



MINUTES of the Board of BOWLS WA

Meeting held on Monday 4th July 2022 commencing at 7.50am

1. PRESENT

Doug Kelly, Glenda Cooper, Lisa Featherby, Vince Del Prete, Marc Abonnel, Lee Bunney,

1.1 In attendance:

Ken Pride (CEO), Brian Lucas (Consultant)

1.2 Apologies

Judy Flanagan, Ross Warburton

1.3 Conflict of Interest

Nil

1.4 Confirmation of Minutes

The Minutes of the Meeting held on Friday 3rd June 2022 were then accepted as a true and correct record.

Moved: Vince Del Prete

Seconded: Lisa Featherby

Agreed

2. STRATEGIC ITEMS FOR DECISION

2.1 Shadforth Portfolio Services – additional signatories

The CEO noted that for reasons unknown he was the only signatory for the Shadforth portfolio. As such it was RESOLVED to add the President and Director of Finance to the authorised signatories, with any two of the three officers required to sign.

The resolution was:

Moved Lee Bunney

Seconded Glenda Cooper

Carried unanimously.

ACTION: The additional signatories to be added as required to the portfolio through Shadforth's.

2.2 Vice Regal Patronage

The CEO tabled a letter from Government House noting the retirement of Governor Beazley and the offer of the Association to write to Government House for the Governor-designate to consider the continuation of the patronage.

The Board after discussion confirmed the wish for the Governor to consider the patronage of the Association and therefore the CEO to write to Government House as offered online.

Action: The CEO as required.

2.3 Auditors presentation

The President welcomed Reliance Auditing Services to the meeting via MS Teams. The Audit of Financial Report had been distributed to the Board, which was then presented in detail by the Auditors.

There were no outstanding issues of significance, although the high levels of Annual Leave and Long Service Leave remained a concern and a watch needed to be continued on these levels. The Board would discuss this matter post the Audit presentation.

There being no further queries to the Auditors it was RESOLVED to accept the report, which will be presented to affiliated clubs at the 30th July Annual General Meeting.

Moved: Lisa Featherby

Seconded

Marc Abonnel

Carried

The President thanked the Auditors for their continued support and guidance who then left the meeting.

Discussion continued on the outstanding levels of leave owing to staff, with Mark Abonnel noting the significant financial provision that is required, with Vince Del Prete further concerned about the lack of leave being taken by staff a potential mental health issue.

The Board discussed what options were available to the CEO to reduce leave levels.

There were decisions that needed to be made on staff work levels, activities undertaken in line with the strategic / operational plan and the structures that are needed to support staff in their positions. A number of options were considered however it was agreed that external assistance is required to ensure that an independent report could be prepared on areas of committee structure and the workforce required to undertake those tasks.

As such the CEO was requested to seek options for an independent review of these workforce areas in order to allow for a reduction of outstanding leave. **NOTED.**

Action: The CEO to seek an independent consultant to consider the area of workforce development, current job descriptions and existing personnel, given the approved strategic plan.

3. Strategic Items for Discussion/Information

3.1 Governance document update

The CEO brought the Board up to speed with the completion of the following documents:

Strategic Plan	Completed and forwarded to Bowls Australia for a redesign and production of the agreed document
Operational Plan	Yet to be commenced and will likely have amendment when completed due to the impending Club Development Strategy, Committee restructure and potential Workforce redesign
Club Development Plan	Initial consultation completed with McLaughlin Sports Consultancy, with in recent days an e-survey distributed to all Club, League and Zone President's and Secretaries, which will form the basis of the strategy. Part of this e-survey also incorporated questions on BWA performance
Committee restructure	Yet to commence
Constitution	Had been forwarded to Ian Fullagar, the Bowls Australia legal counsel. He was in the process of reviewing the document and recommended changes as put to him by Bowls WA. This work should be completed this month, with a requirement for a Special General Meeting later in the year for club's to consider.

3.2 Annual General Meeting

The CEO noted a short presentation on the strategic plan and the outstanding conditions of play will be made at the Forum in the lead in to the AGM.

An update on the documents above will also be provided, particularly that of the Club Development Strategy.

3.3 Review Annual Dinner & Awards Night

The CEO sought Board Director's view on the evening, which overall was very positive. A financial review will be forwarded to the Board once all costs had been received. The Board were very happy to continue the event at the Royal Perth Golf Club given the venue was of a size that allowed all to attend if they wished – the current capacity is (170).

3.4 Melville Bowling Club

The CEO updated the latest position of the MBC, noting a number of transfers to alternate clubs, the recent resignation of the Club President and the position in relation to the Ladies Tuesday sides for the 2022/2023 season. There were a number of rumours circulating on the final issue, which the CEO put to bed. **NOTED.**

3.5 National Integrity Framework (NIF) and National Sports Tribunal (NST)

The CEO brought the Board up to date on the endorsement of the (NIF) and (NST).

Bowls Australia have become a signatory effective from 15th July, following which disputes depending upon their nature will be handled by the processes of the A(NIF) or (NST). It is likely that any involvement with Bowls WA will come via the (NST) which has part of it a Grievance Policy, for more minor issues than child safeguarding, match fixing, drugs in sport etc.

As an affiliated member of Bowls Australia, the Board RESOLVED to endorse the two documents, subject to any overarching state legislation, which may take precedence. **NOTED.**

3.6 Media & Promotions Officer

The CEO had previously distributed a DRAFT job description for the above position. Brian Lucas sought some tightening up of the document, particularly within the position objectives and reporting structures.

In addition, it has been forwarded to the BA HR Manager, however a response had yet to be received.

These amendments will be made with consideration to be given whether to delay the appointment until all Governance documents had been completed or move now to ensure in place and trained by the start of the season.

4. Committee Reports

4.1 President

President Doug gave a verbal report including outlining visits to Stirling BC, North Beach to view their electronic scoreboards and Cockburn for the launch of their Junior Development program.

Finally, a well-attended evening at Manning BC where the club farewelled Kristina Krstic prior to her departure for the Commonwealth Games.

4.2 CEO

The CEO noted CEO meetings attended during the Australian Open, in particular a most interesting presentation on the preparation of a *Government Engagement Strategy*. Outcomes of this will amongst other things provide a strategic framework for the future and a RBM Resource Pack to include fact sheets and templates for MP/LGA introduction letters.

The final club by club affiliation numbers were tabled for information, showing a loss of (104) member over 2021/22.

4.3 Audit, Risk & Finance

The Finance Director noted the accounts for May.

4.4 Governance & People Development

Nothing further to the above updates.

4.5 Country

No report.

4.6 Club Development

Vince Del Prete noted the committee will be meeting next Monday.

Other General Business

Apologies

Apologies were given by Glenda Cooper and Brian Lucas for the Forum and AGM.

There being no further business the meeting closed at 10.22am.

NEXT MEETING

Pre-AGM Forum and AGM – Saturday 30th July at the Thornlie Bowling Club from 9.00am.