



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES
MANUKAU 2010 INC.
HELD ON Friday 16th July 2021**

Meeting commenced at 10.00am.

Present: Pauline Hayward (PH), Jan Larsen (JL), Mark Kamphorst (MK), Adrienne Tilyard (AT), Ewen McIntyre (EM).

Apologies: Karen Forrest (KF).

Minutes of previous monthly Board meetings:

The draft minutes of the meeting held 14th June 2021 and the special meeting held 30th June 2021 were approved as true and correct.

Moved: (EM), 2nd: (PH), Unanimous

Matters arising from the previous monthly meeting:

On the matters for action:

- Ak Bowls contacted to clarify issues with financial information provided. (PH)
- Letter to Ak Bowls drafted. (MK)
- Financial information prepared for AGM, awaiting auditors report. (PH)
- Bowls NZ to be contacted regards Umpires confirmation for payments. WIP. (PH)
- New printer purchased. (MK)
- Rep Player Application notice for new season distributed. (MK)
- Grant applications, WIP, awaiting financial data. (EM)
- New season's event programme distributed. (MK)
- Event Committee; Bowls NZ advised of appointment, awaiting event information to be sent to EM from Bowls NZ.
- Bowls NZ CEO meeting date and venue notice distributed. (MK)
- Changes to BCM web page actioned. (MK)
- BCM Umpires establish a group coordinator, WIP. (AT)
- BCM Coaches; WIP, to confirm current coaches and details. (PH)
- BCM Regulations to review, WIP. (MK)

Special meeting matters for action:

- Position Description for new discipline and disputes role, sent to board members to review. (MK)
- Action completed on the matters raised by the auditor and information submitted to Auditor. (PH)
- Exec 4's notice of 2021 event distributed. (MK)

Chairperson's Report:

A successful AGM was held, thanks to all involved in the AGM's preparation. There was a good number of members attending. End of year accounts were forwarded to Peter O'Brien [Auditor] for audit. Unfortunately due to the delay in receiving all the financial information from Auckland Bowls we were unable to have the auditor's report ready for the AGM as there were a few matters to clarify. That information has subsequently been provided to the Auditor and we are awaiting his report. Once obtained, a Special General Meeting will be held to approve the BCM accounts.

The Board has received two applications from clubs for grants from the BCM 'Club Membership Development Fund', to assist clubs in attracting new members.

Moved the report be accepted: **Moved: (PH), 2nd: (AT), Unanimous**

President's Report:

The playing programme for the 2021/22 season finalised and distributed to clubs. At the recent National Champion of Champions Leeane Poulson came runner-up in the Women's Singles and Adrienne Tilyard and Jan Larsen made it through to the quarter finals. Two very good results.

Moved the report be accepted: **Moved:**
(JL), 2nd: (PH), Unanimous

Correspondence Inwards:

- Bowls NZ; Centre Handbook, uniforms.
- Clubs; new delegate contacts, support of Centre, Exec 4's event, Development Fund Grant applications.
- Emails from various clubs on admin matters.
- Rep applications.
- Emails relating to judicial committee disciplinary matter.

Correspondence Outwards:

- To BCM clubs; handbook details reminder, 2021-22 events programme, Board meeting minutes, Bowls NZ CEO meeting, rep applications for next season, assistance acknowledgements.
- Bowls NZ – handbook updates
- Emails relating to judicial committee disciplinary matter.
- Tuakau BC enquiry.

Moved: (MK), 2nd: (AT), Unanimous

Financial Report:

For future monthly board meetings, the financial report will include a 'Profit & Loss' summary page showing a monthly breakdown by cost center.

Action: (AT) to prepare and produce.

The current balances of the BCM bank accounts, invoices/accounts to pay and income received were tabled and approval.

Finance report to be accepted. **Moved: (AT), 2nd: (JL), Unanimous**

Finance:

(EM), Events Committee Manager, granted viewing access to the BCM bank accounts to enable confirmation of payments for BCM events entries for the coming season. For Board Members who have 'operational/administrative roles', to be reimbursed for their computer consumables. **Moved: (MK), 2nd: (AT), Unanimous**

Proposed 'Asset Register' discussed and approved. To be implemented as the BCM Assets Register, managed by the Board Secretary.

Agreed to dispose of old 'Officejet 150' printer. **Moved: (MK), 2nd: (PH), Unanimous**

Reps Report:

Paul Millar has joined the Rep Committee.

The older uniforms [including white shirts] to be stored in case of future use. Uniform bond to be the same as last year.

To apply for a grant to purchase sweatshirts as part of the BCM rep uniform.

Action: (EM) to apply for grant.

To complete an audit for next season's uniform requirements and to place an order for any shortfall. To include a jacket and shirts for Coaches and Managers, BCM jacket only for Prem. 1 team members for travel purposes. **Action: (EM) to apply for grant.**

(JL) and (PH) to finalise the roles and structure for the rep team support. Prem. 1 teams to have a Manager, a Selector and a Coach. Prem. 2 and 1-5 yr. teams to have a Manager/Selector and a Coach. All report to the new "Rep Committee".

Moved: (JL), 2nd: (EM), Unanimous

Events Report:

(EM) still looking to fill positions on the Events Committee team. In the meantime, progressing with planning and preparing for next season's events; considering suitable club venues with possible back-up venues in case of over-subscribed entries. Exec 4's event details discussed. To invite Bowls NZ to enter a team. **Action: (PH).**

Grants Report:

Once a new set of accounts is received, will be able to apply for grants for next season's Intercentre event and uniforms.

Greens Report:

From the Greenkeepers' Association; this season green judging will be on 6th & 7th December 2021 and their annual tournament will be in February 2022.

General Business:

- a. The National Champion of Champion's Fours event will be played in Pukekohe commencing Friday 23rd July. **Action: (PH) to put a notice on the BCM web page.**
- b. To retrieve the BCM camcorders and tripods, previously used in coaching and to store at a suitable location. **Action: (PH) to locate and recover items.**
- c. Minutes of the 2020 AGM approved at the 2021 AGM to be signed off and distributed. **Action: (MK) to distribute.**
- d. Club Membership Development Fund: The Board considered and approved two grant applications. The two clubs to be advised accordingly. **Moved: (PH), 2nd: (AT), Unanimous**
- e. (JL) will take up the new role of 'Disciple, Disputes and Complaints Coordinator'. The position description was agreed to. **Moved: (EM), 2nd: (PH), Unanimous**
- f. The Bowls NZ CEO will be visiting the Centre on 27th July to meet with members. Finalised details of the meeting which will be at the Pukekohe Cosmopolitan Club.
- g. It was agreed that the BCM web page, "Club News" section be retitled "News Updates". **Action: (PH) to discuss with Webmaster.**
- h. It was noted that the service contract with Bowls NZ is due to finish at the end of August. To ensure that BCM receive the events and programme information and files held by Bowls NZ for our use. **Action: (EM) to liaise with M Mackenzie.**

Next Board meeting:

Date for next Board meeting to be Friday 20th August 2021.

There being no further business the meeting closed at 1.00 pm.

P.E. Hayward

Signed Chairperson: _____

Date: 3/11/2021 _____