



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES
MANUKAU 2010 INC.
HELD ON Monday 20th June 2022**

Meeting commenced at 10.00am.

Attending: Pauline Hayward (PH), Jan Larsen (JL), Mark Kamphorst (MK), Ewen McIntyre (EM).

Apologies: Adrienne Tilyard (AT). Sue Cameron was to attend as an observer.

Minutes of previous monthly Board meetings:

The draft minutes of the meeting held 16th May 2022 were approved as true and correct.

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

Matters arising from the previous monthly meetings:

On the matters for action:

- Costings obtained for rep bowls stickers, to determine numbers and cost. (JL)
- Finalise rep management structure and timeline for next season. WIP (JL)
- End of year accounts, WIP (PH)
- AGM preparations – WIP (PH / MK)
- Alternative arrangements for “info – line”. Mk to contact Spark. WIP (PH / MK)
- Rep programme for next season completed and sent to Events Manager (JL)
- Draft events calendar for next season completed. (EM)
- Awaiting documentation from Tuakau BC for ‘new club membership’ (MK)
- Reviewed SOP for BCM Umpires Assoc. and advised them accordingly. (MK)
- Old rep uniforms now held in storage for future use as determined by the rep committee. (JL)
- Approved players purchasing rep uniform type clothing with the BCM logo for personal use. (JL)
- S Brownlee approved back-up Webmaster for BCM website.
- Papakura BC to host the BCM prize giving in August.
- Revised BCM certificates approved and winners list prepared. (EM)
- Clubs advised of Players meeting. (MK)
- Clubs advised of ‘Club Membership Development Fund’ availability. (MK)

Chairperson’s Report:

Preparations for the 2022 AGM continue. Sent the financials to the auditor and providing further information as requested.

President’s Report:

The BCM events programme for this season is now completed. Overall the revised programme went very well and the effort put in by the Event’s Manager was well appreciated by both the Board and players.

Working on the rep programme for next season. Putting the finishing touches to the rep management structure and have had various meetings with interested parties.

Financial Report:

The financial report presented by Bev McIntyre [who has been appointed by the Boards as the BCM Treasurer]. Bev also attended the Board meeting to provide input on financial matters as required.

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

Moved the Finance report be accepted.

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

Finance:

Umpires payments for March still to be paid, to be added for payment with the May and June umpires payments. Invoices to be signed off as part of the monthly meeting.

Passed for payment: **Moved (EM), 2nd (MK), Unanimous**

Agreed to place the BCM financial funds, not needed in the short term, into ASB Term Deposits, to mature at different times. This will still enable access to funds when needed but gain a higher interest rate return on BCM funds. **Action: (Bev M)**

Moved (MK), 2nd (EM), Unanimous

Secretary:

Correspondence; The inward and outward correspondence report for the last month were presented. Moved the reports be accepted.

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

Centre Management Administration:

- Working on updating next seasons Centre Handbook.
- Advised clubs of the change of dates of the Bowls NZ Centre visit.
- Received information on the new Incorporated Societies Act 2022.
- Attended the 'teams' meeting of Centre GM's & Bowls NZ. The last planned meeting for this season.
- Prepared revised operational document for running BCM Events for Board discussion.

Reps Report:

Around 200 bowls stickers needed for next season at a cost of \$2.60 per sheet of 4. Approved purchase.

Moved: (JL), 2nd (MK), Unanimous.

Action: (JL) to purchase.

Coaches/Selectors/Managers for the 6 rep teams discussed by the Board. Advertising for a selector/coach for the Prem.1 men's teams was not successful. Board member Ewen McIntyre volunteered to be the manager of the Prem. 1 men's side. Management structure and incumbents to be finalised shortly and then to be published.

Action: (JL) to finalise.

When rep management individuals are known, the Board is to formally acknowledge their position as a BCM rep official.

Action: (MK)

Events Report:

Next season's event programme has been worked on and published. To add to other center events [Chartered Clubs Nationals and Taranaki 4's]. To amend programme accordingly.

Report tabled regarding a player incident at a recent BCM event.

The preliminary Centre events summary of income/expenses for the season was tabled. Overall it showed a good result with most events being in surplus. Over \$3,500 was paid to the clubs who hosted the various events, which is a key part of the new operational structure.

As there was a good number of entries in the 1 – 5 yr. pairs event the Events Committee will consider reverting from a mixed event to a men's & women's event.

Action: (EM) to review and report at next meeting.

Grants Report:

Nothing to report.

Greens Report:

The BCM Greenkeepers Assoc. held their AGM and have new Chairman and Patron.

General Business:

- a. BCM Website: To set up a new section for the BCM Umpires Assoc.
As it is now the end of the season to update the Events, Reps and Greenkeepers sections. Ensure all notices are current.
To look at setting up a 'link' for entries to future BCM events. (EM) to provide details required. **Action: (PH)**
- b. Club Membership Development Fund: The application from Homai BC for funds to purchase new road signage was approved. **Action: (MK) to advise club.**
- c. BCM Events: The Board approved the revised 'Operational Structure' proposal for running the BCM events programme next season. The primary change is the creation of 'BCM Tournament Directors', who would take over the control of events should the host club not wish to appoint their own tournament director. A revised payment structure to clubs reflecting this change will also be implemented. This new structure will be implemented for the new season. Expressions of interest for these new positions to be advertised. **Action: (EM) to finalise details and implement.**
- d. BCM Events: For next season the Board has agreed that the officials running our events will be issued with some clear form of identification. The Board is considering purchasing lanyards with a suitable identification tag attached that officials can wear. This will reinforce that the event is a BCM event and to assist officials in undertaking their duties. **Action: (JL) to make enquiries and report at next meeting.**
- e. BCM rep uniforms: It was agreed that the current stock of old rep uniforms [white shirts and jackets] could be issued to rep team players to use for training. **Action: (JL) to issue at rep committee's discretion.**
- f. Players Meeting: Players Meeting for Tuesday 21st June 2022. To be held at Pukekohe Cosmopolitan Club. Umpires representative to make a presentation.
- g. AGM: Continuing to organize and prepare for the AGM.

Next Board meeting:

Date for next Board meeting to be Monday 11th July 2022, commencing at 10.00am.

There being no further business the meeting closed at 12.27pm.

Signed Chairperson: PE. Hayward

Date: 13/07/2022