



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES  
MANUKAU 2010 INC.  
HELD ON Monday 18<sup>th</sup> October 2021**

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Meeting commenced at 1.00pm.

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 16<sup>th</sup> July 2021 and the special meeting held 31<sup>st</sup> August 2021 [by way of emails] were approved as true and correct.

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

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

On the matters for action:

- Letter to Auckland Bowls deemed no longer necessary. (MK)
- Bowls NZ contacted regarding Umpires payments. Umpires paid for last season events. (PH)
- Still awaiting Auditors report. (PH)
- BCM Umpires re-establishing an Association. (PH)
- BCM Regulations reviewed. (MK)
- Ewen McIntyre appointed as the Events Manager, to head-up an Events Committee.

**Chairperson's Report:**

While we have been in lockdown it has enabled us to proceed with some administrative matters that needed attending to. Mark has done a great job in reviewing the Regulations and bringing them up-to-date.

The end of August saw the official ending of our contract with Bowls New Zealand. However, as per the contract, Martin Mackenzie is assisting with the Handbook. Unfortunately the publication of the Handbook has been delayed due to COVID restrictions but we are now close to being able to publish.

Although we advertised for a replacement for Karen Forrest who resigned in September, we have not had any applications.

Attended the on-line Bowls New Zealand AGM on 11<sup>th</sup> September. Ann Wright (Canterbury) was elected as the new President and Philip Huwyler (Wanganui) Vice-President. Retiring President Mark O'Connor was elected to the Board. The AGM approved the removal of Rule 8.4 Clearance Certificate from the Bowls New Zealand Constitution.

Still awaiting the audited accounts due to an issue with the depreciation report. The Auditor has been asked to include his findings in his report so that we can proceed with an SGM to get the accounts accepted and submitted to the Companies Office. We have requested another extension from the Companies Office for the time to submit our accounts.

We have continued to make improvements to the BCM webpage including; more information in the EVENTS section and giving clubs the ability to promote themselves in the CLUBS section. Further improvements are also being considered.

Moved the report be accepted: **Moved: (PH), 2<sup>nd</sup>: (MK), Unanimous**

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

There has been no playing activity due to the current Covid 19 level 3 restrictions. Prepared a BCM President's article for Buckland BC for their upcoming centenary.

Moved the report be accepted: **Moved: (JL), 2<sup>nd</sup>: (PH), Unanimous**

#### **Correspondence:**

The inward and outward correspondence reports for the period 16 July to 18 October were presented and approved.

Moved the reports be accepted. **Moved: (MK), 2<sup>nd</sup>: (AT), Unanimous**

#### **Financial Report:**

The annual monthly 'Profit & Loss' summary page 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 and approval.

Moved the Finance report be accepted. **Moved: (AT), 2<sup>nd</sup>: (JL), Unanimous**

#### **Finance:**

With the cancellation of the Exec 4's event, refunds are available to clubs for their entry fees paid. Four clubs have applied for refunds to date.

Invoices for this year's club membership fees have been sent out for payment by the end of November 2021.

It was agreed to make better use of bank term deposits for any funds that are not required in the short term.

#### **Reps Report:**

Appointments for the Rep Team Management Support structure being finalised. These positions report to the Rep Committee.

Rep player applications have been received by the Rep Committee for consideration. All rep activity is on hold due to the current Covid 19 situation.

**Action: (JL) to advise Board Members of player applications.**

BCM is scheduled to host the Geddes and Kaimai Rep fixtures in February 2022. To finalise a BCM venue.

**Action: (MK) to contact Papakura BC.**

Purchase of uniform requirements to meet any shortfalls still progressing.

**Action: (JL) to finalise purchase requirements, (EM) to apply for grant.**

#### **Events Report:**

(EM) still looking to fill positions on the Events Committee team.

The BCM programme has been disrupted due to Covid 19, although it has given more time to prepare the club guidelines and documentation for BCM events.

It was agreed to, wherever possible, postpone events rather than cancel at this stage, with the possibility to holding those events later in the season.

It was acknowledged that the club priority should be their championship events.

In regards to the Events and Tournaments Restructure document that was issued to clubs earlier this year outlining the new BCM event structure, it was decided that for

