

# Bowls Manawatu Board Meeting



## Minutes of the Manawatu Board Meeting 6<sup>th</sup> August 2024

<b>Location</b>		Palmerston North Bowling Club in the Bowls Manawatu Office	
<b>Date / Start Time / Welcome</b>		Tuesday 6th August 2024 5.30 pm	
<b>Attendees</b>		Vanessa Taylor (Centre Manager), Bernice Tyree (Acting President), Matt Pearson, Di Gemmell, Mere Fryer, Brian Looker, Honey Giblett (Board Members) Observers: Warwick Fredericksen & Ryan Cooper	
<b>Apologies</b>		Nil	
<b>Start</b>		5.30 pm	
<b>Any other Agenda Items</b>		Meet & Greet with Warwick & Ryan, Matt thanked Bulls & Himatangi for accommodating Centre fixtures the past season. All in favour of Warwick & Ryan staying and observing the board meeting.	
1.	<b>Approval of Minutes &amp; Actions from previous</b>	Bernice Acting President	<ul style="list-style-type: none"> <li>Minutes of the meeting on 2nd July 2024 tabled &amp; to be accepted</li> <li>Actions from previous meeting</li> </ul> <p>Lights still need replacing</p> <p><b>Moved B Tyree, Second B Looker: that the minutes are true and accurate: Unanimous</b></p>
2.	<b>Correspondence Inwards</b>	Vanessa	<ul style="list-style-type: none"> <li>BOWLS NEW ZEALAND – SECOND AGM NOTICE JULY 2024 - Provide delegate's names and email addresses by 25th August 2024. (For video link to the AGM)</li> <li>BNZ Korero Bowls July – sent to all clubs</li> <li>Letter from Takaro – re late accounts for AGM</li> <li>Minutes of the Board Special Meeting 11 July 2024</li> <li>Centre Programme Suggestions from FBBC</li> <li>First Aid Courses from The First Aid Trainers</li> <li>Xero Beautiful Business Fund now open for entries</li> <li>Volunteer Role Development &amp; Recruitment Workshop</li> <li>2024 National Sports Club Survey 20th August</li> <li>Letter from John Dunlop (Insurance).</li> <li>Letter from Vanessa Taylor Resignation</li> <li>Bowls New Zealand CENTRE template constitution.</li> <li>Uniform design ideas</li> <li>Letters of intent for the Selection Panels</li> <li>Pelorus Trust Grant approved \$3004.20 for book/cert</li> <li>NZ Companies Office - Annual financial statement due now for BOWLS MANAWATU INCORPORATED – I have contacted them about the delay in the AGM.</li> <li>Email Resignation from Grant Pratt</li> </ul> <p><b>Moved M Fryer Second M Pearson, All agreed. Carried.</b></p>

3.	<b>Outwards</b>	Vanessa	<ul style="list-style-type: none"> <li>• Replying to many emails &amp; phone calls</li> <li>• Invitations to Prize Giving – sent reminders to clubs</li> <li>• Applications sent to Lions Foundation (Salary), T G Macarthy Trust (Coaching Programme) and Pelorus Trust (Handbook) Mainland (Salary)</li> <li>• Letter &amp; phone call to John Dunlop (Insurance) Referred to new Board</li> <li>• Minutes sent to clubs and put on the website</li> <li>• Letter from Vanessa Taylor Reinstatement role Centre Manager</li> </ul> <p><b>Moved M Fryer Second H Giblett, All agreed. Carried.</b></p>
4.	<b>Centre Manager Reporting</b>	Vanessa	<ul style="list-style-type: none"> <li>• Meeting with Rob Davis, the BOWLS NEW ZEALAND correspondent and community manager. See notes from Rob about the sweeper.</li> <li>• Bi-monthly Video conference meeting – talked about Bowls Hub and rankings, Tash is the new Marketing Manager. The Constitution template has been sent to us.</li> <li>• Spoke to Dave Porteous from Hawkes Bay about the Rep match, date is confirmed for Sunday 3rd November, I have said to him that it is his turn to organise and pay as we did last season. He is contacting Dannvirke.</li> <li>• I have helped Kimbolton with their constitution and have submitted it for them.</li> <li>• Held our first Rep meeting to get interest, planned Development Day on August 18th. I sent out info to clubs and put it on Facebook. Board members to support Sharon with this.</li> <li>• Ways to encourage older bowlers to share Manawatu bowling history, ‘morning tea’</li> </ul>
5.	<b>Finance</b>	Vanessa	<p><b>Accounts payable: Approval for payment</b></p> <ul style="list-style-type: none"> <li>• \$204.00 Trophy Specialists &amp; Engraving Ltd – trophy's &amp; Badges</li> <li>• GST \$ 152.52</li> <li>• Warehouse stationery \$157.72 - ink</li> <li>• End of Year Accounts from accountant \$1,207.50</li> <li>• Refund TAB grant of \$5500 and complete accountability. Balance \$2500 on uniforms</li> </ul> <p><b>Moved D Gemmell, Second B Looker, and All agreed. Carried.</b> Profit &amp; Loss &amp; Balance sheet attached.</p> <ul style="list-style-type: none"> <li>➤ Managing cash available without breaking investments discussed. Over-draft facility possible solution.</li> <li>➤ Look at having separate bank accounts for grants payable for Centre Manager, working smarter – Issues for new Board.</li> </ul>
6.	<b>Sub Committee Reports</b>		<ul style="list-style-type: none"> <li>• Club official/Admin of the Year nomination approved</li> <li>• Certificates sent for printing</li> <li>• Prize Giving – email Lewis Jones a week before prize giving with numbers, email him the menu ASAP. Cut off date is the 16<sup>th</sup> August. Matt to MC the night, need a run sheet. Set up at 2pm with banner.</li> <li>• Matt to organise the Nationals triple trophy to present winners from Takaro.</li> <li>• Reps - coaches &amp; selectors – Vanessa &amp; Sharon met last week.</li> </ul>

			<ul style="list-style-type: none"> <li>Centre Delegate for Bowls NZ AGM – to ask Sharon if she is happy to do this.</li> <li>AGM ready – set up at about 5pm</li> </ul>
7.	Old Business		Insurance Quote - Bernice
8.	New Business		<p>Matt offered his resignation due to family to work &amp; Family commitments. He will continue to be involved in events in the future.</p> <p>Thank you to our guest tonight.</p>
Offered his resignation	<b>What's Coming Up</b>		<p><b>August</b></p> <ul style="list-style-type: none"> <li>AGM 8<sup>th</sup> August</li> <li>Prize Giving August 24th</li> </ul>
10..	To-Do List		<ul style="list-style-type: none"> <li>Working on Centre Programme/book</li> <li>Certificates for prize giving</li> <li>Replace light bulbs</li> <li>Reps - coaches &amp; selectors – Sharon &amp; Vanessa meeting Thursday at 4pm</li> <li>Email Menu Prizegiving dinner</li> <li>Confirm numbers attending prize giving on 16<sup>th</sup> August</li> </ul>
11.	Meeting closed		7 .15 pm
12.	Next meeting		Tuesday 3 <sup>rd</sup> September 2024 at 6.30pm

Signed as a true and correct record of the meeting

Acting President

Bernice Tyree \_\_\_\_\_

Date: .....