**BOWLS MANAWATU**

Minutes of Board Meeting held at 4pm on Tuesday, 4 August 2020 in the Takaro Bowling Clubrooms

**Present:** Steve Toms (President), Mark Noble (Centre Manager), Les Webster (Vice President), Lyn Corbett, Brian Looker, Grant Pratt, Sharon Sims (Board Members)

**Apologies:** Nil

**Welcome:** Steve welcomed all Board members to the first meeting of the new Executive and thanked them for making their services available to the Centre.

**Minutes:** Board members noted that unfortunately the minutes of the Board Meeting held on 22 June 2020 had not been prepared by the previous Centre Manager prior to his resignation.

 Minutes of the 2020 AGM had been circulated to Board members. It was moved Les Webster/Lyn Corbett that these be approved in principle and forwarded to Club Secretaries. **Carried.** Mark to forward to Clubs.

**Matters Arising:**

1. It was agreed that proper attendance registers would be available for the 2021 AGM and that delegates would be invited to sit to the front of the room and observers to the rear.

**Correspondence:**

 Inward:

1. Northern account – it was agreed that Northern Bowling club should be paid an additional $100 to cover the use of their greens by the Centre during the year. Northern to be advised these payments do not include GST.
2. Trophy Specialists and Engraving Ltd - it was agreed to pay the cost of engraving the Wimsett Cup. Mark also advised that badges etc for the 2019/2020 season had not been ordered by the previous Centre Manager. These have now been ordered along with badges for the 2020/21 season. Payment was approved.
3. Administrator of the Year – A letter has been received from Steve Welsh who is willing to sponsor “an administrator of the year” award similar to the player of the year. This was accepted with thanks.
4. Correspondence from Foxton and Beach - Mark to acknowledge receipt of this letter and to also remind all clubs of the need to advise the Centre when a player has been suspended for any reason.
5. Bowls NZ AGM 12 September – Sharon offered to attend the zoom meeting as the Bowls Manawatu representative.
6. Foxton and Beach replacement players (2) – it was agreed that Clinton Gunn may be replaced by Alan Moyes in the CC event subject to the appropriate certificate being submitted by the club. It was also noted that the Foxton & Beach Womens Singles and Pairs teams were defaulting from the CC events. No redraw will be done. It was further agreed that Chris Avery would be the replacement in the triples and fours team, again subject to the appropriate certificate being completed.

Outward:

1. The Elizabeth Walker draw has been sent out to all clubs.
2. An invitation has been sent to all clubs asking them to advise the Centre if they would like to host Centre events this coming season.
3. Invoices have been sent to all clubs covering the CC events.
4. A request for entries into Skogs has been sent to all clubs.
5. Mainland grant – a grant had been received to cover the cost of the Centre Handbook and Secretaries’ manual for the 2019/2020 season. As the Secretaries’ manual had not been published a portion of this grant ($417 + GST) will need to be refunded. Mark to approach Mainland with a view to providing a grant for the coming season’s handbook.

**Finance:** Detailed financial statements had been provided to Board members prior to the meeting. It was moved Lyn Corbett/Brian Looker that the financial reports be accepted. **Carried.**

 In relation to the financial affairs of the Centre:

* Approval to purchase a new cell phone for the Centre was agreed.
* New World have already provided the player of the day vouchers and these are held by the Centre Manager.
* Approval was agreed to reimburse Mark for stationery items he has purchased to date and he was authorised to purchase any other stationery items he required for the new Centre Office.
* Mark to prepare a letter to Bank of New Zealand enclosing a copy of the AGM minutes evidencing the new Board Members. It was moved Grant Pratt/Sharon Sims that the signatories to the Centre’s Bank account be the President (Steve Toms), Centre Manager (Mark Noble), Reviewer (David Gibb), Vice President (Les Webster) and one other Executive Member. For the 2020/21 season the additional executive member will be Lyn Corbett. **Carried.**
* Mark’s remuneration payment has been set up at the Bank however he does need to provide the Centre President with a signed copy of his contract.
* It was moved Lyn Corbett/Steve Toms that out of pocket expenses of $1000 be paid to Mark Noble in respect of all the work he has carried out in securing sponsors/grants etc before officially taking up his appointment AND out of pocket expenses in the sum of $250 be paid to David Gibb in respect of the significant time he has put into updating and reviewing the Centre’s financial records for the 2019/2020 season. Mark to send David Gibb a letter of thanks on behalf of the Board.
* It was agreed that given the amount of work now expected to be undertaken by the Centre Manager a review of his remuneration be carried out over coming months and a grant sourced to cover any increase.

**General Business:**

1. Handbook/Secretaries Manual - Mark advised he was well underway with the completion of the Centre Handbook and Secretaries’ Manual. Sharon and Brian to review the draft handbook and Lyn to review the Secretaries’ Manual.
* Steve to provide Mark with his President’s Message for the handbook.
* It was agreed that for Centre open events, players do not need to be from the same club.
* In the Secretaries’ manual the section which states centre event entries must be forwarded through club secretaries to be deleted however, clubs, if they chose may send all entries in via their Secretary.
* No Centre event entry payments by cash will be accepted. Participants must pay the entry fee either by internet banking or by depositing funds directly into the Centre’s bank account. No entries will be placed in the draw if payment is not received prior to the draw being completed.
* Once completed, the Secretaries’ Manual will be forwarded to all clubs but will also be available through the website.
1. It was agreed to extend the closing date for Division I interclub. Division II and Junior Interclub closing date is 18 September 2020.
2. Approval was given for the Centre Manager to be reimbursed for business cards and stationery.
3. Bowls Manawatu Uniform (Centre/Tournament Managers and Board members) – It was agreed that the Centre Manager and Tournament Managers should be provided with a Bowls Manawatu Polo shirt, the cost of which has already been covered by way of sponsorship. Board members will also be provided with a shirt/jacket to wear when they are representing the Centre. Board members were unanimous in their view they wanted a more professional approach to be taken by those representing the Centre at official events.
4. 2019/2020 travelling shirts for the rep team – as reported at the AGM, these shirts had been purchased by the Centre prior to the National Intercentre event being cancelled due to Covid 19. It was agreed these shirts would be used by the 2020/21 representative players.
5. Umpires Association - Les advised that June Kriven would not be available to act as President of the Umpires Association this year . Les to talk to June about the availability of a current member of the Association taking on the task of event allocation of umpires for the coming year. June has indicated a willingness to coach prospective umpires and Sharon is to obtain details of a “measurer’s course” being run by the Wellington Centre. Details to go out on facebook and the website.
6. Les Webster offered to look after Skogs for the coming year.
7. Trophy Challenges – further to discussion at the AGM it was agreed that clubs should be reminded of the need to organise challenges if they hold the trophies. Steve to also talk to Wally Davies to ascertain if he is available to act as Co-ordinator again this year and ensure event dates are met.
8. Additional Board Member – after some discussion it was agreed to defer making a further appointment to the Board in the meantime. Sub-committees for the coming season were agreed as follows:
* Elizabeth Walker – Norah Bacon
* Skoglund Trophy – Les Webster
* Centre Tournament Committee – Steve Toms, Brian Looker, Sharon Sims, Lyn Corbett and Grant Pratt who will work with Tournament Controllers (yet to be appointed). It was agreed that a member of the Centre Tournament Committee will be appointed to each Centre event to assist the Tournament Controller.
* Trophy Challenges – Wally Davies
* Welfare – Mark to approach Rayner Stewart
* Website/Facebook – Mark Noble. Steve to talk to Peter Lamp re newspaper publicity.
1. Rep Selectors – Mark to call for expressions of interest for the various representative selector roles. Applications to be received by 5 September 2020. It was noted that any appointee would be required to work closely with the Registered Coaches . Sharon Sims will be the coach for the men’s representative team and Mark Noble the coach for the women’s representative team. It was moved Les Webster/Lyn Corbett that a panel comprising Sharon Sims, Brian Looker and Steve Toms be established to agree on the appointment of the Selectors. It was also noted that Centre Managers will be appointed by the Board.
2. If it has not already been removed, the Centre Opening Day special event to be deleted from the 2020/21 programme. The official closing day/presentation of trophies to also be a “sponsors day” at which sponsors will be invited to present their respective trophies.
3. A question was raised as to whether a club could enter a team in a champion of champions event if that event had not actually been played at club level. It was agreed not to make any changes for the upcoming 2019/2020 CC events however a decision on future entries to be reviewed prior to the 2020/21 events.
4. Future replacements/substitutes for Centre events will be agreed by the Tournament Committee.
5. Steve asked the Board to give consideration to taking out an affiliate membership of the Takaro Sports Club at a cost of $150. This will enable the Centre to establish its office in the clubrooms, use the club rooms for centre events etc. Steve to have further discussions with the Takaro Sports Club and a decision will be made at the next meeting.
6. Grant thanked the President for inviting him onto the Board and expressed a desire to see the Centre raise its status/presence within the bowling community back to the position it held a number of years ago.
7. Sharon indicated her prime focus was on coaching and she was very keen to develop bowls within the secondary schools. Sharon undertook to get costs on suitable coaching equipment. She advised that there were currently three people undergoing training and two people completed the on line course. It was noted that Mark Noble had expressed an interest in completing the two year Bowls NZ Performance coach course. It was moved Sharon Sims/Steve Toms that the Centre meet half the cost of his fee. **Carried.**

**Date of next meeting:**

Tuesday, 1 September 2020 at 4pm in the Takaro Clubrooms. This meeting will coincide with the visit from Bowls NZ representatives at 6pm.

The meeting closed at 6.20pm.

Signed as a true and correct record:

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Chairman Date