



MINUTES of the Board of BOWLS WA

Meeting held on Thursday 23rd December 2021 at Royal Perth Golf Club commencing at 10.00am

1. PRESENT

Larry Bandy, Doug Kelly, Lee Bunney, Glenda Cooper (part), Lisa Featherby, Ross Warburton, Judy Flanagan, Brian Lucas, Vince Del Prete, Marc Abonnel

1.1 In attendance:

Ken Pride (CEO)

1.2 Apologies

Nil

1.3 Conflict of Interest

Nil

1.4 Confirmation of Minutes

The Minutes of the Meeting held on Monday 22nd November 2021 were then accepted as a true and correct record. The actions from the October meeting were noted and covered off.

Moved: Vince Del Prete

Seconded: Lee Bunney

Agreed

2. STRATEGIC ITEMS FOR DECISION

2.1 Governance Review Committee – Minutes of Meeting 13th December

Committee Chair Brian Lucas noted the previously distributed Minutes of 13th December and led the Board through the outstanding recommendations made by the Committee for Board approval. In summary and noting the bullet points of the Committee Minutes the following was agreed to by the Board:

- That the Board become the sole Governing Body of Bowls WA and the constitutional amendments for that to be enacted **(Agreed)**
- The formation of a Board Skills Matrix which would “guide” the Board in seeking skills that may otherwise be considered absent from the existing Directors **(Agreed to be used as a guide only)**
- The recommendation that the Nominations Committee be codified within the Constitution. After discussion it was agreed that the standing and operational committees be included within the Association’s By Laws in preference to the Constitution **(Noted)**
- The AICD Standard (3.5) and Sport Aus Standard (9.8) sought a greater need for succession planning at all levels; acknowledged that a functioning Nominations Committee would assist in this requirement **(Agreed)**
- That Board Meetings be more strategic in nature AICD (4.1) and SportAus (9.2 and 9.3) and Directors drive the Board Agenda in collaboration with the Chairman (President) **(Agreed)**
- PDP (5) that Bowls WA review its role in managing the pennant competition **(For further Board discussion)**
- AICD (6.4) and SportAus (9.7) relating to the CEO performance evaluation be reviewed. In discussion (VDP) believed a combination of Operational Plan completion + Budgetary responsibility should form the basis of any annual evaluation which would link to the relevant KPIs within each **(Further work to formalise required)**
- The mandatory requirements around Child Protection were noted with the CEO awaiting further advice from Bowls Australia and their decision on membership of the National Sports Integrity Framework. BWA will be guided in this instance by BA **(Noted)**
- The requirement within AICD Standard (7.4) which requires the publishing of Directors remuneration and any other benefits received. This was accepted and would form part of the Annual Report, whether that was included in the Accounts by the Auditor or a separate report external to the accounts will be a matter for discussion with the Auditors **(Agreed and Noted)**

These decisions by the Board on matters outstanding will be relayed back to the Committee for further action as required.

2.2 Governance and People Development Charter

Minor amendments to the Governance and People Development Charter were tabled, which would bring the Committee Charter into line with the current responsibilities of governance performance against accepted AICD/SportAus standards.

The amendments sought to be accepted, with the CEO to make the required amendments and distribute accordingly.

Moved by Brian Lucas

Seconded by Vince Del Prete

Agreed

Action: The CEO as required.

2.3 Constitutional change

Following the recommendations made within the PDP paper, a significant number of constitutional amendments were tabled for the Board to consider. The majority had already been accepted after the receipt of the original paper, however it was deemed useful for those to be revisited in context of their effect on the whole document. As a result, the following further amendments were sought:

- Page 2 – Administration Officer – Section 27 to become Section 53 of the Act.
- Page 5 Rule 8(iv) – remove Registered Member
- Page 7 Rule 13.3 (iv) Confirm the election of the Elected Directors
- Page 7 Rule 13.3 (viii) – Remove any General Business from the agenda
- Page 8 Rule 13.8.1 – broaden the Rule to ensure it is an authorized club representative who votes
- Page 9 Rule 13.8.3 – Note that individual members may attend the meeting but shall have no vote, similarly Directors of the Board (except for the Chairperson) shall have no vote.
- Page 10 Rule 14.1.3 and 14.1.4 – Remove both Rules
- Page 11 Rule 14.7 – amend resigning to be leaving the Association
- Page 14 Rule 19.1 – incorporate a transitional statement for the financial year to amend to 1 July – 30 June from 2023/2024 to facilitate in advance

Action: The CEO to make these further amendments to the Constitution in preparation for further review as required.

2.4 By Laws

Due to time constraints, Board members were requested to review the changes made to the By Laws for comment at future Board meetings.

2.5 Delegations Policy/Procedures/Schedule

Due to time constraints, Board members were requested to review the Delegations Policy/Procedures/Schedule as distributed for comment and approval at future Board meetings.

Action: Directors to review the above documents for approval at the January Board Meeting

2.6 Strategic Plan Agreement

The Agreement with McLaughlin Sports Consultancy was tabled showing the agreed timeline for the production of a new strategic plan in 2022. The financial support of Bowls Australia was noted and welcomed in the production of the Plan in “tandem” with the national Bowls in Australia document.

2.7 Appointments – Appointed Directors

The President noted the 12-month appointments for Appointed Directors Lucas and Del Prete had expired. Each Director was invited by the President to re-nominate for a further tenure of 12 months.

Director Del Prete was happy to continue in the role and the appointment was accepted by the Board.

Director Lucas would not continue in the role as an Appointed Director and hence would resign from the Board. Upon request from the President Mr Lucas would continue to assist in the Governance Review of the Association as an Advisor to the Committee.

The President thanked each of Mr Del Prete and Mr Lucas for their valued work over the past 12 months.

As a result of the resignation of Mr Lucas from the Board, it was resolved that Director Judy Flanagan assume the role of Chairperson of the Governance and People Development Committee.

Moved by Doug Kelly

Seconded by Larry Bandy

Agreed

Action: The CEO as required.

3. Strategic Items for Discussion

3.1 COVID response

The CEO outlined the various communications with club in relation to COVID and their responsibilities as defined by the Government health advice. After considerable discussion it was agreed that Bowls WA would continue to follow Government requirements and not to require clubs to be mandatory double-vaccinated UNLESS that club chose to do so of its own volition.

The CEO noted that he had requested clubs advise the office if this was to be their course of action by 15th January, so that appropriate processes could be put in place to protect and inform visiting clubs and members.

The Board accepted the Association's response to date had been consistent and would continue to maintain constant advice and communication to clubs as issues arise.

3.2 Regional Bowls Manager's presentation

Clive Adams presented to the Board a number of items relevant to clubs that form the basis of an RBMs visit. The Board thanked Clive and Steve Unsworth for their considerable work over the past 12 months.

The process of seeking Steve's replacement in the New Year was noted.

The President thanked all Board Director's for their support and work over the course of the year and wished all a Merry Christmas and safe New Year.

There being no further business the meeting was closed at 12.30pm.

NEXT MEETING Monday 31st January from 7.30am for 8.00am at Bowls WA headquarters.