

**MINUTES OF THE MEETING OF THE BOARD OF BOWLS COUNTIES MANUKAU 2010 INC
HELD ON
Monday 19th October 2020**

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

Apologies: n/a

Minutes of the Board Meeting held on 14th September 2020:

The minutes of the Board meeting held on September 14th were approved as a true and accurate record.
Scan and send to clubs (CT) 2/11/20

Correspondence:

IN:

- Dave Clark letter re BCM competition set ups
- MK email to Board with queries (multiple) Board Meetings/ Cashflow Summary / Roles of Board members / Cost Benefit Analysis / Website /
- EM email to Board with query re: 1-5 yr Pairs/ Website/ Match Committee/ Prem2 decision/ Finals held at one club / Costings for Van (Reps Wgtn) Board meeting times
- Sheryl email to Board re: Website requirements update

OUT:

- LETTER TO Les Eagleton in response to initial email
- Letter to All Counties clubs – Selector / Coach and Rep Teams
- Letter to all Counties clubs – BCM entries and payment changes advise
- Letter to all Counties clubs – Clarification of BCM entries and payment changes advise
- of BCM prize giving and players' meeting
- forms for BCM rep teams – management and players

Correspondence: Read out what has been received. Proposed as correct (PH) Seconded (JL) Moved.

Reminder:

Bowls NZ would like the next meeting with Counties Manukau clubs on Wednesday October 21st Martin McKenzie will send invites to all clubs. Mark Cameron will speak.

Financial Report:

The accounts were presented for the month of end October 19th 2020

Business Saver account (50) – \$ 21,636.41 for the period of Sept 15th-Oct 19th 2020
Cheque Account (00) - \$ 17,249.91

Outgoings: All Executive 4's refunds completed.

- Ink cartridges \$ 31.99
- Milk \$ 19.82
- Copy Paper \$ 6.99
- Petrol (Board Exp) \$ 46.57

Income:

- Men's and Women's Triples \$ 1,230.00 = x27 entries
- 2-4-2 \$ 870.00
- 1-5 Singles \$ 345.00

Clubs should invoice the Board for Greens use after each event, not leave it until the end of the season. The Board needs to be very clear with clubs on this. Other financial matters raised:

- 1) A receipt is needed for all expenses claimed
- 2) Board to sign off at a monthly meeting

Late paying entries issue:

- What is the protocol, discipline and structure. No pay no play?
- Payment needs to be received by Wednesday before weekend of play.
- Bowls NZ to assist (AT) and (AT) to check account, scan and send to Board for acceptance.

General Business:

- Website: Sheryl addressed changes to website and asked for Board feedback.
- Mobile access to be Google or Google Chrome
- Rolling photo gallery requires attention. Sheryl and Vinita working on it.
- Traffic to the website will be tracked and graphed.
- Calendar. Added to Information Tab. As is the Constitution and Board minutes
- Claire to send Board minutes to Sheryl. AGM, SGM and monthly meeting notes.
- Sheryl asked if we needed Club Calendars? Response was if clubs had them to upload, then that can be done.
- Under the Club News, Sheryl to delete articles older 12 months. Under information, to retain Board and General Meeting Minutes for a longer period. Upcoming events will go up on website.
- Website to be added to letterhead under address (CT)
- Annual cost of website is approx. \$643 to host
- Board to get used to website, as we are the best to advertise its use.

- Incorporated Societies: Requires a change of address for communication. Mark Kamphorst happy to be his address.

- GST: Still needs to be changed at IRD. Adrienne to contact Auckland Bowls for logon information.

- Signatories form to be discussed at next meeting.

- Insurance: Policy due for renewal. 1/11/2020 Approx \$ 1,746 p.a. PH to enquire as to the policy details and pass onto EM to read policy and review.
 - Change of address required
 - Invoice required for accounts
 - Sign off for no-claims required.

- Finals to be played at one venue. Men's and Women's together. Ewen to look at alternative clubs for overflow.
- MEMBER FEEDBACK: The Triples teams Semi and Finals day seemed to be over prescribed. 8 teams on Day 2 for the amount of entries seemed excessive. (Letter from Dave Clark read)

- Over 60's. Are they supported by Counties Manukau Bowls? It is not BCM responsibility.
 - Patumahoe to run it
 - Entries are to go to Patumahoe Club. Payments to go to Patumahoe Club.
 - Tournament only, not a Pathway event.

- (EM) raised a question, 1-5 competitions can they be composite? Club numbers declining for new players.
Proposed
 - If a club has enough players you may NOT get another club person.
 - If you have no other players then you CAN allow another club member composite

(PH) proposes it stay the same rule this year and discuss next season. (JL) seconded.

- Representative travel:
 - Airfares are booked. Accommodation is still be clarified. (JL)

- Vans = \$1400
 - Player expense will be \$150 pp
 - More shirts and jackets are required. Travel shirts will be white / Black pants. All team to be dressed same. 2x Red playing shirts ea.
 - 1-5's will wear old jackets.
 - Need new jackets and shirts for managers and coaches.
 - EM proposes to buy the uniforms now. \$1,000 to be set aside for uniforms. (AT) seconded.
 - \$30 deposit for Open players required. \$20 for 1-5 Players required.
- The board needs clarification of roles. There is currently no job description for each role within the Board. Mark Kamphorst will draft Positions of roles and send to each relevant Board member for correctness.
 - Cashflow / Summary:
 - Balance Sheet – an excel spreadsheet for more transparency on forward flow. Try to ensure significant expenses are cash ready.
 - Display projected forecast of expenses and incomes. Revue regularly.
 - (MK) and (AT) to work together to set up a better cashflow summary.
 - BCM Program – Cost benefit analysis. Template a Counties events sheet with outcomes. Revue.

Meeting Dates:

The next meeting date and time is Tuesday 17th November at 6pm

With no further business the meeting closed at 8.30 pm

Signed Chairman _____

Date _____