



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES
MANUKAU 2010 INC.
HELD ON Monday 16th May 2022**

Meeting commenced at 9.30am.

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 12th April 2022 were approved as true and correct.

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

Matters arising from the previous monthly meeting:

On the matters for action:

- Costings of new uniforms supplied. (JL)
- Auditor contacted. (PH)
- Info line cost details from Auckland Bowls, WIP. (PH)
- Interclub 7's payment made. (AT)
- Costings obtained for rep bowls stickers, to determine number to be ordered, WIP. (JL)
- Finalised rep management structure for next season. (JL)
- Attended Zone 2 meeting for rep fixtures for next season. (JL)
- Clubs advised of BCM COVID 19 policy change. (MK)
- Clubs advised of affiliation fee credit. (MK)
- End of year accounts and draft budget progressing, WIP (PH)
- Records of winners and gold star awards being kept by Events Manager. (EM)
- Established contact with publishers of Centre Handbook. (MK)
- AGM preparations – WIP. (MK)
- Email sent to clubs re Limited Playing Members. (MK)

Chairperson's Report:

Preparations for the 2022 AGM continue. Disappointed at the lack of nominations for Board positions. There were no Notices of Motions received for the coming AGM.

Have been in contact with the Auditor to establish what is required for undertaking this year's audit and a time table.

President's Report:

The BCM events programme is going well. Even though it is late in the season the weather has been generally kind allowing bowls to be played. Mindful of the high use of Buckland Bowling Club to run events this season and we very much appreciate the club making their facilities available. Thank you Buckland.

Secretary:

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

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

Centre Management Administration:

- Discussed with the publisher some changes regarding next seasons Centre Handbook.
- Finalised arrangements with Bowls NZ and advised clubs of the Bowls NZ Centre visit [4th August].
- Provided information for the end of year accounts.
- Communicated with players interested in re-establishing the Tuakau Bowling Club.

Financial Report:

The annual monthly '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), 2nd: (JL), Unanimous**

Finance:

Auckland Bowls invoice for BCM Info line charges approved for payment.

As the info line changes have increased significantly, it is to be reviewed.

Action: (PH) Inquire as to direct arrangement with Spark, and to discuss with Auckland Bowls.

Draft end of year accounts tabled and discussed. Several changes agreed and also to include "notes" to offer comment where significant changes have occurred. Bev McIntyre was asked to briefly attend the meeting, to comment on some technical financial aspects of the end of year accounts.

Reps Report:

Need to order bowls stickers for next season. Sticker cost have increased significantly.

Action: (JL) to calculate the number of stickers required and place an order.

Coaches/Selectors for Prem.2 and 1-5yr teams have been found. Wanting to advertise for a selector/coach for the Prem.1 teams. Agreed to advertise both within the region and local regions. Add prepared.

Action: (JL) to review applicants and make recommendations to the Board.

Next seasons rep programme finalised and given to Event Manager to incorporate into the BCM events programme.

Action: (EM) to prepare events calendar.

The BCM rep's Code of Conduct has been reviewed, no changes recommended.

Jan Larsen has agreed to head-up the BCM Rep Committee for next year. To develop a timeline in preparation of next season.

Action: (JL) to develop timeline of key dates in terms of team management, rep applications, trials, selection.

Events Report:

Revised event programme has entered its busy period and progressing well. The weather has been kind. June events will most likely be held at Pukekohe.

Due to a number of inquiries we have added an Open 4's event, to be held on 11/12 June. The Event Manager has advised clubs.

There are still some teething issues with clubs actually running BCM events but overall it is working. There is ongoing education/training of clubs on the running of BCM events. May need to review for next season.

Grants Report:

Nothing to report.

Greens Report:

There will be a Greenkeepers field day on Monday 30th May at Papakura Bowling Club.

General Business:

- a. Tuakau: A request has been received to admit the Tuakau Bowling Club as a new BCM member. Awaiting documents verifying that the establishment of the new club and constitution has been adopted by members.
Action: (MK) to advise applicants on this aspect.
- b. COVID 19: There have been several incidents at BCM and club tournament events where players have tested positive within a short period of playing. It was felt by the Board that sufficient steps are currently being taken to make players aware of their responsibilities, not to attend events if they are feeling unwell or have any Covid symptoms.
- c. BCM Umpires Association: The Board was given the opportunity to review and critique the Association's recently developed 'Standard Operating Procedures'. This SOP will assist umpires in delivering a consistent professional service.
Action: (MK) to advise the Association of any comments on their review.
- d. Champion of Champions events: In situations where a club has a small number of full playing members and as a result only has a single team entry in their club championship, provided that the team was formally entered in the club's championship (and prepared to play), the Board will accept that entry in the BCM Champion of Champions event.
- e. BCM rep uniforms: It was agreed to dispose of old rep uniforms [white shirts and jackets]. Need to remove any BCM identification before disposal and record items disposed in the uniform register
Action: (PH) to record disposed items.
- f. Clothing: Some players have expressed interest in purchasing [sleeveless jackets and hooded jackets] of the same type currently used by the BCM rep players. BCM can facilitate the purchase of these clothing items provided the BCM logo is not used. The cost of the two types of clothing was discussed and established.
Action: (JL) to facilitate purchase.
- g. Webmaster: Pauline Hayward is the current BCM Webmaster. To approach Sheryl Brownlee to see if she is willing to be backup. **Action: (PH) to discuss with S Brownlee.**
- h. Honorariums: The role of the Board has changed significantly in the last 18 months. Most Board members are now actively undertaking the administrative functions of BCM thereby negating the need for a Centre Manager or external contractors. Board meetings are monthly and significant time is now spent by Board members in running BCM. In recognition of this, it has been agreed to pay an honorarium to the Chairperson, Secretary, Treasurer and President of \$600 per annum, payable in two equal installments in October and February each fiscal year.
It is noted that should the treasurer or secretary roles be undertaken by a person outside the Board the same honorarium arrangements would be applicable. It is also noted that the role and honorarium of the Events Committee remain unchanged.
Moved: (PH), 2nd (AT) passed 4:1
- i. Assistance at National Championships: The National Championships are held at venues throughout NZ. As these individuals or teams represent their clubs, it is up to the individuals or their clubs to provide any support to attend these events.
- j. Prize giving: To organize the BCM annual prize giving for Sunday 7th August, in the afternoon, at Papakura.
Action: (PH) to contact Papakura.

Event Manager to prepare a list of winners, runners-up and any gold star winners.

Action: (EM) to prepare lists and confirm certificate template.

k. Players Meeting: To organize the Players Meeting for Tuesday 21st June 2022. To be held at Pukekohe Cosmopolitan Club. **Action: (MK) to advise clubs.**

l. AGM: Continuing to organize and prepare for the AGM.

Following discussion, the Board has agreed not to recommend an affiliation fee increase this year [**passed 3/2**] and has no recommendation to appoint a Patron.

m. The Board has agreed to continue with the "Club Membership Development Fund" for another year [1 July 2022 to 30 June 2023] on the same terms and conditions as previously. Clubs will be advised of this. **Action: (MK) to advise clubs.**

It was also acknowledged by the Board that this would be the last meeting attended by Adrienne Tilyard who will be resigning at the end to the Board term [in June]. Adrienne has been on the Board for some eight years and has undertaken the additional role of BCM Board Treasurer. Adrienne's knowledge and experience will be missed. The Board thanked Adrienne for her services and wished her well for the future.

Next Board meeting:

Date for next Board meeting to be Monday 20th June 2022, commencing at 10.00am. There being no further business the meeting closed at 1.07pm.

Signed Chairperson:

P.E. Tilyard

Date: 21/06/2022