

**MINUTES OF THE MEETING OF THE BOARD OF BOWLS COUNTIES MANUKAU 2010 INC**  
**HELD ON**  
**Monday 17<sup>th</sup> November 2020**

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

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**Apologies:** n/a

**Meeting is opened at 6.10pm**

**Minutes of the Board Meeting held on 19<sup>th</sup> October 2020:**

Changes to minutes are

- (MK) raised consistency of terminology, Ewen changed to EM
- (PH) proposes minutes accepted (AT) seconded. Board agreed

**Correspondence:**

**IN:**

- Red Office invoice received
- Buckland Bowling Club request for dispensation in entering composite team into Counties Interclub
- Allowed by Bowls NZ

**OUT:**

- EM sponsorship letter to The Warehouse for Sweatshirts.
- Acceptance letter to Papakura Bowls Club sent to confirm inclusion in Counties Manukau Bowls region for sponsorship request.
- Correspondence: Read out what has been received. Proposed as correct (PH) Seconded (JL) Moved.

**Financial Report:**

The financial report outlining the current bank account amounts, invoices to be paid, income from events and reimbursements was tabled and approved.

Reimbursement to Board members invoices/receipts sighted and signed by Board members.

Finances are in line with the annual budget.

GST returns will end. (AT) has the form to deregister. The last return will be for the period to the end of November 2020.

Events analysis summary: 5 events completed (1-5 yr. singles, Open triples, 2-4-2, 1-5 yr. pairs, Open pairs).

Invoices to clubs to be sent out early December [no GST to be included], for payment 20 December.

**General Business:**

- (EM) raised a procedural matter; for meetings to be formally opened before any business is addressed [including guest speakers]. (PH) okay with this.
- (MK) has completed and implemented position descriptions for Board positions.
- Insurance: (PH) has changed the insurance details to reflect the Centre requirements.
  - (EM) wants to know what the risk is to the Centre. Employer Risk / Capital Risk. (PH) and (MK) to look into this.
- Website: (MK) noted the 2019 results on website should be replaced by 2020 season results as they happen. (MK) to discuss with Sheryl Brownlee.
- Resend to Sheryl the AGM and SGM and Board minutes of this season 2020/2021 to date – (CT) completed.
- (MK) raised 'Sportshub' as a possible opportunity to advertise and grow bowls profile amongst sports community. To monitor Sportshub and access its value to BCM.
- (EM) request to be added to as Admin on ASB statement. For viewing rights only. Request withdrawn.
- (EM) discussed the possible increase to greens payments to clubs per events. Has not been adjusted for several years. To bring-up for March for review.
- (EM) discuss greens to be used for May Champ of Champ agenda. Grass or Indoor? Need to wait and see.

- (EM) What role the Board plays at start of Centre events? Currently there is minimal recognition as a Counties event. (EM) proposed a Board member should speak at the commencement, which would raise the profile of BCM. To welcome members and thank the club. Moved (EM), 2<sup>nd</sup> (MK), Unanimous
- Discussed Code of Conduct at Centre events (reference to drinking on/around the green and phones). (PH) suggested, monitoring the drinking issue for now. Review COP and Handbook wording at the end of the season to ensure consistency.
- Bowls NZ contract fee needs to be paid in December for the 2020/2021 season. Cash flow analysis show there is enough funds to cover this payment.
- (JL) asks if an updated letter asking for funding had been sent to Wendy at Fountains Funerals. (PH) to send letter.
- (MK) raised Constitution changes. (MK) to liaise with Martin McKenzie re updated Centre Constitution template.
- (EM) discuss over 60' (singles & pairs) be reinstated as a Champ of Champ event on the Counties calendar. (MK) Suggested to canvass clubs to determine interest.
  - (CT) to send letter to clubs for expressions of interest
  - Look at being held in March/ April 2021 if possible
  - (EM) to talk to some greenkeepers re greens availability.
- Representatives :
  - (JL) request for an invoice for Four Winds Funding
  - (EM) to obtain Van prices required
  - Reps to practise at Papakura against 1-5
  - COP for REPS will be ready for Thursday training

**Meeting Dates:**

The next meeting date and time is Tuesday 15<sup>th</sup> December at 6pm

The meeting closed at 8.09 pm

Signed Chairperson: PE. Hayward

Date: 16/12/2020