



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES  
MANUKAU 2010 INC.  
HELD ON Monday 15<sup>th</sup> November 2021**

---

Meeting commenced at 1.00pm.

Virtual meeting held by way of a Microsoft 'TEAMS' meeting in accordance with clause 20.10 of the BCM constitution.

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

**Apologies:** nil.

**Minutes of previous monthly Board meetings:**

The draft minutes of the meeting held 18<sup>th</sup> October 2021 was approved as true and correct.

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

**Matters arising from the previous monthly meeting:**

On the matters for action:

- Names of the applicants for reps forwarded to the Board members. (JL)
- Papakura BC contacted re venue for a scheduled rep event. (MK)
- A number of changes and additions to the BCM website completed. (PH)
- Extension granted by the Companies Office to submit annual accounts. (PH)
- Patumahoe BC advised of successful Membership Development Grant application. (MK)
- Umpires Coordinator advised of the BCM Regulation 8 - umpires' information. (MK)
- The revised Regulations for BCM were put on the BCM website and clubs notified.

**Chairperson's Report:**

The Board has received the audited accounts from the Auditor. Apart from some minor issues with depreciation, the Auditor was happy with the accounts. Auditor's report sent to the Board for approval and on approval to set up a SGM for clubs to approve last year's financial accounts.

Preparing the BCM Handbook required a significant amount of detailed work. We have been advised that the booklet has been printed and now ready to be delivered to clubs.

A number of changes to the website have been implemented. The Information section has been updated with all but one regulation and that regulation [Regulation 17] once approved by the Board will be added. The Code of Conduct and the BCM Gold Star Winners will be added to the website in the near future.

Details from Bowls NZ on the Covid 19 vaccination policy has been received and will be discussed at the Board meeting. Once the policy on the vaccination requirements for BCM events has been finalised the clubs will be notified asap.

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

**President's Report:**

Nothing to report

**Correspondence:**

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

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

**Financial Report:**

The 'Income & Expenditure' summary report showing a monthly breakdown by cost center was tabled.

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

Moved the Finance reports be accepted.

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

**Finance:**

With the cancellation of the Exec 4's event, refunds are available to clubs that have paid the entry fee. A number of clubs still have not contacted the Centre for a refund.

**Action: (MK) to send a reminder to those clubs.**

Several clubs have now paid this year's club membership fees. Fees are due at the end of November 2021.

Reimbursing of stationary expenses approved. **Moved: (EM), 2<sup>nd</sup>: (PH), Unanimous**

The Events Committee reimbursement payment, as per the Events restructure agreed to earlier this year, was approved. **Moved: (MK), 2<sup>nd</sup>: (PH), Unanimous**

**Reps Report:**

Appointments for the Rep Team Management Support structure finalised and put on the BCM website. A meeting was held with the Rep Team Management Support members on 14 November to discuss the current Covid situation restricting play, the need for players to be fully vaccinated and practices. There will be no Rep events this calendar year.

The purchase of additional uniform shirts to meet requirements was agreed. It was also agreed to purchase uniform sweatshirts for Prem. 1 men's and women's.

**Action: (JL) to determine size requirements and order. (EM) to apply for grant if possible.**

**Events Report:**

The BCM Info-line has been updated to reflect the recent event notices. EM to manage updates in the future.

**Action: (EM) to contact Auckland Bowls to address access and cost issues.**

The BCM programme has been disrupted due to Covid 19. The 2021/22 events programme will need to be revised. Discussion on which events could be retained. Intend to announce a revised programme as soon as it can be finalised.

**Action: (EM) to review programme and dates for Board approval. To contact host clubs to determine availability of greens should events be held later in the season.**

**Grants Report:**

Nothing to report.

**Greens Report:**

As per the previous month, general feedback from clubs is that the greens appear to be in good condition ready for the playing season to commence.

**General Business:**

- a. Centre Handbook: As reported by the Chairperson, the handbooks are in the process of being delivered to clubs. It is noted that parcel deliveries could take several weeks due to the current high volume of parcels.
- b. The Auditors report was discussed. Despite the minor glitch regarding depreciation the report was accepted and approved. **Moved: (PH), 2<sup>nd</sup>: (MK), Unanimous**
- c. The Auditors report to be sent to Clubs and Delegates and a SGM [Special General Meeting] to be arranged for Monday 6<sup>th</sup> December 2021 commencing at 7pm. Due to the current Covid 19 lockdown restrictions the meeting will be a 'virtual' meeting via computer, using "Microsoft TEAMS". The Chairperson will notify Delegates accordingly and send an invite to join the meeting.

**Action: (MK) to send out Auditors report and SGM details.  
(PH) to send invitations to Delegates**

- d. Covid 19 Vaccination: The issue of establishing a policy to address Covid vaccinations for people at BCM functions and events was discussed and agreed to. The new policy is to take effect immediately. Agreement was reached to use the Vaccination Certificate Policy template issued by Bowls NZ with slight changes to reflect the BCM situation. The Board supports Bowls NZ's comments, addressed to Waiuku BC, in relation to their query of non-vaccinated members.

**Action: (MK) to prepare policy document and send to clubs  
and put policy on the BCM webpage.**

- e. The new initiative from Bowls NZ to hold informal 'virtual' meetings for the 23 regional Centre Managers throughout NZ, using "Microsoft TEAMS", was well received. There are three further meetings planned over the next six months.
- f. Webpage development: A number of changes have been implemented in the last months to make the BCM webpage more informative. Further changes/additions are planned being; a record of the BCM Gold Star Winners to be added to the Key Documents section, the Code of Conduct (for Representatives and playing in BCM events) and to replace on a regular basis the photo on the "Home" page.
- g. The info-line to be updated when the revised events programme is finalised and approved.
- h. The Board approved changes to Regulation 17, to include the Centre Gold Star Policy.

**Action: (MK) to prepare the new regulations for BCM website.**

**Next Board meeting:**

Date for next Board meeting to be Monday 13<sup>th</sup> December 2021.

There being no further business the meeting closed at 2.55 pm.

Signed Chairperson: \_\_\_\_\_

*P.E. Hayward*

Date: \_\_\_19/12/2021\_\_\_\_\_