



New Zealand Indoor Bowls Inc

PO Box 62 502, Greenlane, Auckland 1546 • P 021 109 5965 • E office@nzindoorbowls.co.nz

MINUTES OF NEW ZEALAND INDOOR BOWLS MEETING HELD SATURDAY 14 OCTOBER 2023 AT RYDGES HOTEL, WELLINGTON AIRPORT AT 9.30AM.

Present: Barry Chapman, David Edgar, Chris Lander (Sec.), Michael Lawson (Chair), Graham Low (Online), Roy McCurdy, Liz Morrow, Wayne Tough.

Apologies: Nil.

Previous Minutes:

The minutes from the meeting held on 15th July 2023 were accepted as a true and correct record.

Lawson / Chapman – Carried

Matters Arising:

The membership database was to be updated with data from districts. Graham Low to provide Chris Lander with the relevant file to allow it to be updated as information is received.

Inwards Correspondence:

- Advice from Henselite clarifying supply timeline information requested.
- Email from Todd Mahupuku requesting clarification around affiliation fees.
- Emails from Thames Valley and Auckland expressing interest in hosting North v South test.
- Email from Otago expressing interest in hosting 2026 South Island Championships.
- Email from Timaru South Canterbury applying to host 2027 South Island Championships.
- Contracts from Rydges Wellington Airport relating to 2023 AGM.
- Email from insurers advising a reduction in excess levels.
- Remit to the AGM from Auckland Indoor Bowls
- Remit to the AGM from Waikato Indoor Bowls
- Nomination Forms for Trans-Tasman players
- Nomination Forms for Officers
- General email traffic managed day to day by Chris Lander.

Outwards Correspondence:

- AGM Notice of Meeting
- AGM Remits
- Nomination forms for Trans-Tasman players
- Nomination forms for election of officers at AGM
- General email traffic managed day to day by Chris Lander

Finance:

Wayne Tough presented the updated financial report (attached as Appendix i) and advised that Moore Markhams Auditors have received the final statements for sign-off for the Annual Report.

Wayne Tough advised that the 2022/23 FY loss of \$70k was mainly due to:

- The loss of the Summerset sponsorship arrangement.
- The reduction in successful grant applications.
- The costs associated with the North v South and Super Weekend events.
- A Sport New Zealand grant that was yet to be received. (Graham Low to follow-up with Sport NZ on this.)

The meeting agreed that the issue of increased costs and decreased income levels would need to be addressed by the incoming Executive Committee.

The report was accepted.

Tough / Chapman –

Carried

Annual General Meeting:

Chris Lander advised that 10 districts were still to advise if they would attend the meeting and, if so, who their delegate(s) would be.

The meeting agreed that Chris Lander would manage the process of advising districts of:

- The deadlines for NZIB's receipt of nominations for elected positions.
- The nominations received once all nominations had been received.

Chris Lander to arrange flights and, where necessary, accommodation for Executive Committee members once all nominations had been received.

Chris Lander to manage the arrangements for the meeting with Rydges Wellington Airport Hotel, including the allocation of delegate name tags and table cards.

Affiliation Fees:

The meeting agreed that the District Affiliation Fee will be set at the same figure as in 2022.

Low / Chapman - Carried

Annual Report:

The meeting agreed that Chris Lander would seek content from the relevant personnel to complete the Annual Report within the timeframe required for it to be published ahead of the AGM.

Trans-Tasman Event:

Michael Lawson advised that the event would be held in Pukekohe on 9-11 May 2024.

Teams would assemble on 5 May and depart 12 May.

Michael Lawson to arrange a video conference call with Counties IBA to discuss arrangements for the event.

Selectors:

The meeting received nominations for selectors as follows:

- Liz Morrow
Edgar / McCurdy – Carried
- Wayne Tough
Edgar / Chapman – Carried
- David Edgar
Lawson / Morrow – Carried

Manager:

The meeting received a nomination for the manager role as follows:

- Wayne Tough
Edgar / McCurdy – Carried

Sport New Zealand:

Graham Low advised that he had recently attended a webinar at which the Incorporated Societies Act and the associated changes required to the Constitution was discussed. NZIB will need to submit their updated Constitution by March 2026.

Sport New Zealand will provide template documents for NZIB, Districts and Clubs to consider and adjust for their own use.

2024 Calendar:

Graham Low circulated a proposed calendar. This was considered and, after discussion, adjusted by the meeting and is attached to these minutes as Appendix ii.

Chris Lander to contact NZSSSA to inquire about the opportunity for players wishing to play in the NZSSSA North and South Island Indoor Bowls Pairs events to play as a composite team.

Michael Lawson suggested that consideration be given to the 2025 North v South event being a feature of the annual promotional week. It was agreed that this be raised as a discussion item at the AGM.

Awards:

Chris Lander advised that some nominations for the Volunteer of the Year and Club of the Year awards had been received, but that the closing date for nominations was 31 October.

The meeting agreed that:

- The Club of the Year would receive a plaque to keep.
- The Volunteer of the Year would receive a miniature trophy to keep.

Chris Lander to arrange:

- Replacement trophies for all North Taranaki event winners as original trophies were engraved as Taranaki.
- Miniature trophy for the Player of the Masters Tournament
- Miniature trophy for the Player of the Inter-Provincial Tournaments in each of the six divisions.

Wayne Tough to provide imagery of the above to Chris Lander so that 2023 awards can be created.

In addition to the above, the meeting discussed and agreed that medals should be provided retrospectively to the managers of the five winning Inter-Provincial teams.

Low / McCurdy – Carried.

Michael Lawson advised that the 2023 season certificates would be printed and distributed at the AGM.

The meeting agreed that the Secondary Schools events should be included in the certificates created and that the relevant schools should receive a certificate as well as the player(s).

Certificates to be created for 1st, 2nd and 3rd placegetters in each discipline from the North Island, South Island and National Tournaments. The Player of the Tournament at each event should also receive a certificate.

Funding Update:

Chris Lander advised that there were no grant funding applications in progress at present.

Youthtown are seeking reconciliation details for a grant from mid-2022. Chris Lander to manage this to a conclusion.

Resolutions:

The meeting agreed that applications for funding should be made as follows:

1. "That an application be made to a charitable trust to cover the cost of Trophies, Medals and Awards for the 2024 season."

Chapman / Low – Carried

2. "That an application be made to a charitable trust to cover the cost of the Bowls New Zealand administration contract for the period 1/12/23 – 31/3/24."

Lawson / Low – Carried

3. "That an application be made to a charitable trust to cover the cost of the NZIB website hosting for the period 1/12/23 – 31/3/24."

Chapman / Edgar – Carried

4. "That an application be made to a charitable trust to cover the cost of the Auditor's Fees relating to the 2023 Annual Financial Statements."

Tough / Lawson – Carried

5. "That an application be made to a charitable trust to cover the cost of the Accountancy Fees relating to the preparation of the 2023 Annual Financial Statements."

Tough / McCurdy – Carried

6. "That an application be made to a charitable trust to cover the cost of NZIB corporate uniforms."

Morrow / Edgar – Carried

General Business:

Publicity:

Teri Blackbourn has advised that she will not be able to continue her role as Publicity Officer beyond the AGM. The meeting agreed that a contribution in line with previous years should be made to Teri to cover her out of pocket expenses during 2023.

McCurdy / Chapman – Carried.

Wellington Inter-Provincial Tournament Acknowledgements:

Michael Lawson requested that a message be sent to Maree and Kevin Crighton and to Lynette Bassett to acknowledge their significant contribution to this event. Chris Lander to action.

Appointment of Managers:

After discussion, the meeting agreed that the role of Manager of representative teams should be made available to both Executive Committee members and non-Executive Committee members.

The Executive Committee would retain the responsibility to make the decisions as to the appointments as an operational decision, rather than one to be approved by an AGM or SGM.

Edgar / Tough – Carried.

The meeting agreed that an expression of interest should be called for the team manager roles for the following 2024 teams:

- North and South teams
- Northern and Southern Masters teams
- Northern and Southern Academy teams

Meeting closed: 4.05pm

Next meeting: 2 December 2023

Minutes confirmed: _____ Date:

Appendix i

Financial

Report

Cash Summary

New Zealand Indoor Bowls Incorporated
For the year ended 30 September 2023

	2023	2022	VARIANCE
Income			
Accounts Receivable (Xero)	20.00	-	-
AGM & Meeting Reimbursements	789.56	234.80	236.27% ↑
Capitation & Affiliation Fees	64,215.82	68,358.59	-6.06% ↓
Entry Fees	36,295.78	26,104.34	39.04% ↑
Entry Fees	586.94	42,262.79	-98.61% ↓
Grants	19,333.00	2,420.00	698.88% ↑
Henselite Sponsorship	-	2,300.00	-100.00% ↓
Interest Received	14,265.97	7,878.67	81.07% ↑
Levies Received	16,565.23	-	-
Other Grants	22,474.70	56,909.00	-60.51% ↓
Pelorus Trust	3,208.00	2,389.00	34.28% ↑
Pub Charity	15,892.00	6,078.00	161.47% ↑
Publication Revenue	489.13	567.81	-13.86% ↓
Sales	30,086.94	13,869.55	116.93% ↑
Sponsorship	-	1,130.43	-100.00% ↓
Sport New Zealand	5,000.00	40,000.00	-87.50% ↓
Summerset Sponsorship	-	20,000.00	-100.00% ↓
Sundry Income	-	34.78	-100.00% ↓
Total Income	229,223.07	290,537.76	-21.10%
Less Expenses			
Accident Compensation Levy	105.77	(520.49)	120.32% ↑
Accountancy Fees	1,350.00	1,365.00	-1.10% ↓
Accounts Payable	(4,371.63)	-	-
Accrued Interest	1,351.36	2,690.42	-49.77% ↓
Administration Fees	34,999.97	43,390.76	-19.34% ↓
AGM and Executive Meeting Expenses	11,265.42	5,425.88	107.62% ↑
Audit Fees	4,707.73	4,357.27	8.04% ↑
Bank Charges	65.00	65.00	-
Catering	12,834.20	5,319.32	141.28% ↑

	2023	2022	VARIANCE
Catering	-	260.44	-100.00% ↓
Communications and Live streaming	16,555.00	14,863.13	11.38% ↑
Consultancy Fees	6,000.00	6,000.00	-
Database Expenses	8,850.00	-	-
District Development Fund	-	429.68	-100.00% ↓
Engraving, Framing and Badges	2,275.50	3,290.90	-30.85% ↓
Executive Costs	11,651.43	1,850.78	529.54% ↑
Executive Costs	-	5,761.94	-100.00% ↓
Freight & Courier	416.23	2,619.92	-84.11% ↓
General Expenses	1,130.44	151.08	648.24% ↑
Insurance	716.50	709.19	1.03% ↑
Licences & Registrations	-	434.78	-100.00% ↓
Performance Incentives	-	1,813.86	-100.00% ↓
Prepayments	2,360.72	(3,760.22)	162.78% ↑
Printing & Stationery	-	121.00	-100.00% ↓
Printing, Postage & Stationery	6,101.89	2,276.23	168.07% ↑
Prizes	-	8,823.46	-100.00% ↓
Prizes	12,363.06	6,819.57	81.29% ↑
Publications	-	2,437.00	-100.00% ↓
Publicity	4,824.00	2,608.70	84.92% ↑
Purchases	7,044.35	13,708.50	-48.61% ↓
Receipts in Advance	-	3,614.80	-100.00% ↓
Sundry Creditors	5,615.00	483.56	1,061.18% ↑
Sundry Debtors	2,129.90	(40,909.90)	105.21% ↑
Travel & Accommodation	87,681.11	155,616.82	-43.66% ↓
Trophies & Badges	-	283.25	-100.00% ↓
Umpires	-	104.34	-100.00% ↓
Umpires	86.95	-	-
Uniforms	552.94	6,375.46	-91.33% ↓
Venue Hire	-	5,246.29	-100.00% ↓
Venue Hire	24,378.10	18,545.84	31.45% ↑
Website Expenses	503.00	1,195.67	-57.93% ↓
Total Expenses	263,543.94	283,869.23	-7.16%

	2023	2022	VARIANCE
Surplus (Deficit)	(34,320.87)	6,668.53	-614.67%
Plus GST Movements			
GST Collected	45,270.71	45,499.52	-0.50% ↓
GST Paid	(46,329.40)	(57,296.00)	19.14% ↑
Net GST Movements	(1,058.69)	(11,796.48)	91.03%
Net Cash Movement	(35,379.56)	(5,127.95)	-589.94%
Summary			
Opening Balance	269,317.69	274,445.64	-1.87%
Plus Net Cash Movement	(35,379.56)	(5,127.95)	-589.94% ↓
Cash Balance	233,938.13	269,317.69	-13.14%

Profit and Loss

New Zealand Indoor Bowls Incorporated For the year ended 30 September 2023

	2023	2022
Trading Income		
AGM & Meeting Reimbursements	789.56	234.80
Grants	19,333.00	2,420.00
Levies Received	16,782.62	-
Sales	30,086.94	13,869.55
Sponsorship	-	1,130.43
Total Trading Income	66,992.12	17,654.78
Gross Profit	66,992.12	17,654.78
Other Income		
Capitation & Affiliation Fees	60,835.17	71,739.24
Entry Fees	36,295.78	26,104.34
Entry Fees	(0.02)	42,262.79
Henselite Sponsorship	-	2,300.00
Interest Received	14,265.97	7,878.67
Other Grants	26,224.70	56,909.00
Pelorus Trust	3,208.00	2,389.00
Pub Charity	15,892.00	6,078.00
Publication Revenue	489.13	567.81
Sport New Zealand	5,000.00	40,000.00
Summerset Sponsorship	-	20,000.00
Sundry Income	-	34.78
Total Other Income	162,210.73	276,263.63
Operating Expenses		
Accident Compensation Levy	(414.72)	-
Accountancy Fees	1,350.00	1,365.00
Administration Fees	41,666.63	40,057.43
AGM and Executive Meeting Expenses	13,394.99	5,425.88
Audit Fees	4,707.73	4,357.27
Bank Charges	65.00	65.00
Catering	12,115.18	5,288.89
Catering	-	260.44
Communications and Live streaming	16,555.00	14,863.13
Consultancy Fees	6,000.00	6,000.00
Database Expenses	8,850.00	-
Depreciation	601.39	816.20
District Development Fund	-	429.68
Engraving, Framing and Badges	2,657.77	2,908.63
Executive Costs	7,769.69	5,732.52
Executive Costs	-	5,761.94
Freight & Courier	416.23	2,619.92

	2023	2022
General Expenses	1,130.44	151.08
Insurance	716.50	709.19
Licences & Registrations	-	434.78
Performance Incentives	-	1,813.86
Printing & Stationery	-	121.00
Printing, Postage & Stationery	9,276.89	2,276.23
Prizes	-	8,823.46
Prizes	12,428.28	6,819.57
Publications	-	2,437.00
Publicity	4,824.00	2,608.70
Purchases	24,754.35	11,998.50
Travel & Accommodation	94,249.92	156,175.47
Trophies & Badges	-	283.25
Umpires	-	104.34
Umpires	86.95	-
Uniforms	552.94	6,375.46
Venue Hire	-	5,246.29
Venue Hire	35,112.10	18,545.84
Website Expenses	549.00	1,155.67
Total Operating Expenses	299,416.26	322,031.62
Net Profit	(70,213.41)	(28,113.21)



Profit and Loss

New Zealand Indoor Bowls Incorporated For the year ended 30 September 2023

	ADMINISTRATION	ALL EVENTS	INTER- PROVINCIAL	JUNIOR SINGLES	NAT. CHAMPIONSHIPS	NORTH VS SOUTH	SECONDARY SCHOOLS	SUPER WEEKEND	UNASSIGNED
Trading Income									
AGM & Meeting Reimbursements	789.56	-	-	-	-	-	-	-	-
Grants	-	-	-	-	19,333.00	-	-	-	-
Levies Received	-	-	-	-	-	9,130.38	-	7,652.24	-
Sales	30,086.94	-	-	-	-	-	-	-	-
Total Trading Income	30,876.50	-	-	-	19,333.00	9,130.38	-	7,652.24	-
Gross Profit	30,876.50	-	-	-	19,333.00	9,130.38	-	7,652.24	-
Other Income									
Capitation & Affiliation Fees	59,360.93	-	-	-	-	-	-	-	1,474.24
Entry Fees	-	-	-	-	36,295.78	-	-	-	-
Entry Fees	-	-	-	-	-	-	(0.02)	-	-
Interest Received	12,914.61	-	-	-	-	-	-	-	1,351.36
Other Grants	10,662.20	-	-	-	-	-	15,562.50	-	-
Pelorus Trust	-	-	-	3,208.00	-	-	-	-	-
Pub Charity	-	-	15,892.00	-	-	-	-	-	-
Publication Revenue	65.22	-	-	-	423.91	-	-	-	-
Sport New Zealand	5,000.00	-	-	-	-	-	-	-	-
Total Other Income	88,002.96	-	15,892.00	3,208.00	36,719.69	-	15,562.48	-	2,825.60
Operating Expenses									
Accident Compensation Levy	-	-	-	-	-	-	-	-	(414.72)
Accountancy Fees	2,715.00	-	-	-	-	-	-	-	(1,365.00)
Administration Fees	39,999.96	-	-	-	-	-	-	-	1,666.67

	ADMINISTRATION	ALL EVENTS	INTER- PROVINCIAL	JUNIOR SINGLES	NAT. CHAMPIONSHIPS	NORTH VS SOUTH	SECONDARY SCHOOLS	SUPER WEEKEND	UNASSIGNED
AGM and Executive Meeting Expenses	17,422.38	-	-	-	-	-	-	-	(4,027.39)
Audit Fees	4,707.73	-	-	-	-	-	-	-	-
Bank Charges	65.00	-	-	-	-	-	-	-	-
Catering	24.35	-	7,412.50	388.70	620.96	2,313.49	-	1,355.18	-
Communications and Live streaming	-	3,450.00	4,805.00	-	-	-	8,300.00	-	-
Consultancy Fees	6,000.00	-	-	-	-	-	-	-	-
Database Expenses	8,850.00	-	-	-	-	-	-	-	-
Depreciation	601.39	-	-	-	-	-	-	-	-
Engraving, Framing and Badges	238.91	1,989.13	-	-	147.82	260.17	-	21.74	-
Executive Costs	3,189.12	-	-	-	4,528.40	52.17	-	-	-
Freight & Courier	-	408.84	-	-	-	7.39	-	-	-
General Expenses	-	869.57	-	-	-	-	-	260.87	-
Insurance	716.50	-	-	-	-	-	-	-	-
Printing, Postage & Stationery	5,695.52	-	-	-	3,537.02	-	44.35	-	-
Prizes	-	-	-	-	9,689.15	-	-	2,739.13	-
Publicity	4,824.00	-	-	-	-	-	-	-	-
Purchases	24,754.35	-	-	-	-	-	-	-	-
Travel & Accommodation	-	-	12,456.61	7,557.19	10,980.52	19,844.18	-	43,411.42	-
Umpires	-	-	-	-	-	86.95	-	-	-
Uniforms	-	-	-	-	-	552.94	-	-	-
Venue Hire	-	-	10,544.78	521.74	18,435.58	-	-	5,610.00	-
Website Expenses	549.00	-	-	-	-	-	-	-	-
Total Operating Expenses	120,353.21	6,717.54	35,218.89	8,467.63	48,026.40	23,030.34	8,344.35	53,398.34	(4,140.44)
Net Profit	(1,473.75)	(6,117.54)	(19,326.89)	(5,259.63)	8,026.29	(13,899.96)	7,218.13	(45,746.10)	6,966.04

Appendix ii

2024 NZIB Calendar of Events

Saturday 10 February

NZIB Executive Meeting

Friday 19 April

Applications close for National Umpires Examinations

Sunday 21 April - Sunday 28 April

National Promotional Week

Friday 26 April

Entries close with District Secretaries for

- 2024 South Island Championships
- 2024 New Zealand Open and Masters Championships

Saturday 27 April

NZIB Executive Meeting (*online*)

Wednesday 1 May

Online entries close for

- 2024 South Island Championships
- 2024 New Zealand Open and Masters Championships

Sunday 5 May (*or preceding week*)

National Umpires examination

Tuesday 7 May

Nominations close for Northern and Southern Zone Academy and Northern and Southern Zone Masters Teams

Thursday 9 to Saturday 11 May

New Zealand vs Australia Trans-Tasman International at Pukekohe

Wednesday 22 May

Announce Northern Zone and Southern Zone Academy and Masters Teams
Nominations close for the North and South Island Representative Teams

Saturday 1 June to Monday 3 June

South Island Championships at Ashburton

Saturday 15 June to Saturday 22 June

74th National Championships at Whangarei

North and South Island Representative Teams announced at the National Championships

During National Championships - (*date and time to be determined*)

- Academy Northern v Southern Zone Fixture
- Masters Northern v Southern Zone Fixture
- District Challenge

Friday 5 July to Sunday 7 July

Zone Finals - New Zealand Mixed Pairs, New Zealand Mixed Fours, NZ Henselite Champion of Champion Singles and National Masters Fours

Monday 8 July

Entries close for New Zealand Mixed Pairs, New Zealand Mixed Fours, NZ Henselite Champion of Champion Singles, National Masters Fours, New Zealand 1-5 Year Singles and New Zealand 1-5 Year Pairs
All Zones to have completed their competitions by this date.

Saturday 13 July

NZIB Executive Meeting (*online*)

Monday 15 July

Entries close for New Zealand Junior Singles

Tuesday 23 July

Entries close for North and South Island Sec Schools Tournaments

Friday 26 July

District Affiliation Fees due

Saturday 27 July to Sunday 28 July

North Island Secondary Schools Championships at Mount Maunganui
South Island Secondary Schools Championships at Dunedin

Sunday 28 July (*or preceding week*)

National Umpires examination

Saturday 3 August

North Island vs South Island Inter-Island Test at Thames Valley (Waihi Beach)

Wednesday 7 August

Entries close for National Secondary Schools Championships

Thursday 15 August

Notices of Motion close with National Office for the 2024 Annual General Meeting

Friday 16 August to Sunday 18 August – Wellington Indian Association – Kilbirnie (tbc)

'Super Finals Weekend' at Wellington

- New Zealand Mixed Pairs and Mixed Fours
- New Zealand 1-5 Year Singles and Pairs
- NZ Henselite Champion of Champions Singles
- National Masters Fours

Thursday 5 September to Saturday 7 September (Secondary Schools / Junior Singles) - Auckland

Thursday 5

- National Secondary Schools (Pairs)

Friday 6

- National Secondary Schools (Singles)

Saturday 7

- NZIB Junior Singles

Friday 13 September to Sunday 15 September

National Inter-Provincial Championships

- Divisions 1-3 at Wellington
- Division 4 North at Taupo (8 teams / 24 mats) Travel Friday & Play Sat / Sun
- Division 4 South in Canterbury (7 teams) Travel Friday & Play Sat / Sun

Saturday 12 October

NZIB Executive Meeting

Tuesday 22 October

Nominations for NZIB Executive close with National Office

Saturday 7 December

New Zealand Indoor Bowls Inc. 76th Annual General Meeting at Wellington

Sunday 8 December

NZIB Executive Meeting