**BOWLS MANAWATU**

Minutes of Board Meeting held at 4pm on Tuesday, 1 September 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

**Minutes:** Minutes of the meeting held on 4 August 2020 had been circulated to Board members. It was moved Brian Looker/Grant Pratt that these be approved. **Carried.** Mark to forward to Clubs.

**Matters Arising:**

1. Les advised that he had spoken again with June Krivan and Christina Bryan and it had been agreed that the Umpires Association would wind up and funds be handed over to the Centre to manage in a special account. It was agreed that Sue Way should be approached to conduct an Umpires’ Measurers’ Course on behalf of the Centre.

**Correspondence:**

 Inward:

1. Community Resilience Fund – it was left with Mark Noble to decide whether he would proceed with a second application after discussions with Bowls NZ. The initial application had been declined.
2. Country Village Donation $200 for Umpires Gala last year. Country Village have agreed that the donation can be carried over to a tournament this year. Mark has agreed to sort out a date in late December early January on a Tuesday while Skogs and Elizabeth Walker are in recess.
3. Two quotes have been received for the Centre handbook $2033 for a black and white handbook and $2250 for a colour version. A grant has been received for $2033. It was agreed to go with the colour version with the Centre meeting the balance of the cost.
4. Selectors – Mark advised that expressions of interest had been received from Des Meyer (verbal) and Trevor Tuatara – senior men, Trevor Butcher – junior men, Mark Noble – senior women, Bev Herbert – junior women and women’s masters and Christina Bryan – junior women. The selection panel advised they would be meeting on Monday to make their appointment recommendations.
5. Approval to purchase a desk from Terrace End Bowling club for the Centre Office at a cost of $40 was given.
6. Mark advised a request had been received from the Whanganui Centre to change the date of the Octagonal. He advised that all other Centres involved along with Manawatu had declined this request.
7. Mark advised a TSB term deposit for $5000 is due to mature. He and Steve are meeting with the Bank to arrange a change of signatories on the account.
8. Two quotes have been received to replace the stock of Centre badges. It was agreed to proceed with the quote from the Chinese supplier.

Outward:

A schedule of outward correspondence was noted. In addition:

1. Mark advised he had entered teams in the Bowls NZ inter centre competition.
2. Following the distribution of the Secretaries’ manual, some minor changes had been suggested by Clubs.
3. Sponsors have been invoiced and payments are now coming in.
4. Mark advised he had applied on behalf of the Centre for a wage subsidy to cover his payments.
5. Mark tabled a template for the player of the year certificate and this was approved.

**Finance:** Detailed financial statements had been provided to Board members prior to the meeting. It was moved Lyn Corbett/Sharon Sims that the financial reports be accepted and accounts for payment as scheduled in the agenda be approved. **Carried.**

 In relation to the financial affairs of the Centre:

1. The invoice covering Kimbolton Club’s capitation fees is still under dispute. They had originally been billed for 31 members and have only ever had around 10 members. It was agreed to amend the original invoice and note that the Centre would write off the overpayment to Bowls NZ in the sum of $700 which covered the additional capitation fees.
2. Mark expressed his concern at the number of invoices which he has identified as being unpaid at the end of the last financial year and the impact this is having on the current year’s budget. It was also noted that some advertisers/sponsors not been invoiced which meant a loss of revenue for the Centre and some grant applications had to be refunded because the conditions of approval had not been met. It was agreed that a detailed schedule of all costs relating to the two previous financial years including the late filing penalties from IRD for (8 out of 12 returns) be compiled and attached as a note to the 30 April 2021 annual financial reports.

**General Business:**

1. CoC teams 2020/21 season. After discussion it was agreed that clubs could enter teams in the 2020/21 champion of champion events even if there had been no competition at club level, provided an entry form was put up in the individual clubs and a team/person had entered the competition.
2. Jackets for Board members – it was agreed that Board members would be provided with old representative jackets to wear when representing the centre.
3. It was agreed that Clubs should also be reimbursed where they have hosted events such as the Wimsett cup, Hibiscus Cup and CoC events.
4. Gateway Motel – Mark advised that after discussion with Gateway Motel they had agreed to transfer the $5500 paid for the cancelled inter centre event this year to the 2020/21 event.
5. Selectors - discussed earlier in the meeting. It is noted that Mere Fryer has withdrawn her application as senior women’s selector. Steve to talk to Trevor Butcher.
6. Green allocations – Grant, Brian, Les and Mark will meet and confirm green allocations for the 2020/21 season.
7. Bowls Manawatu certificates – after discussion it was agreed to continue to issue certificates to winners of Centre open and CC events however clubs will no longer receive a copy of the certificates.
8. Centre flag – Lyn undertook to contact the Paraparaumu Beach Bowling Club to obtain the name of a flagmaker and approximate cost of acquiring a new flag for the centre.
9. Steve and Mark advised that earlier this afternoon they had met with George Heagney from the local newspaper in an endeavour to get more publicity for the sport. George indicated he would be happy to publish results of events. Mark to provide regular feedback.
10. Trophy Challenges – a new page dedicated to Trophy Challenges has now been placed on the website. It was hoped that Clinton Gunn may be willing to take on the responsibility for ensuring clubs meet the deadlines for completion of challenges.
11. New look Sponsors’ page on website – The new website page for sponsors looks spectacular and we have received very positive feedback.
12. Mark confirmed Lyn now has internet banking access.
13. It was agreed to purchase new Trophy Challenge record books at a cost of $253.
14. Cash float – Mark raised the possibility of the Centre having a float from which small expenses could be paid. It was agreed to arrange with BNZ to open an account with an initial balance of $200. Access to this account will be by way of eftpos card with two cards being issued. As cards need to be in the names of individuals it was agreed that cards would be issued to Mark Noble and Steve Toms. Receipts must be provided for all transactions on the account.
15. IRD access – Mark advised that he now has access to the IRD account for the Centre and can process GST payments.
16. Centre programme – Les advised that Woodville Club were happy to move the date of their tournament which currently clashes with Pahiatua. Les is to forward an email to Mark advising of the new date.
17. Conclusion of unfinished CoC events. Sharon and Lyn to liaise regarding completion of CoC events for women with the weekend of 11/12 September being an option.
18. Dress on the greens – Sharon to obtain the current Bowls NZ regulations regarding standard of dress on the greens and report back to the next meeting.
19. Conditions of play for 2020/21 centre events – it was agreed to remove the reference in the current conditions referring to Bowls Manawatu Centre stickers being permitted to remain on bowls.
20. The Board acknowledged it was pleasing to receive such positive feedback from bowlers in the centre to the work it was doing, information on the upgraded website and professional approach of tournament convenors.

**Date of next meeting:**

Tuesday, 6 October 2020 at 4pm in the Takaro Clubrooms.

The meeting closed at 5.45pm.

Signed as a true and correct record:

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Chairman Date