



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 EXECUTIVE MEETING, HELD SATURDAY 2 DECEMBER 2023 AT RYDGES HOTEL, WELLINGTON AIRPORT AT 1:45PM

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

APOLOGIES: Nil

ADOPTION OF EXECUTIVE MEETING MINUTES 14 OCTOBER 2023:

"That the minutes of the meeting held on 14th October 2023 be accepted as a true and correct record."

Lawson / Chapman - Carried

Matters Arising:

None

FINANCIALS:

Balance as at 14 July 2023

Current Account: \$40,253.45

On-Line Account: \$81,615.88

Balance as at 30 November 2023

Current Account: \$12,793.77

On-Line Account: \$43,214.15

Term Deposits

TD 1000 Matures	8 May 2024	\$200,000.00 5.70% (12 months)
TD 1002 Matures	29 Jan 2024	\$50,000.00 5.75% (182 days)
TD 1003 Matures	1 Feb 2024	\$50,000.00 5.20% (12 months)
TD 1004 Matures	1 Feb 2024	\$50,000.00 4.05% (18 months)

Wayne Tough advised that:

- the accountancy and auditor's fees relating to the preparation of the Annual Financial Statements had been paid,
- the refund to Pub Charity (non-qualifying expenditure at Brentwood Hotel) had been paid, and
- the prizemoney for the Junior Singles tournament prize winners had been paid.

The meeting agreed that Wayne be delegated authority to reinvest at best available rates, the term deposits due for renewal by 1 February 2024.

Resolutions for Grant Funding:

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

1. *"That an application be made to Blue Sky Community Trust to cover the cost of Trophies, Medals and Awards for the 2024 season."*

Chapman / Low - Carried

2. *"That an application be made to Milestone Foundation to cover the cost of the Bowls New Zealand administration contract for the period 1/1/24 - 31/3/24."*

Lawson / Low - Carried

3. *"That an application be made to Blue Waters Community Trust to cover the cost of the NZIB website hosting for the period 1/9/23 – 30/11/23."*

Chapman / Edgar - Carried

4. *"That an application be made to the North and South Trust to cover the cost of Accountancy Fees relating to the 2023/24 financial year."*

Tough / McCurdy - Carried

5. *"That an application be made to New Zealand Community Trust to cover the cost of NZIB administration and playing uniforms."*

Morrow / Edgar - Carried

6. *"That an application be made to Lion Foundation to cover the cost of audit fees relating to the 2023/24 financial year."*

Tough / Low - Carried

7. *"That an application be made to Grassroots Trust to cover the cost of publicity and promotion for the 2024 season."*

Morrow / McCurdy - Carried

8. *"That an application be made to Four Winds Foundation to cover the cost of insurances for the 2023/24 financial year."*

Low / Lawson - Carried

9. *"That an application be made to Dragon Foundation to cover the cost of stationery and printing related to the 2024 season."*

Morrow / Chapman – Carried

Equipment Sales:

The meeting agreed that Wayne Tough and Chris Lander would manage the increase in pricing for all Henselite sourced goods. An estimated 20% increase is likely.

CORRESPONDENCE:**Inwards:**

- Advice from Henselite regarding next shipment (due late Dec / early Jan).
- Advise from all districts regarding attendance at the AGM.
- Updates from Moore Markhams (Auditors) relating to AGM.
- General email traffic managed day to day by Chris Lander.

Outwards:

- AGM reminders to districts, including Annual Report and Notice of Meeting.
- Response to Todd Mahupuku re affiliation fee inquiry.
- Response to Caroll Smyth re difficulty joining a new club in Auckland / North Harbour.
- NZ Secondary Schools Sports Assn. regarding preference for Championship events (Singles) and Cup events (Pairs) for all NZSSSA events in 2024.
- Updates to Moore Markhams (Auditors) relating to AGM.
- Confirmation of outstanding equipment orders to Henselite.
- General email traffic managed day to day by Chris Lander.

HEALTH AND SAFETY:

No report.

“That the meeting agrees Liz Morrow be reappointed as the NZIB Health and Safety Officer.”

Lawson / Tough - Carried

ANNUAL GENERAL MEETING REVIEW:

The meeting agreed the AGM went well, with the attendees being reserved in their comments or questions.

The opportunity to live-streaming future AGM's was discussed. The meeting agreed that this was a reasonably simple task for people wishing to view the meeting, however the ability to have an interactive live-streaming service at the AGM would be complex and therefore is not preferred.

NATIONAL CHAMPIONSHIPS:

The absence of Northland Indoor Bowls from the AGM was noted as disappointing due to the district hosting the Open National Tournament in June 2024.

“That the meeting agrees David Edgar be the Tournament Controller for this event.”

Tough / McCurdy - Carried

“The appointment of David Edgar, Michael Lawson and Roy McCurdy as the Match Committee for the National Tournament was agreed.”

Morrow / Champman - Carried

“That the meeting agrees the entry fee for the event should be \$20 per person / per event.”

McCurdy / Edgar - Carried

The meeting agreed that the tournament programme would be managed by David Edgar and Graham Low. Advertising rates to be confirmed with Northland and promotional material for poster/programme booklet to be requested.

The meeting agreed that Michael Lawson would speak to Matside to establish their availability for the live streaming of the event and of the remainder of the 2024 season schedule.

ISLAND TEAMS:

Selectors and Team Managers need to be appointed. The meeting agreed that there should be two selectors per team to work with the respective team managers.

The meeting agreed that Graham Low would prepare position descriptions for the roles and that expressions of interest should be sought from the community. All EOI's to be provided by email no later than 5th February 2024.

“That the meeting agree player levies for the Island Teams would be \$300 per player. An increase of \$50 from 2023.”

Morrow / Tough - Carried

2024 EVENT CONTROLLERS:

The meeting agreed that the Controllers for the season's major events would be as follows:

- Academy and Masters and North vs South: To be confirmed in February 2024
- Junior Singles and Secondary Schools: Michael Lawson (Edgar / Morrow)
- Super Finals: Wayne Tough (Lawson / Chapman)
- Inter-Provincial - Divisions 1-3 in Wellington: Chris Lander (Chapman / Lawson)
- Inter-Provincial - Division 4 North in Taupo: TBC
- Inter-Provincial - Divisions 4 South in Christchurch: David Edgar (Chapman / Lawson)

APPOINTMENT OF SOLICITOR:

The meeting agreed that McKay Gilkison be reappointed.

Edgar / Lawson - Carried

Chris Lander to approach McKay Gilkison to confirm the appointment.

APPOINTMENT OF AUDITOR:

The meeting agreed that Moore Markhams be reappointed.

Tough / Lawson - Carried

Wayne Tough to approach Moore Markhams to confirm the appointment.

BANK SIGNATORIES:

The meeting agreed that the present signatories (Barry Chapman, Michael Lawson and Graham Low) continue for the coming financial year.

Edgar / McCurdy - Carried

NATIONAL EVENTS PRIZES 2024:

The meeting agreed that the level of prizemoney for 2024 events should be as below:

- National Tournament - to be confirmed based upon the level of entries.
- Junior Singles (vouchers to the value of)
 - o Winner - \$200
 - o Runner-up - \$125
 - o Third place - \$50
- National Secondary Schools
 - o Singles Winner - \$50
 - o Singles Runner-up - \$25
 - o Singles Third place - \$10
 - o Pairs Winner - \$100 (per team)
 - o Pairs Runner-up - \$50 (per team)
 - o Pairs Third place - \$20 (per team)
- Super Weekend (1st and 2nd prizes only)
 - o Champion of Champions Singles: Winner - \$500
 - o Champion of Champions Singles: Runner-up - \$250
 - o 1-5 Year Singles: Winner - \$150
 - o 1-5 Year Singles Runner-up - \$75
 - o 1-5 Year Pairs: Winner - \$150 per player
 - o 1-5 Year Pairs: Runner-up - \$75 per player
 - o Mixed and Masters Events: Winner - \$250 (per player)
 - o Mixed and Masters Events: Runner-up - \$125 (per player)

Low / Chapman - Carried

Graham Low to create a policy document in relation to prizemoney.

PROMOTION AND PUBLICITY:

The meeting agreed that until NZIB and Bowls NZ meet in the New Year to discuss the future of the arrangement between the two parties, the Promotions and Publicity role should be offered to Teri Blackburn for the interim period.

Roy McCurdy to approach Teri Blackburn regarding this plan.

BOWLS NEW ZEALAND / NZIB ADMINISTRATION REVIEW:

Graham Low advised the meeting that he and Michael Lawson had recently spoken with Bowls NZ CEO Mark Cameron.

Graham Low advised the meeting that a meeting to discuss the continuation of the agreement, and any changes that may be deemed necessary, would be held on 24th January

2024. This timing allowed for the Executive Committee to consider the proposed way forward for both parties.

TRANS TASMAN INTERNATIONAL:

The NZ Trans-Tasman team was named during the AGM.

The meeting agreed that Wayne Tough and Chris Lander would work together to establish the logistical arrangements for the assembly of the team ahead of the event. This would include flights, accommodation, and local transport arrangements for fourteen players, the team manager, the President, the tournament controller, and three umpires.

Team uniform requirements would also be finalised by Wayne Tough and Chris Lander with quotes to be sought to allow for the application for funding to cover the cost of same.

An online meeting would be held between Counties and NZIB Executive to finalise the details of this event. Wayne Tough and Graham Low to arrange this meeting.

Graham Low advised the meeting that he had been in recent contact with Australia Indoor Bowls and would keep them up to date with the tournament details including venue.

DISTRICT AND KEY STAKEHOLDER LIASISON ROLES:

The meeting agreed that the 2024 responsibilities would be unchanged from 2023 - as below:

Michael Lawson:

- Ashburton, Canterbury, Nelson, Marlborough
- Matside

Barry Chapman:

- Thames Valley, Waikato, Auckland, Northland, North Harbour, Counties
- Umpires

David Edgar:

- South Otago, Otago, North Otago, Timaru-South Canterbury

Graham Low:

- Central Otago, Southland, Golden Bay-Motueka, Greymouth, Buller
- Sport New Zealand

Liz Morrow:

- Wanganui, North Taranaki, Taranaki, King Country

Roy McCurdy:

- Bay of Plenty, Hawkes Bay, Poverty Bay-East Coast, Tauranga, Manawatu
- Publicity Officer

Wayne Tough:

- North Wellington, Upper Hutt, Hutt Valley, Bush Ruahine, Wairarapa, Horowhenua
- Waddell and Associates

In addition, the meeting agreed that Nigel Warnes would continue in the role of Umpires Examiner.

Chapman / Lawson - Carried

PROMOTIONAL WEEK:

Roy McCurdy will check upon the whereabouts of the promotional documents used for the 2023 season.

GENERAL BUSINESS:

1. Roy McCurdy sought an explanation as to the oversight around the provision of prizes to the junior and secondary school tournaments. Chris Lander explained the issue was due to a knowledge gap between himself and Michael Lawson.
2. Barry Chapman asked why the North v South Junior Event was not played in Auckland. Michael Lawson advised that this was due to a lack of available time in the venue and that the issue would be overcome in 2024.
3. The meeting agreed that Michael Lawson would arrange the exact requirements for the 2024 Junior Singles Tournament with Auckland Indoor Bowls - as follows:

Thursday 5th September - National Secondary Schools Pairs Tournament
Friday 6th September - National Secondary Schools Singles Tournament
Saturday 7th September - NZIB Junior Singles Tournament (incl. North v South)
4. Michael Lawson advised that a proposed change to the design of the NZIB scorecard will be drafted. A 12-end card is proposed. Graham Low offered to provide a copy of the Southland Indoor Bowls card as a starting point for this new design.

Graham Low advised that the next meeting of the Executive Committee would be held, in person, on Saturday 10th February 2024. Chris Lander to arrange meeting room, flights, and accommodation as necessary.

Meeting Closed: 4:55 p.m.

Next Meeting: 10 February 2024

Minutes Confirmed: _____

Graham Low - Chair

Dated: 10 February 2024

Cash Summary

New Zealand Indoor Bowls Incorporated
For the period 1 October 2023 to 1 December 2023

1 OCT-1 DEC 2023

Income	
Entry Fees	(600.00)
Grants - National Secondary Schools	3,750.00
Grants - Other	(711.26)
Interest Received	2,151.85
Sale Bowls Equipment	4,217.37
Total Income	8,807.96
Less Expenses	
Accountancy Fees	792.00
Administration Fees	6,666.66
AGM and Executive Meeting Expenses	2,129.57
Audit Fees	2,556.55
Bank Charges	130.00
Catering	(240.75)
Consultancy Fees	1,000.00
Freight & Courier	156.36
Printing, Postage & Stationery	3,720.78
Prizes	617.40
Purchases Bowls Equip	18,280.00
Travel & Accommodation	8,486.59
Venue Hire	10,734.00
Website Expenses	92.00
Total Expenses	55,121.16
Surplus (Deficit)	(46,313.20)
Plus GST Movements	
GST Collected	14,115.96
GST Paid	(8,526.74)
Net GST Movements	5,589.22
Net Cash Movement	(40,723.98)
Summary	
Opening Balance	233,938.13
Plus Net Cash Movement	(40,723.98)
Cash Balance	193,214.15