



## **MINUTES of the Board of BOWLS WA**

Meeting held on Monday 26<sup>th</sup> March 2018 at Bowls WA Headquarters commencing at 7.50am.

### **1. PRESENT**

Kerry Andersen, Lisa Featherby, Ross Warburton, Larry Bandy, Vince Del Prete, Marc Abonnel

#### **1.1 In attendance:**

Ken Pride (CEO), Clive Adams, Steve Unsworth (BA RBM's – part)

#### **1.2 APOLOGIES**

Tim Murray, Hendy Cowan, Debbie Capper

#### **1.3 CONFLICT OF INTEREST**

Nil.

#### **1.4 CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on Monday 26<sup>th</sup> February 2018 were confirmed as a true and accurate record.

**Moved:** Vince Del Prete

**Seconded:** Larry Bandy

**Agreed**

### **2. STRATEGIC ITEMS FOR DECISION**

#### **2.1 Appointment of Auditor**

It was noted that Reliance Auditing were presenting to the Audit, Risk & Finance Committee following this meeting. It was agreed that the committee could make the decision on the appointment or otherwise of the Auditor following the presentation. Ross Warburton would remain and sit in on the presentation. **NOTED.**

#### **2.2 Over 60's selector's appointment**

The applications for the positions for the following two Series were noted, with the following appointments ratified;

##### **Ladies**

Helen Stevens  
Sue Hogg  
Kaye Blackwell

##### **Men**

Brian Burton  
Roger Barns  
Geoff Whyatt

<b>Action: The CEO to notify the applicants of the appointments and publish on the Bowls WA website.</b>
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### **3. STRATEGIC ITEMS FOR DISCUSSION**

#### **3.1 Strategic Plan prioritisation**

Larry Bandy again introduced the need for prioritising the strategies within the Plan to ensure a focus on the most important strategic items.

The CEO tabled a coded plan that recommended the priorities over the next 12 months, with updates to continue to be provided quarterly. As per the February meeting the Board was asked to review these priorities for further discussion at the May meeting, with further targets to be set as the need arises. It was stressed this was a fluid document which needed to be continually reviewed and updated.

<b>Action: The CEO to forward the coded priorities to those Board members absent from the meeting.</b>
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#### **3.2 Committee – structural review**

The CEO had distributed an alternative structure for the BWA Standing and Operational Committees. There was considered discussion on the need for change and whether the roles of the various committees required any amendment. The previously discussed link of Audit, Risk, Governance and Finance was further discussed with Vince Del Prete providing a number of similar sports' structures – noting that there was no one definitive model and that many combinations existed.

This will be a query presented to the Audit meeting for an opinion.

Pending any formal opinion from the proposed Auditor, no change would be made to the structure of the Standing Committees apart from reducing the elected Club Representatives on the Bowls Management Committee from four men and four women to two men and two women.

There would be no change to the current structure of the Operational Committees at this time.

**Action: The CEO to amend the Charter and By Laws in relation to the reduction of Club Representatives on the Bowls Management Committee from four to two of each gender.**

#### **4. OPERATIONAL ITEMS**

##### **4.1 Board Meeting Schedule 2018**

Accepted as distributed noting that these were the basis of future meetings with exceptional circumstances sometimes requiring change. **NOTED.**

##### **4.2 Committee Reports**

###### **4.2.1 President**

The President tabled a written report noting a number of events attended including the Women's IZRR at Jurien and Men's Pennant Finals. Country Week had been completed successfully and many thanks to the staff, Fixtures and Events Committee and Umpires for ensuring the events ran smoothly.

A survey was conducted during the events which were in the main very complimentary and responses received from a list of Country Committee queries posed. There was a strong response not to change any of the current practices including venue, entry fees vs prizemoney and format.

The President and CEO will be attending a function on Tuesday 27<sup>th</sup> to farewell the Governor, the Patron of Bowls WA.

Discussion ensued on the continuation of the role of Governor as the Patron of the Association. A decision on whether to seek the continuation of the new Governor as Patron will be considered after the position is announced. **NOTED.**

###### **4.2.2 CEO**

The CEO had previously distributed his report and highlighted several points within it.

###### **4.2.3 Bowls Management**

The Minutes of the meeting had been distributed and noted.

###### **4.2.4 Club Development**

Marc Abonnel noted the previously distributed Minutes of the meeting held on 12<sup>th</sup> March and highlighted a few of the key sections, including the growing relationship with Clubs WA and future plans to host Club Development Workshops on items of interest.

The success of the Live Streaming of events was noted by Board members and further improvements will be continued with greater exposure to the hardware. Any required purchases were encouraged as this was seen as an excellent way to continue to promote the sport and matches.

The presentation from the RBM's shortly will highlight some of the other initiatives, noting they are very important contributors to the committee.

###### **4.2.5 Finance**

Lisa Featherby presented the accounts for the period ending 28<sup>th</sup> February, noting some of the relatively minor variances. The accounts were accepted.

*Clive Adams and Steve Unsworth joined the meeting.*

###### **4.2.6 Staff Briefing – RBM program**

Clive Adams and Steve Unsworth gave a very detailed PowerPoint presentation on the key objectives of the RBM program and the various KPI's of the RBM's themselves. A number of questions were asked by Board members which were responded to accordingly.

The relationship between the RBM's and BWA staff was very strong which aided the program and ensured open communication at all times. The Board thanked the RBM's for their continued good work in the bowling community and for the depth of presentation made.

The CEO noted the next staff presentation will be in May by Aaron Delaporte who will focus on the *Gotta love the Bowlo* campaign; where the Bowls Australia President and CEO will be in attendance.

*Clive Adams and Steve Unsworth left the meeting.*

## **5. GENERAL BUSINESS**

### **5.1 Business opportunities**

Further to the February meeting Marc Abonnel had investigated retail options for the office site; however it was found that this precinct was zoned Business and not Retail, hence any on-site opportunities were unavailable. No further action was required.

### **5.2 AFL SportsReady Traineeships**

The CEO and Aaron Delaporte had met with a representative from this group that provided traineeships for aspiring sports based tertiary students to undertake a 12 (F/T) or 24 (P/T) traineeship. The trainees were not employed by the host organisation which mitigated organisational requirements, with trainee selection depending on host requirements. The Board believed there was merit in seeking this form of support, particularly in the Digital/Social Media space which had commenced successfully with the marketing campaign. The CEO was encouraged to seek ways of funding such a traineeship. **NOTED.**

It was further noted that BWA had used this group successfully over a decade ago.

### **5.3 Melville / Mt Pleasant relocation update**

The CEO updated the Board on the situation as he knew it, noting that there were a number of issues that required resolution before any planned move to Tompkins Park. Bowls WA would not comment on the move until further details were known on matters of Governance.

### **5.4 Innaloo Bowling Club update**

The CEO and Clive Adams had met with representatives of the Innaloo BC who had begun the long process of rebuilding the club. The CEO had given some initial advice and pledged Bowls WA's support for the months ahead, given some basic criteria was met by the club officials.

### **5.5 Suspension – Ralph Murray**

The CEO had received notification from Denison Bowling Club of a suspension given to a club member following an incident during Country Week. The club was congratulated on the swift resolution of the issue.

### **5.6 High Performance Review**

Lisa Featherby sought action on the conduct of a High Performance Review and the cohesion of the various teams / groups that appeared to work without a defined strategic objective. The CEO noted the request and would commence action on this as soon as possible.

### **5.7 Forums**

The President requested the dates of the forthcoming information Forums be set as soon as possible. **NOTED.**

<b>Action: CEO as required.</b>
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### **5.8 Pennant Stickers**

A plea was made for the improvement in quality of the pennant stickers for 2018/19.

There being no further business the meeting closed at 10.55am.

## **NEXT MEETING**

**Monday 23<sup>rd</sup> April at 8.00am**