

Bowls Wellington

## Board Meeting Minutes

10 August 2020 at 5.49 p.m.

At Pelorus Trust Sports House, Seaview

### Present

Members Sue Way (Chair), Gerry Macgregor, Dayle Jackson (President), Rod Leitch, and Sharman Buckle.

In Attendance Nigel Dixon (General Manager) and Angela Sheehan (Minutes).

Apologies Wayne Henshaw (Vice-President).

#### 1. Welcome and Agenda

The Chair welcomed everyone to the meeting. The agenda was confirmed.

#### 2. Interests Register and Conflicts of Interest

No changes to the Interests Register or conflicts with today's agenda were advised.

#### 3. Minutes of Previous Meeting

The minutes of the Board meeting held on 29 June 2020 had been circulated, and were taken as read.

**It was resolved** that the minutes of the meeting held on 29 June 2020 be confirmed as a true and correct record of the meeting.

**Nigel Dixon / Sharman Buckle**

#### 4. General Manager's Report

The General Manager spoke to his report. He highlighted in particular his work on the Handbook and with sponsorships and grants. He hoped to increase sponsorship this year to about \$20,000.

He said many clubs had initially been reluctant to take up the \$1,000 offered through the Government's Resilience Fund, possibly because of early Bowls New Zealand advice not to apply for it unless they were in significant financial trouble and possibly also because the application process was time-consuming. He confirmed that he regularly sends clubs information about Government and regional funding opportunities.

Gerry cautioned the need to monitor that grant money received by Bowls NZ is handed out to clubs.

The Board thanked the General Manager for attending the Bowls3Five Final and PBA events. It was also appreciated by the players.

**5. Year-to-Date Financial Report**

The General Manager said Bowls Wellington was in a good financial position. Sponsors were being invoiced, and he expected those payments to be coming in by November.

**It was resolved** that the Board accept the year-to-date Financial Report.

**Nigel Dixon / Dayle Jackson**

**6. Westpac Signatories**

It was noted that John Hanning was still a bank signatory for Bowls Wellington.

**It was resolved** by the Board of Bowls Wellington that two signatories are required for all bank transactions including on-line transactions.

**Sharman Buckle / Dayle Jackson**

**It was resolved** that the following three people be registered with Westpac Bank as bank signatories for Bowls Wellington: Nigel Dixon, Gerry Macgregor, and Sue Way.

**Rod Leitch / Dayle Jackson**

**7. Umpires Association – Recommendation for Trial Ends**

The Umpires Association had noted the ambiguity in clause 10 of the Tournament Conditions of Play about trial ends and the confusion it was causing. Board Members discussed two options posed by the Umpires Association to clarify the clause and favoured allowing both the team who had not previously had a trial end *and* their opposition to have trial ends. The General Manager will write up the wording for the proposed amendment.

**Action: General Manager**

**8. Life Membership – Trevor McComish**

**It was resolved** that the Board of Bowls Wellington agree to recommend to the Annual General Meeting that Trevor McComish be made a Life Member.

**Gerry Macgregor / Dayle Jackson**

It was agreed that Dayle Jackson will advise Trevor McComish of his nomination and invite him to attend the Annual General Meeting.

**Action: Dayle Jackson**

**9. AGM: Nominations / Affiliation Fees / 2019-2020 Financial Report**

**Board:** Nominations for the three vacancies on the Board have been received: Gerry Macgregor, Rod Leitch, and Jason Puddick.

**President:** Dayle Jackson has been nominated by Miramar Bowling Club for the role of President.

**Vice-President:** The role of Vice-President is currently vacant, and no nominations have been received. Board Members were asked to approach anyone they thought would be suitable for the role. However, if no one had been found by the Annual General Meeting the meeting will be advised of that, and their approval sought for the search to continue.

**Affiliation Fee:** The General Manager recommended that the affiliation fee not be adjusted by the CPI this year.

**It was resolved** that the Board agree to recommend to the Annual General Meeting that the affiliation fee for this year be the same as for last year.

**Nigel Dixon / Rod Leitch**

**Financial Statements for the year ended 31 May 2020:** The General Manager noted that this year the Annual Financial Statements were much more detailed, and included a Statement of Cash Flow. They showed that Bowls Wellington had made a surplus of \$35,636 for the year, but that took into account the \$43,000 received through the Government's wage subsidy.

Rod Leitch questioned the difference between the numbers in the Statement of Cash Flow and those in the Statement of Financial Performance. The General Manager undertook to get an explanation and provide it to Board Members, after which they can approve the accounts by email.

Subsequent to the meeting the General Manager advised Board members in writing that the difference was because the cash flow recorded the liquidity of the organisation whereas the Statement of Financial Performance was a snapshot of how well the organisation had done during the year. The Statement of Financial Performance was the more important document.

**It was resolved**, by later email, that the Board approve the Financial Statements for the year ended 31 May 2020.

**Sharman Buckle / Rod Leitch**

The General Manager will now get the Annual Report and Financial Statements signed by the Chair, then send them to clubs.

**Action: General Manager**

## **10. Other Business**

### **10.1 Tournament Managers**

The Board noted the need to recruit new Tournament Managers. Dayle Jackson said that she will ask the Umpires Association to look into it.

**Action: Dayle Jackson**

The meeting concluded at 7.29 p.m.

Minutes confirmed as a true and correct record:

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Chair

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Date