



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES  
MANUKAU 2010 INC.  
HELD ON Monday 12<sup>th</sup> December 2022**

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Meeting commenced at 10.00am.

**Attending:** Pauline Hayward (PH), Jan Larsen (JL), Mark Kamphorst (MK), Ewen McIntyre (EM), Sue Cameron (SC).  
Bev McIntyre (BM) as Treasurer, attended for the financial matters segment.

**Apologies:** nil.

**Financial Report:**

The financial report showing; account balances, income received, accounts paid, accounts to pay and term deposits was presented by (BM). Two additional invoices tabled for payment.

Moved; accounts to pay approved for payment. **Moved: (PH), 2<sup>nd</sup> (MK), Unanimous**  
Moved; the Finance report be accepted. **Moved: (PH), 2<sup>nd</sup> (JL), Unanimous**

**Finance:**

It was discussed and agreed that the term deposit due to mature on 27 December not be reinvested but transferred to the Savings account for cash flow use, with the Intercentre event costs due in Feb/March 2023. **Moved: (PH), 2<sup>nd</sup> (MK), Unanimous**

Members have recently purchased BCM uniform apparel through BCM. To ensure transparent accounting records and an orderly process, future purchases by members can only be made if sufficient orders are received at the early part of the season when the Board purchases replacement/additional uniforms for its rep teams. The BCM Treasurer would then generate an invoice for any members purchase.

The current page on the BCM website showing uniforms for purchase will be removed. **Action: (PH) to remove page.**

It was discussed and agreed to prepare an Operational Budget for 2023/24 year, in March 2023.

The reporting of the financial information in the Centre minutes was discussed. It was agreed that it was satisfactory and in line with other bowling organisations.

The Centre Events summary spreadsheet to include a column for prizes.

**Action: (BM) to amend page.**

The Intercentre Event in Christchurch in March 2023 was discussed. Quotes received for airfares, accommodation and van hire are in excess of \$10,000. Applications for grants have been unsuccessful. Still applying for grants and sponsors. Agreed that those representing BCM at the event should contribute to the costs.

Proposal; for BCM to finance the shortfall of the costs of sending the men's and women's rep teams to the 2023 Intercentre event in March.

**Moved: (PH), 2<sup>nd</sup> (SC), Unanimous**

**Minutes of previous monthly Board meetings:**

The draft minutes of the meeting held 7<sup>th</sup> November 2022 were approved as true and correct.

**Moved: (MK), 2<sup>nd</sup>: (PH), Unanimous**

### **Matters arising from the previous monthly meetings:**

On the matters for action:

- Rep badges to be discussed with Prem. 1 teams, to provide comment. To then be considered by the Board. WIP (JL)
- Promotional leaflet being worked on. WIP (PH).
- A BCM coaches section to be added to the Support page on the BCM website. WIP (PH)
- Waikato Centre contacted regards the intercentre event in November
- Grant applications continuing. WIP (PH)
- To discuss COP at next Umpires meeting. (PH)

### **Special General Meeting:**

A SGM was held on Monday 14<sup>th</sup> November. The meeting approved the audited financial accounts, appointed Kudos Murray Audit Ltd as auditor for the 2022/23 financial year [subject to the Board undertaking due diligence and receiving an acceptable cost for the audit], and passed a remit to amend clause 26.4, clause 22.2 (c) and clause 22.2(g) of the BCM constitution.

The provisional minutes of the meeting were approved by those Board members attending the SGM.

**Moved: (MK), 2<sup>nd</sup>: (JL), Unanimous**

**Action: (PH) to contact KMAL and receive an audit cost and time frame.**

**Action: (MK) to prepare and progress change to BCM Constitution.**

### **Chairperson's Report:**

The SGM held on 14<sup>th</sup> November saw the approval, by the delegates, of the 2021/2022 Annual Accounts. As required, these have now been submitted to the Companies Office.

Also at the SGM an agreement was reached on the changes to the constitution regarding the appointment of an auditor or financial reviewer to examine and report on the Centre's accounts.

The second delegates' forum was held after the SGM. Once again a very worthwhile meeting with both delegates and the Board able to raised matters of concern in a relaxed and constructive atmosphere.

The arranged workshop for the BCM Judicial Committee with retired lawyer Tony Kermode proved to be a very valuable and worthwhile exercise. We were very fortunate to have someone with Tony's knowledge of due process and Judicial Committees to address our own newly formed Judicial Committee.

### **President's Report:**

Attended the Centre events during the month which had good levels of entries. Thanks to Pauline and Ewen for standing in at the recent Interclub event.

### **Secretary:**

**Correspondence:** The inward and outward correspondence report for the last month was presented.

**Centre Management Administration:** There were several matters requiring administrative attention including; Judicial Committee workshop, Delegates Forum, organising and attending the SGM, Preparing a Judicial Committee reference manual.

### Reps Report:

The rep teams had their first intercentre event in the Waikato playing for the various trophies. Unfortunately rain interrupted the event and most of the teams could not play their third game. Generally most teams did not perform to their potential.

The Prem. 1 & 2 women's teams are scheduled to play in a quadrangular event in January at Mangawhai. Approval has been given to assist with petrol cost for the two teams by way of petrol vouchers. **Moved: (PH), 2<sup>nd</sup>: (SC), Unanimous**

A meeting of Zone 2 Centres is planned in April to discuss intercentre events.

Discussion was had regarding the Intercentre event in Christchurch in Match 2023. Flights and accommodation have been booked for 18 people. Final team members to be submitted to the Board for approval. **Action: (JL) to submit list of names.**

For flight ticketing purposes the full names of those flying will be required by 3 February. **Action: (JL) to collate list of names.**

Contribution: The Board has agreed that the 18 people attending the Intercentre Event will be required to contribute \$200 per person towards the costs incurred. Team Managers to discuss with the team members. **Moved: (PH), 2<sup>nd</sup>: (JL), Unanimous**  
Prem. 1 teams fundraising to be used by the teams to offset their expenses.

Attending future intercentre events was discussed:

With the recent escalation of costs, difficulty in securing grants and rigid travel arrangements attending events where flights and accommodation are required is becoming prohibitive. Because of costs, the Board has decided the BCM will not participate in such future events held in the South Island or Wellington [for events held after March 2023], unless the players are prepared to pay for their flights and accommodation. This decision will still allow rep teams to participate in local intercentre rep events within the established budget.

**Moved: (MK), 2<sup>nd</sup>: (PH), Unanimous**

### Events Report:

Two events as per the events schedule were held. The Bowls3Five venue was changed to the Pukekohe indoor center due to adverse weather.

Because of the large number of entries in the Interclub 7's men's event playing times had to be reduced to allow all the games to be played in the two days scheduled. To allow more time for games in this round-robin event, for future events, entries will be limited to one team per club.

Next scheduled BCM event will be held in February [Open 4s].

The Centre has a schedule of payments that it uses to pay clubs to run events. Because the schedule does not address every possible eventuality the Event Managers is able to vary the payments to fairly reflect the various circumstances that arise. In all such circumstances the Event Manager is to advise the Board of the payment variance and the related circumstances. **Action: (EM) to action as required.**

### Greens Report:

The annual judging of greens has been put back to early January 2023.

### Grants Report:

Grassroots Foundation application was unsuccessful. Grant application to be made to the Lotteries Commission for accommodation expenses. Not hopeful of securing grants for the Christchurch event. Still trying for sponsorships.

### General Business:

- a. Accounts: The audited accounts have been submitted to the Companies Office and an acknowledgement from the companies Office has been received.
- b. Centre Handbook: A number of members have commented about the Board's decision not to have a Centre Handbook next season. There are a number of compelling reasons for the Board's decision. However, as there appears to be a number of people who still want a handbook, the Board is prepared to contact clubs and ask if they or any of their members are willing to take on the collation and co-ordination of the information, and process to produce the Handbook.  
**Action: (MK) to email Clubs.**
- c. Delegates and Centre Forum: The next Delegates and Centre forum is to be held on Tuesday 21 February 2023 @ 7pm, at the Pukekohe Cosmopolitan Club.  
**Action: (MK) to email Clubs and Delegates in January.**
- d. Tuakau BC: (MK) to attend a meeting at the Tuakau BC in January at the request of the Club.
- e. Info-line: As there is a cost for the Info-line, the Centre needs to establish it is still being used by members.  
**Action: (MK) to email Clubs and ask for feedback as to its use.**
- f. Member information: The annual survey forms on membership numbers and related details has been sent out to clubs to complete.
- g. Honorariums: The Board is undertaking a review of the honorarium structure to ensure that those undertaking a service or function for the Centre are fairly reimbursed for some of the expenses they incur.

### Next Board meeting:

Date for next Board meeting to be Monday 13<sup>th</sup> February 2023, commencing at 10.00am.

There being no further business the meeting closed at 1.53pm.

Signed Chairperson: PE. Hayward

Date: 19/02/2023