



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES  
MANUKAU 2010 INC.  
HELD ON Monday 12<sup>th</sup> June 2023**

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Meeting commenced at 10.30am.

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

**Apologies:** Ewen McIntyre (EM)

**Financial Report:**

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

Moved; invoices approved for payment.

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

Moved; financial reports be accepted.

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

**Finance:**

The season has now come to an end. There appears to be enough funds in the operating accounts to cover anticipated expenses until next season.

The Treasurers position has been advertised. Bev has indicated that her circumstances have changed and if no one comes forward she is prepared to continue in the role.

The audit has gone well. There were no surprises or issues. The financial reports for last year has been audited and the Auditor's report received. This will be forwarded to the Delegates for the AGM. The Board will recommend the Auditor to Delegates at the AGM.

**Action: (MK) to send letter of thanks to the Auditor.**

**Minutes of previous monthly Board meeting:**

The draft minutes of the meeting held 15<sup>th</sup> May 2023 were 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:

- Prize giving planning - WIP.
- 2023-24 Events programme completed and sent to clubs.
- Flowers for H Stallard sent.
- Migration of information from handbook to website progressing - WIP.
- Revised Regulation10 implemented.
- Rep management restructure implemented.

**Chairperson's Report:**

Starting with the good news:

Thanks to Bev's excellent work in producing such a good set of accounts the audit has been completed in good time for the AGM. Having Bev as treasurer has been a great asset to the Centre.

The Selection Committee has approved the three nominations that were received for Board positions, Mark Kamphorst, Sandra Williams and Chris Brown. These three candidates will now be put forward at the AGM for election.

Cheryl Brownlee has agreed to take on the role of secretary and is working with Mark to ensure a straightforward handover. Mark has done an amazing job of updating and initiating procedures that will set BCM in good stead for the future. Thank you Mark.

Mark is now working on his new role as chairperson of the rep committee. A new rep committee consisting of Mark Kamphorst, Geri Bremner and Terry Lister has been established. All our Centre events have now been completed. Thanks to Ewen for his dedication to ensure all events have been played in what has been a disruptive year weather wise.

Unfortunately we have some bad news to follow the good.

After what has been a stressful year for him, Ewen will be resigning not only from his position as Events Manager but also as a Board member. Ewen has been a real asset to the Board for the last few years. We will miss his knowledge of correct procedures and his common sense approach to all matters. Ewen will be hard to replace in both these roles. Thank you Ewen.

We will also be losing our much valued treasurer, Bev. Bev has done a sterling job in reorganising our accounts and reporting procedures as well as providing sound financial advice to the Board. Thank you Bev.

Of course this now leaves us once again with a vacant seat on the Board and the problem of finding both a treasurer and events manager. Interesting times ahead.

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

The events season has now concluded with the final event being the Open Men's and Women's Triples.

Pukekohe Cosmopolitan Club will be hosting some of the National Champ of Champs Four's event in late July.

### **Secretary:**

**Correspondence:** The inward and outward correspondence report since the last Board meeting was presented.

**Centre Management Administration:** In addition to general correspondence and administrative matters assisted with: AGM and players' meeting preparations, Handbook migration to the BCM website, stored and prepared an inventory of the BCM Rep uniforms, drafted vacancy notices, reviewed BCM position descriptions, met with Pukekohe Cosmopolitan Club regarding re-establishing their second outside green.

### **Reps Report:**

The restructuring of the Rep management and structure is now being implemented. A new Rep Committee has been formed comprising of Mark Kamphorst, Geri Bremner and Terry Lister. A review of the Rep Code of Conduct, Managers role, and rep selection criteria is progressing. Intending to advertise for Rep Managers in late June. The Rep events programme for 2023 – 24 has been finalised.

### **Events Report:**

The Open Triples [the season's last event] has been completed despite some delays. The events programme for 2023 – 24 has been finalised. There is one clash with a Rep event which needs to be resolved. **Action: (MK).**

With the resignation of Ewen McIntyre, applications are being sought for Events Committee members to take on the Events role.

### **Greens Report:**

Nothing to report.

### **General Business:**

- a. Players Meeting and AGM: Preparations progressing and the documents for the AGM are now being collated. Clubs and members have been informed by way of notices.
- b. Prize giving: The Board have agreed to hold the annual prize giving event on Sunday 6<sup>th</sup> August. There will be a different format this year. The prize giving will be combined with a tournament, which will be held at Pukekohe.  
**Action: (MK), (PH) to organise.**
- c. Planning Meeting actions: The intention to develop an on-line event booking system for BCM events is progressing. To meet with Bowls NZ to look into their Bowls-Hub system to see if that could be used.  
**Action: (PH) to organise**
- d. Players' Meeting: This year players' meeting will be held on the same night as the AGM. The players' meeting will commence at 6.30pm and attendees will be invited to stay on for the AGM which will start at 7.30pm.
- e. World Bowls Rules amendment: Bowls NZ advised that World Bowls have amended two of their new rules. Clubs and Umpires have been informed of the subsequent change
- f. Board Position Descriptions: Position Descriptions have been reviewed and updated where necessary. This is especially important with new people coming into the roles.
- g. National Awards Nominations: Bowls NZ are seeking nominations from throughout NZ for candidates for a variety of awards associated with bowls. This information has been sent to clubs.
- h. Incorporated Societies Act: Bowls NZ have advised that they are still waiting for information from the Companies Office as to changes to the Act impacting on bowls clubs and Centres and their constitutions.
- i. Indoor rinks at Pukekohe: The disruption because of weather at the recent Open Triples event has highlighted the need to have the indoor rinks available on Saturdays if required.  
**Action: (PH) to discuss with Pukekohe BC in the first instance.**

**Next Board meeting:**

As this was the last meeting of the current Board no date has been set for the next meeting but it will be discussed following the AGM.

There being no further business the meeting closed at 12.26pm.

Signed Chairperson: PE. Hayward

Date: 9/09/2023