



**MINUTES OF THE BOARD OF MANAGEMENT OF BOWLS COUNTIES MANUKAU  
HELD ON  
Wednesday 24<sup>th</sup> February 2021 (commenced at 1.00pm.)**

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

**Apologies:** Nil

**Minutes of previous monthly Board meeting:**

With a minor amendment, the minutes of the meeting held 18 January 2010 were approved as true and correct.

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

**Matters arising from the previous meeting:**

Of the matters for Action:

- Etiquette guidelines implemented.
- Rep travel arrangements actioned.
- Vouchers to offset Wellington expenses, under action.
- Quadrangular 1-5 year Bowls3Five tournament unlikely to proceed.
- Grant application for Wellington Rep transport cost unsuccessful.
- Old BCM trophies assessed, to discuss at next meeting.
- Updating bank signatories, under action, to be finalised 26/2/21.
- Exploring local sources for BCM gold stars.
- Auckland Bowls contacted and they have forwarded various admin records.
- BCM Fours, Triples, Pairs and Singles Champion of Champions events to be held at Buckland Bowling Club.

**Chairperson's Report:**

All BCM Clubs have completed their membership returns. The annual BCM return has been completed and forwarded to Bowls NZ.

The review of the BCM constitution is well underway. Bowls NZ has updated their "Centre Constitution Template" and is being reviewed to assess suitability for BCM.

Deregistering from GST was not actioned as previously agreed to with Auckland Bowls. Top priority to address this. Discussions with IRD have clarified the situation and actions required.

**President's Report:**

Received a letter from Te Kauwhata Bowling Club regarding a conduct issue, being addressed as an internal club matter.

**Correspondence Inwards:**

- From Bowls NZ; A 2020 Census data update, feedback request on various issues, Champion of Champion entries, annual membership data returns

**Correspondence Outwards:**

- To BCM clubs; annual membership returns acknowledgement, etiquette guidelines, Champion of Champion events, 2020 Bowls NZ Census, Board meeting minutes.
- To BCM delegates; minutes of Board meeting.

- Bowls NZ; Event entries, over 60's Champion of Champion event and eligibility query, annual membership data return.

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

#### **Financial Report:**

All clubs have now paid their annual membership levy.

The Bowls NZ service contract invoice to be paid in February.

Entry fees for Open 4's received.

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

Report to be accepted.

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

#### **Finance:**

Enquiry from Auckland Bowls, if BCM wanted to use their auditors. Advised BCM have made other arrangements.

Completion of GST returns and deregistering discussions.

Plan discussed to finalise all GST matters and to deregister from GST in March 2021.

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

Still awaiting financial information from Auckland Bowls for end of year financial report. To set up meeting with Auckland Bowls GM.

**Action: MK to contact D Ball to set up meeting**

To remove the BCM financial information from Xero Financial Accounting System as this was formally a part of the accounting system used by Auckland Bowls.

**Action: (AT) to contact Xero**

#### **Reps Report:**

Activities:

- A quadrangular event was played at Te Aroha: On 20<sup>th</sup> February, the 1-5yr men and women played. On 21<sup>st</sup> February, the Prem.1 men and women played.
- The Prem. 2 men's and women's event due to be played on 21<sup>st</sup> February was cancelled due to Covid Level 2.
- Prem. 1 teams for Wellington finalised. Flight and accommodation arrangements completed. Finalised the costs associated with the Wellington trip.

Planning, coordination and management of rep teams and associated activities needs to be reviewed for next season. E.g. To set up a subcommittee.

**Action: To raise and discuss at a planning meeting.**

#### **Events Report:**

A good number of entries for the Open 4's men's and women's event, to be held at Buckland.

The Club Champion of Champion events arrangements are progressing. Buckland and Patumahoe will host the Over 60's events in March and Buckland will host the Champion of Champion due to be played in May.

The Mercedes 1-5 year Interclub, intention is to play this at Manurewa.

**Greens Report:**

Discussion with Clubs regarding green availability for the remaining events for the season undertaken, see "events report" above for details.

**Applications Coordinator's Report:**

Application for funds to off-set costs for Reps to attend the Wellington National Intercentre event were unsuccessful.

**General Business:**

- a. Bowls NZ sent out to all Centers a "Feedback Request" on four topics effecting various aspects of bowling administration. These matters were discussed and the Board's response to be communicated to Bowls NZ.

**Action: MK to respond to Bowls NZ**

- b. The annual club membership returns have been completed. There is some ambiguity as to what data is actually required.

**Action: MK to discuss with to Bowls NZ and report back.**

**Next Board meeting:**

To be held Friday 12<sup>th</sup> March 2021 at 1.00pm

There being no further business the meeting closed at 2.55pm.

*P.E. Hayward*

Signed Chairperson: \_\_\_\_\_

Date: 12/03/2021