



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES
MANUKAU 2010 INC.
HELD ON Monday 14th June 2021**

Meeting commenced at 1.00pm.

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

Apologies: Nil

Minutes of previous monthly Board meeting:

The draft minutes of the meeting held 17th May 2021 were approved as true and correct.

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

Matters arising from the previous meeting:

On the matters for Action:

- End of year accounts received from AK Bowls and forwarded to Auditor. (PH)
- Players eligible for BCM awards confirmed. (JL)
- Gold stars and bars for awards ordered and collected. (PH)
- New Events structure and Events Committee details distributed to clubs. (MK)
- AGM preparations and arrangements progressing. (MK & PH)
- Review of Board position descriptions progressing. (MK)
- Handbook update, work in progress. (MK)

Chairperson's Report:

Preparation for AGM is progressing.

End of year accounts received from Auckland Bowls and forwarded accounts to Peter O'Brien [Auditor] for audit. Provided Xero account access to the auditor to assist in the audit. We should have the audited accounts for the AGM.

The final GST return has been submitted and payment made. Received confirmation that BCM is no longer registered for GST.

Issues relating to a recent disciplinary matter have highlighted the need for the Board to review and familiarize themselves with all the BCM Regulations and procedures.

President's Report:

Attended the Annual Prize giving event which was successful.

The playing programme for the season has now concluded.

Correspondence Inwards:

- From Bowls NZ relating to; Life membership, 2021/22 programme, CEO regional visit, Greenkeepers conference.
- From AK Bowls re interzone meeting minutes.
- Emails from various clubs on admin matters.
- Member's correspondence.
- Several emails regarding re-establishing Tuakau BC.
- Emails relating to judicial committee disciplinary matter.
- Emails regarding gold stars.

Correspondence Outwards:

- To BCM clubs; meeting minutes, AGM details, Handbook update, Events restructure, Membership Fund availability, gold star awards.
- Emails relating to judicial committee disciplinary matter.
- Emails regarding issues arising from the Champion of Champions events.

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

Financial Report:

Discussion on end of year accounts. Issues/understanding of the financial information received from Ak Bowls. Issues with depreciation schedule presented by Ak Bowls.

Action: (PH) to contact Ak Bowls to clarify issues identified.

Recent invoices (totaling \$2,574) received from Ak Bowls were discussed as they were not anticipated. Following discussion agreed to pay but to confirm with Ak Bowls that no further invoices/payments (other than for the ongoing 'info line' arrangement) are due.

Action: (MK) to write to Ak Bowls to clarify.

Draft end of year Balance Sheet, P&L and Statement of Income were tabled and discussed. Some changes in presentation required.

Action: (PH) to make changes and prepare financial information for AGM in conjunction with the Auditors report.

Umpires who qualify for a payment for umpiring Centre events to present an invoice to BCM for payment.

Action: (PH) to contact Bowls NZ for them to contact umpires.

Financial data along with the financial records from Auckland Bowls to be forwarded to the Auditor to complete an audited set of accounts. The operating (cheque) bank account showed a net improvement compared to the start of the year.

IRD GST final payment made. Now no longer registered for GST.

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

Finance report to be accepted.

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

Finance:

Approved the purchase of a new printer for BCM administration.

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

Action: (MK) to purchase printer.

Reps Report:

The revised Rep application form and Code of Conduct for next season to be sent to clubs in July.

Action: (MK) to distribute.

Next seasons National Intercentre event will now be held at North Harbour. To apply for a grant for transport and accommodation.

Action: (EM) to apply for grant.

Aware that some informal coaching is being held with some of the 1-5 yr. reps. For next season, all rep activities to be coordinated by the new "Rep Committee".

Events Report:

A meeting was held with Bowls NZ to review possible clashes with the National programme. Next seasons Centre events programme is being finalised and will be sent to clubs.

Action: (MK) to distribute when finalised.

Ewen McIntyre will be the Events Committee coordinator, the other two members of the committee yet to be appointed. Expressions of Interest close 18 June 2021.

Action: (MK) to advise Bowls NZ of the appointment.

Action: (EM) to contact Bowls NZ to forward all relevant events material.

Grants Report: Once a new set of accounts is received, will be able to apply for grants for next seasons Intercentre event and uniforms.

Greens Report: Nothing to report.

General Business:

- a. As a result of a misconduct complaint received, a judicial committee was established to investigate this matter. Because of some procedural issues and on receiving advice from the Judicial Committee chairperson, it was decided not to proceed with the disciplinary proceedings. The Board will undertake a full review of all procedures and regulations and appoint a Board member to coordinate any future complaint or incident.
- b. The Board discussed a letter received from a rep player concerned with some comments and aspects that occurred at the recent National Intercentre event in Wellington. No further action was required.
- c. BCM received advice that the Bowls NZ CEO will be visiting the region on 27 July to meet with members.

Action: (MK) to advise clubs of meeting details.

- d. The Board Chairperson will be the BCM delegate at the forthcoming Bowls NZ AGM, to be held in September.

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

- e. It was proposed that the BCM web page, "Club News" section only contain articles published in the last twelve months.

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

Action: (MK) to advise web master of this change.

- f. Position Description for board positions have been reviewed and updated.
- g. To look into establishing / re-establishing an "association" for BCM Coaches and for BCM Umpires. Such an association would assist with coordinating activities and communication between these groups and the Centre.

Action: (PH) to contact coaches to determine interest.

(AT) to contact umpires to determine interest.

- h. Rep Uniforms for next season; to look at alternative management and control of uniforms.
- i. BCM Regulations: There are currently a number of Regulations which need to be reviewed and updated.
- j. The Board discussed the matters raised at the Players Meeting.
- k. AGM preparations are on track.

Action: (MK) to review and advise Board of possible changes.

Action: (MK) to coordinate preparations with (PH).

Next Board meeting:

A date to be set by the new Board after the AGM.

There being no further business the meeting closed at 4.50 pm.

Signed Chairperson: _____

P.E. Hayward

Date: 19/07/2021