



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

Meeting held on Monday 30<sup>th</sup> November 2020 at Bowls WA commencing at 7.45am.

### **1. PRESENT**

Larry Bandy, Doug Kelly, Lee Bunney, Vince Del Prete, Glenda Cooper, Ross Warburton, Debbie Capper, Brian Lucas, Marc Abonnel

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

Ken Pride (CEO)

#### **1.2 Apologies**

Lisa Featherby

#### **1.3 Conflict of Interest**

Nil

#### **1.4 Confirmation of Minutes**

The Minutes of the Meeting held on Monday 26<sup>th</sup> October 2020 were accepted as a true and correct record.

**Moved: Vince Del Prete**

**Seconded: Ross Warburton**

**Agreed**

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

### **2.1 Governance Review Project**

Peter Minchin of Purpose Driven Performance was welcomed to the meeting where he outlined his previously distributed proposal on the Bowls WA Governance Review Project. Further information was tabled which included the links between Purpose and Future Orientation, Systems and Structures and eventually updating where required Constitution, By Laws, Policies and Rules.

The project would seek to clarify the base purpose of the Association by stakeholder engagement and enable evidence based decision making in guiding future direction.

Board members sought clarification on some matters, which were responded to by Mr Minchin.

President Larry thanked him for his presentation and he left the meeting.

Further discussion followed with Mark Abonnel querying whether the scope of the project was too broad and whether a final useable document was possible given the size of the project. Brian Lucas was confident that this was achievable, noting it was important that Board members embraced the project and sought excellent outcomes from it. The need for some form of review was accepted given the lack of such work by the Association over the past decade.

**It was RESOLVED to appoint Purpose Driven Performance to undertake a Governance Review of Bowls WA with an indicative end date of June 2021.**

**Moved: Lee Bunney**

**Seconded:**

**Vince Del Prete**

**Agreed**

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| <b>Action: The CEO to formalise the contractual requirements with PDP.</b> |
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| <b>Action: The CEO and Brian Lucas to finalise the membership of the Governance Review Committee to enable the commencement of the project.</b> |
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## **2.2 Individual Awards structure**

The CEO spoke to an awards structure that incorporated tiers for each individual award, with specific votes to be embedded within. As previously agreed, the CEO and Competitions Manager will tally the votes at the end of the season and prior to the awards night, the President will audit totals against the events and ensure accuracy.

The Board were happy with the tier structure and the events within.

## **2.3 Appointment – Chair of Selectors**

Following recommendation from the CEO and prior discussions held, Kerry Andersen was appointed the Chair of State Selectors, replacing Ross Dempsey who had resigned for personal reasons.

**It was RESOLVED to appoint Kerry Andersen as Chair of State Selectors for the balance of Mr Dempsey's term, being three (3) years.**

**Moved:** Vince Del Prete                      **Seconded:** Marc Abonnel                      **Agreed**

## **2.4 Investment approvals – Shadforth FG**

As noted in the September minutes of the Board, it was agreed to broaden the investment portfolio from two to three funds and include the *Vanguard Balanced Investment Index Fund* once it was confirmed that clubs had been able to finalise their affiliation commitments to Bowls WA.

The CEO confirmed that very few clubs had concerns over the payment of their affiliation fee and as a result it was confirmed to accept the advice of Investment Advisor Craig Lubich and process the Authority to Proceed. **NOTED.**

## **3. STRATEGIC ITEMS FOR DISCUSSION**

### **3.1 South West Zone administration**

Nothing further at this time.

### **3.2 Affiliation Fee process and receipts**

As of today's date, not including monies remitted over the weekend, (23) metro and (43) country clubs had yet to pay their affiliation fees although to the best of our knowledge none were in danger of failing to do so.

### **3.3 Perth Suns selection and BPL #12**

Nothing further although a final selection date was looming, requiring WA borders to drop the quarantine requirements.

### **3.4 Annual Dinner & Awards Night**

Held over for the December meeting where an indicative costing could be received from Cockburn BC through Marc Abonnel.

## **4. COMMITTEE REPORTS**

### **4.1 President**

President Larry tabled his written report which noted his and the CEO's attendance via live stream at the Bowls Australia AGM. Two Directors were elected; Louise Witton was returned and Paul Zerella from South Australia joining the Board for the first time. A shortened SCB meeting was held immediately after including BA staff and Directors plus all state and territory President's and CEOs.

He had also attended various events, presenting trophies as required. Congratulations were extended to South Perth BC for being jointly awarded Bowls Australia Club of the Year, a terrific achievement and testament to the work the club has carried out over the past 12 months – the award was shared with the Dandenong Club of Victoria.

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| <b>Action: A letter to be forwarded from the Board congratulating the club on the achievement – CEO to complete</b> |
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#### **4.2 CEO**

The CEOs written report was tabled and noted.

The CEO did report on an issue that occurred at the Cockburn BC on Friday evening last, where a South Perth member offered the fact that she had dined with a family member who was in home quarantine. This sparked a series of concerns where the Friday night match in question was cancelled and Cockburn management undertaking a series of phone calls to authorities and cleaning. After a late evening interview by authorities there was no case to answer and all requirements from the individual had been met. No further action required.

#### **4.3 Bowls Management**

Mark Abonnel noted the Minutes of the meeting held on 19<sup>th</sup> November. An EOI had been placed on the website seeking interested members to join the Innovations Committee; the Board was also encouraged to consider candidates, with a proposed meeting to initially be held in December.

#### **4.4 Club Development**

Vince Del Prete noted the Minutes of the meeting held on 23<sup>rd</sup> November; expanding on the item of Mental Health Training being offered by Lifeline and first identified by the Bassendean BC. This two day course had a capacity of (20) attendees and it was planned to take up several places for BWA staff/volunteers, with the balance being offered to the bowling community.

Further work in this space was being carried out by Sport West and Vince was a founding committee member of a steering committee which will set up opportunities for greater club involvement.

It was agreed these were worthy projects that deserved the support of the Association and the CEO confirmed this would be the case.

Vince Del Prete along these lines recommended that BWA return to a small function to thank the Association's volunteers, which may be linked to International Volunteer Week or at the conclusion of the season. A good idea to be followed up.

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| <b>Action: The CEO to consider appropriate dates for a small function.</b> |
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#### **4.5 Country**

Ross Warburton noted some issues surrounding the rebuild of the Eaton BC and required building approvals yet to be completed.

#### **4.6 Audit, Risk & Finance**

Glenda Cooper in the absence of Lisa Featherby similarly noted the Minutes of the meeting of 16<sup>th</sup> November, in particular the 6-monthly review of the budget and the significant improvement in the forecast deficit. After including the PDP proposal an updated forecast deficit of approximately \$30,000 was noted down from the budgeted \$108,000. The CEO believed this would further reduce over the following 6 months if entries remained strong and the finalisation of club affiliation fees were received without due concern.

The investment profile remained very strong with almost \$800,000 now to be spread across the three products as advised.

Brian Lucas to heighten issues relating to financial governance requested that all payments over \$1000 be noted and tabled at future Board meetings. After general discussion it was agreed that this list of monthly payments be included in the Audit, Risk & Finance papers, which would then find their way to the monthly Board Meetings.

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| <b>Action: The CEO as required, commencing in December.</b> |
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#### **4.7 Governance & People Development**

Brian Lucas and the CEO will seek to round out the Governance Review Committee as soon as possible to enable PDP to commence their preliminary work.

*(Not reported at the meeting)*

*The CEO has been invited to commence an Executive Leadership Development Program commencing 2<sup>nd</sup> December which will incorporate seven modules over the next 6 months finishing on 18<sup>th</sup> May next year. The program will also include Leadership and Management Evaluation and Individual Coaching Sessions. The program is valued at \$3,676, which will be fully funded by DLGSC.*

**5. GENERAL BUSINESS**

**5.1 Club Suspensions**

It was noted that club suspensions had been imposed on T Jones (North Beach) and G Mawter (Busselton) for offences committed at their club. **NOTED.**

**There being no further business the meeting concluded at 10.15am.**

**NEXT MEETING: Wednesday 23<sup>rd</sup> December at 10.00am at Royal Perth Golf Club**