



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES
MANUKAU 2010 INC.
HELD ON Monday 17th April 2023**

Meeting commenced at 10.04am.

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

Apologies: nil.

Financial Report:

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

Moved; account to pay approved for payment. **Moved: (MK), 2nd (PH), Unanimous**

Moved; financial reports be accepted. **Moved: (EM), 2nd (PH), Unanimous**

Finance:

Draft budget tabled and discussed, some changes agreed to. Revised budget to be sent to Board members for further consideration and approval.

Action: (MK) to amend draft budget for Board approval.

To get more information on what Sundry expenses were incurred this year.

Action: (BM) to provide a breakdown.

The use of honorariums to reimburse costs incurred still under review.

Action: (SC) to investigate further.

The financial data recorded electronically, to be stored on back-up systems has been determined. **Action: (BM) to implement and store information on backup system.**

Audit preparations have commenced. Financial years ends 30 April. (BM) to collate the financial information required, (PH) to prepare copies of signed meeting minutes for the Auditor. Intend to send all the relevant information by 15 May and confident to have the audited accounts ready for the AGM. **Action: (PH) & (BM)**

Minutes of previous monthly Board meetings:

The draft minutes of the meeting held 20th March 2023 were approved as true and correct. **Moved: (PH), 2nd: (EM), Unanimous**

Matters arising from the previous monthly meetings:

On the matters for action:

- To prepare draft budget for 2023/24 completed.
- To review the use of honorariums to offset costs incurred by various BCM volunteers [SC] WIP.
- Determine what financial and Events Management information is to be held on backup data device completed.
- Auckland Bowls contact regarding canceling of Infoline completed. Clubs to be advised.
- Subcommittee for migration of information from Centre Handbook established.
- Planning and preparation for AGM commenced.
- Planning and preparation for BCM prize giving commented.
- Review of Regulation10 to comply with the new laws of the game commenced.

Chairperson's Report:

Preparations for this year's AGM are underway as per the timeline. Our member clubs have been advised of the date, time and venue of the AGM. The closing dates for any Notices of Motion have been advised.

Requests for nominations for President and Board members have been issued to all clubs. With three seats on the Board and the position of President to fill we may have to take a more proactive approach to securing nominations.

In the past two years issues with the auditor have resulted in the Statement of Accounts not being available at the AGM. I am confident that this year the audit will be done in a timely manner which will enable us to present the Financial Accounts to member clubs for the AGM.

Now that we are nearing the end of the financial year, a draft budget for 2023-2024 has been prepared to be discussed at this meeting.

Now that the decision to no longer print the Handbook has been confirmed, we will review the website and make changes to improve the layout.

President's Report:

Attended the Centre's various playing events (5) held at Buckland BC and Pukekohe BC.

Attended a Zone 2 meeting to discuss administrative matters and planning for next season.

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 preparation, information for the Handbook migration to the BCM website, drafted new Regulation 10 and 2023/24 budget, communication with the Pukekohe Cosmopolitan Club regarding the disused green.

Reps Report:

Rep season has now finished with mixed results. As this season has highlighted a number of issues with our rep teams, the Board will undertake a review of the rep season, our structure and rep organisation.

As a result of the zone 2 meeting, it is planned to have a weekend [two day] tournament instead of the 2 single days for the Prem. 1 & 2s, to be held in a more central venue within the regions. The 'juniors' venue will be in the Bay of Plenty [BOP] region. One standard Conditions of Play for all Zone 2 rep events is being prepared by BOP

Uniforms issued to reps are now being collected.

Events Report:

Conditions of Play have been updated to reflect changes to the Laws of Bowls recently introduced. A number of events were held as per the programme:

- Men's and Women's Over 60s Singles Champ of Champs.
- Men's and Women's Over 60s Pairs Champ of Champs.
- The Mercedes 1-5 Interclub.

The Champ of Champs programme continues through to the end of April.

Greens Report:

A number of the greens usually used to play BCM events are showing signs of wear, which is not unusual for this late in the season.

General Business:

- a. Infoline: Following a review, the BCM Infoline has been cancelled. Auckland Bowls and our clubs have been advised. A notice is also on the website. Cancellations or changes to events will now be communicated to 'skips' by the BCM Event Manager using texts or phone.
- b. Centre Handbook: A subcommittee has been established to migrate the appropriate information onto the BCM website. This will be progressive and the information to be ready for the start of next season.
- c. AGM planning: AGM preparations continuing. Notices to clubs issued, nomination forms to fill vacancies sent out. Auditor contacted and preparation of financial information being undertaken.
- d. New Laws of the Sport of Bowls: The new booklet [Crystal mark 4th edition] has been received from Bowls NZ and to be distributed. **Action: (MK)**
- e. Regulation 10: This regulation pertaining to substitutes is currently under reviewed. Awaiting some points of clarification from Bowls NZ before being finalised.
Action: (EM & MK) to review and finalise amendment.
- f. Filling vacancies: For the BCM Board to operate effectively there needs to be a full complement of Board Members and volunteers to fill the positions on the various subcommittees. Clubs need to actively approach likely candidates to fill positions and communicate with the Board.

Next Board meeting:

Date for next Board meeting to be Monday 15th May 2023, commencing at 10.00am.

There being no further business the meeting closed at 12.45pm.

Signed Chairperson: _____

P. E. Hayward

Date: 17/05/2023