Bowls Hub system did not come on line on the 1st October, I am still manually processing all entry fees which is very time consuming.

I have contacted Westpac to see if we can resurrect the application to use the E Way system of credit card payments. Westpac have agreed to continue with our application from where we left off.