



BOARD MEETING MINUTES

2nd & 3rd December 2013

Meeting held at Copthorne Commodore Hotel, Christchurch, NZ

PRESENT:

Joe Aarons OAM - President
John Carter
Heather Welch

John McArdle
John Bell
Nita Chambers

IN ATTENDANCE:

Gary Smith – Chief executive
Brenda Turner – acting minute secretary.

1. WELCOME

The president opened the meeting at 8.30am and welcomed all to the board meeting held in Christchurch, New Zealand with a particular welcome to HW and NC to their first face-to-face board meeting.

2. DECLARATION OF CONFLICT OF INTEREST

The president requested that conflict of interest declarations be made. There were no further declarations.

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of board meeting held on 20 October 2013 as circulated were received and approved.

4. BUSINESS ARISING FROM MINUTES OF BOARD MEETING

- 4.1 JB is not a director or paid employee of Bowls England, there is no conflict in terms of the WB articles.
- 4.2 CE is in the process of becoming a full operative of the Australian bank account along with current signatories JA and HW.
- 4.3 Uniform-Ties and scarves received.
- 4.4 Financials – Relevant assets in the balance sheet have now been fully depreciated.
- 4.5 International Olympic Committee (IOC) recognition document drafted by CE for use by Member National Authorities to lobby IOC tabled.
JA met with the president and CEO of Aust. Commonwealth Games Association to discuss WB recognition by the IOC. The president was attending a meeting of the CGF in Malaysia and promised to have discussions with IOC representatives on WB behalf. Kerry Clark OBE, CEO Bowls New Zealand has been updated and asked to pursue lobbying with NZCGA.

ACTION:

World Bowls will continue to lobby for recognition by the IOC as the roof body of Lawn Bowls, a major International Sport.

Confederation des Sports de Boules (CMSB) & World Anti-Doping Authority (WADA)

JB spoke regarding CMSB and the feedback he had received from some representatives of MNAs on this subject when attending the recent European Bowls Union championships in Spain.

CMSB will be requested to notify IOC that they no longer represent the sport of Lawn Bowls. It was confirmed that WB anti-doping regulations follow the WADA Code and WB are recognised as the International Federation of the sport of Lawn Bowls by the Commonwealth Games Federation (CGF).

World Bowls needs to be recognised by IOC in its own right.

RESOLVED: That CE to write to CMSB requesting them to notify IOC that they no longer represent World Bowls and the Sport of Lawn Bowls.

- 4.8 Revised Terms of Reference for the Equipment Committee have been approved and circulated.
- 4.9 CE sent letter to Kerry Clark OBE confirming his appointment as WB Technical Delegate for CG2015 Commonwealth Youth Games in Samoa and CG2018 Gold Coast. Kerry expressed appreciation and will give thought to succession plan for these positions.
- 4.10 Laws Committee – The decision that for all WB events there will be no replaying of dead ends but the jack will be replaced on the 2m mark on the centre line had been distributed.

5. FINANCE REPORT

The financial documents for the current financial year up to 31 October 2013 had been sent to board members.

The CE reported on bank balances as of 29 November 2013.

CE to be added as a signatory to the Australian Bank account. CBA documents have been signed.

CE reported the final 2013 total registered membership showed a total reduction on 2012 figure of 25,410 with the final total registered membership for 2013 standing at 499,608.

All 2014 affiliation returns are due to be received by 31 December 2013 and the budgeted figure for 2014 for registered membership is 480,000.

Old logo stock items will be written off the balance sheet before the end of the current financial year.

Rent account will clear to nil by end of financial year.

ACTION:

1. **CE to advise the board of details of 'other governance costs' in accounts**
2. **Sponsorship from Warilla for 2013 World Cup event to be applied to that event account.**
3. **All directors to send details of outstanding expenses for reimbursement to CE before December 31st.**

RESOLVED:
That the financial accounts be accepted.

The president recommended that WB should prepare an Annual Report to include audited accounts and reports from relative board members.

ACTION:

1. **CE to furnish auditors with all documents for 2013 financial year by the end of February 2014**
2. **CE to arrange Annual Report information as outlined when available and forward to Nita Chambers to check format/style and for NC to manage publication of the Annual Report.**

BUDGET 2014

CE had prepared an initial detailed 2014 budget document in consultation with JC and circulated to the board. To be reviewed once final 2013 figures have been established.

Budget for legal fees for 2014 to be reviewed.

Budget for WB costs of events will be reviewed.

CE advised that global ITO re-accreditation estimated costs had been obtained and will be entered in to the 2014 revised draft budget.

JB, on behalf of the Board, expressed thanks to GS and JC for their work on the 2014 budgets to date.

ACTION:

CE and JC will finalise budget figures and review identified areas.

6. CEO REPORT

Tabled: CEO report, previously circulated.

Samoa and Niue had still not submitted their 2013 affiliation return & fees despite follow-up requests being made.

Commonwealth Games Glasgow 2014, all WB personnel accreditation requirements are being coordinated by the CE.

WB will not be involved in processing any travel or accommodation arrangements and ticket requests from any other parties.

RESOLVED:
It was resolved to accept the chief executive's report

7. STRATEGIC PLANNING

Draft Strategic Plan 2014-17 had been distributed to the board incorporating responses from the survey completed by MNAs.

A workshop style discussion was held to review each element of the draft document. The revised document to be circulated to Board members for approval.

ACTION:

CE to send out the revised draft document to all Directors

ACTION:

Strategic Plan Document to reach NC by 16th December to be formatted in PDF.

8. CE PERFORMANCE AND REMUNERATION REVIEW – Annex 1 (not for distribution)

9. DEVELOPMENT:

World Bowls Introductory Manual and USB Card insert Draft Copies were tabled.

When completed, it will be made available to new and developing countries.

It will also be on the WB website.

The design and production costs of the USB card have been sponsored.

The manual could be available early next year depending on any identified required changes. It needs to be pertinent to both hemispheres. Permission and copyright issues are ok.

An acknowledgement page and disclaimer has been included.

ACTION: Board to review draft of introductory manual and submit any comments.

JB will make enquiries about potential use of a DVD "Stand and Deliver" which is a study of Bowls Delivery, Best Practice.

Sri Lanka – JC reported he had been dealing with Susil of the Sri Lanka member authority for some time. He is desperate to get bowls going in Sri Lanka, children who want to play bowls - can we help? Club 80 in Colombo have given an area of land 40x40m for the development of a facility.

A box of jacks and three sets of new bowls were donated and sent to Sri Lanka.

It was highlighted that there are surplus bowls lying around in clubs that could put to good use by countries such as Sri Lanka.

JA has spoken to Gary Waterford of Grassman Synthetic Surfaces to seek his assistance in the installation of a base and surface in Sri Lanka.

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Fellowships:

JC had applied through Bowls Australia for three fellowships under a grant from the ASC. A decision should be made in mid December 2013.

New Age Bowls – Mostly seen in United Kingdom and South Africa, to date, these can be used on any surface and are especially good for youngsters. They are rubber biased bowls that recreate the bias on a wide range of surfaces. Cost per package of new age bowls include a set of red and a set of blue bowls, a jack and a mat in an attractive easy-to-store bag.

The New Age Bowls Company has expressed a willingness to provide sets of bowls to Sri Lanka at a discounted price.

Laws of the Sport Translation: JB referred to the request for translation of the Laws into German from Germany the newest development member of WB and the financial support he is seeking to assist in this requirement. It is easier for the countries to get the Laws translated themselves.

JB recommended that WB produce a document outlining advice on how to promote the game, recruit members, make bowls fun and how playing the sport spans recreational play leading to competition if competitive play is desired.

ACTION:

JB to gather resources and information and prepare draft document for consideration by the board

10. EQUIPMENT COMMITTEE – Annex 2. (not for distribution)

11. EVENTS

2014 WORLD CUP:

- CE reported confirmed entries are still being received.
- It was suggested that World Bowls join with Warilla Bowls & Recreation Club to assist them in celebrating their 50th year anniversary celebrations.
- Media – To be discussed further
- CE to progress contact with Bowls Australia to suggest repeating level of personnel assistance as provided at 2013 event.

ACTION:

- 1. JA will reply to Warilla, (cc CE) and suggest adding something of a social nature to the 2014 World Cup event and JA will report back to the board with their response.**

2013 Champion of Champions Singles held at Burnside Bowling Club, Christchurch.

BENZ and the local team of volunteers did a great job at Burnside.

Some concerns have been expressed re Fendalton hosting next year, and the level of support that will be required from Burnside.

Accommodation for each competitor was \$74 per night at College House. Improvements at College House should be completed by next year after earthquake repairs to the dining room.

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Accommodation – Consideration needs to be given as to whether any changes in subsidies towards accommodation costs will affect entries?

Travel – It was reiterated that not every competitor have costs of their flights covered by their national authority.

National authorities will need to appreciate that the level of affiliation fees will need to show appropriate increase if they expect WB to be able to continue to subsidise their competitors' accommodation costs at WB events.

ACTION: CE to distribute initial details of 2014 Champion of Champions event in early January.

2014 Commonwealth Games:

Final version of conditions of play is due out, this will include the amendments already circulated relating to the increase to 18 ends in pairs and triples disciplines and the replacement of the jack at the central 2 metre mark.

CE and Roger Black will be involved in the testing of the results system currently planned for May 2014.

Atlantic Championships 2015:

Expressions of possible interest received from South Africa, Spain and Jersey.

South Africa – JM highlighted that the interest expressed to host this event is on basis that every entering nation pays all their own expenses, including all transport and meals.

ACTION: JM and JB to talk to interested parties from their regions to see what they are prepared to offer and to request that they put their offer in writing by 15th January 2014.

World Junior Singles Championships, 25 years and under

Tabled: Tender document received from Broadbeach B.C., Australia

Mulgrave Country Club, Australia had withdrawn their expression of interest to host this event.

RESOLVED: that the Broadbeach tender as presented to World Bowls for this annual event be accepted for the years 2014 – 2018 to include men's & women's singles & mixed pairs.

ACTION:

- 1. CE to talk to Broadbeach about preferred dates**
- 2. Maximise publicity re reintroduction of a junior event.**
- 3. CE to establish entry age conditions with JB & the board**
- 4. CE to send a letter of appreciation to Mulgrave Country Club.**

Future Champion of Champions Singles & 2020 World Championships

Tabled: CE had drafted and distributed to the board detailed tender criteria documents.

The board reviewed the documents and finalised content.

ACTION:

Tender documents to be distributed to MNAs and put on a new section for tender documents on the web site under 'Events'.

Re 2015 Commonwealth Games in Samoa, JC advised that this is a matter of urgency, he had spoken to the green keeper at Burnside regarding his experience with the greens in Samoa. He believes it would take 3-4 months to get the greens organised, and up to an acceptable standard.

Re 2019 games in Tonga – contact has been made in Tonga

The president closed the meeting for the day at 6pm.

TUESDAY 3 DECEMBER, 8.40AM – DAY 2

The president re-opened the meeting.

11. EVENTS CONTINUED:

Chief Executive had received comments about the dress code at the medal ceremony for the Champion of Champion Singles. The president apologised and agreed that the standard was not acceptable. In future, uniform is expected to be worn in order to maximise photo and marketing opportunities.

Discussion regarding Malta and their national champion – It was resolved that in the future, representatives in WB Champion of Champion events must have played and won the national championship played in the actual country of the entering national authority, and this will be included in the conditions of entry.

RESOLVED:

Only the winners of the National Singles Championship played in the country of the entering national authority are eligible to enter the World Singles Champion of Champions and that this condition be added to the Conditions of Entry of the event.

12. AUDIT AND RISK

Tabled: Policy Documents adopted in 2003-2004; an active document.

JC advised that he had drafted **Risk Documents** and circulated:

1. Risk management draft revised policy document.
2. World Bowls Risk Management Plan draft.
3. Code of Ethics – include in JM's team review and feedback.
4. Duties of Committee – Audit and Risk

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NC reported:

Logo Style and Usage Policy – branding guidelines are being developed by NC.

The board appointed Nita Chambers to the Audit and Risk Committee after John Bell retiring from the committee.

ACTION: The Committee of JM, JC and NC in consultation with CE to:

- 1. Review the current policy documents and revert to the board with comments/recommendations.**
- 2. Consider artificial devices policy and any matter affecting the laws in consultation with chairman of Laws Committee.**
- 3. Review Code of Ethics and feedback to the Board.**

Newsletter - NC is putting together a newsletter and will create a template. Regional directors' statements to be included in the newsletter. The newsletter will be sent to MNAs and loaded onto the WB website. NC will work with CE on its distribution.

13. WEBSITE

IMGSTG:

The president welcomed Rohan Lawton and Danny Morrison from IMG Sports Technology Group. They presented information to the Board about the website development and support they could offer World Bowls.

At the end of the presentation, the president thanked them for their presentation and tender.

V.C.S. Websites:

The Board watched a computer presentation by Dr Hugh Frostick with information on website development and support for World Bowls.

RESOLVED:

IMG is the preferred tenderer, subject to clarification/confirmation of costs, as quoted 1 October 2013.

ACTION:

CE to write to IMGSTG to seek the clarification and confirmation of costs as required by the board.

14. TV PRODUCTION WORLD BOWLS CHALLENGE OCEANA

Update from the president.

JA has recently furnished relevant officials in HK China and China with a further broadcast proposal. The proposed facility for the event will be sponsored covering costs of venue, stands, carpet installation, lighting for TV and clothing. HK, China & China bowls officials have also expressed their confidence in being able to obtain a further US\$50,000 sponsorship. JA is working on a budget to present to the board.

It is proposed that there will be 6 franchises, currently 4 guaranteed. JA is going to Hong Kong again in Jan/Feb to discuss and a decision will then be made regarding the viability of the proposition. The only costs are production costs. World Bowls will own the intellectual property. Franchises cost \$35,000 per franchise. Proposed format will be for 4 players per franchise, the jack will be placed, 5 ends per set, virtual umpires mark shots and there will be substitute player involvement. Players involved will be paid and there will be separate Chinese and English TV commentary.

15. LAWS COMMITTEE

Laws Review

Tabled: Laws Committee document detailing proposals to amend the current Laws of the Sport and the responses to each proposal from the Laws Committee and draft revised Laws of the Sport had been circulated to the board.

CE reported that proposals from MNAs have been put together, itemised and draft revised version of the Laws of the Sport to be designated as the Third Crystal Mark Edition (when finally produced) had been prepared.

The CE advised that he had studied the proposals and the responses of the Laws Committee in detail and had communicated required minor amendments to the draft revised Laws of the Sport to the Chairman of the Laws Committee.

The committee has, again, done an outstanding job in putting all these documents together. The new edition will again be subject to vetting by Plain English Campaign for their Crystal Mark endorsement, and the finalised draft will be presented to the board for approval. Thereafter, it will be sent out to MNAs for final review and then the final resolutions will be produced and distributed to all MNAs at a time in accordance with WB constitutional requirements for voting upon at the Council meeting on 2 August 2014 in Glasgow.

JB registered his concern regarding the proposal to remove the role of the 'manager' from the Laws.

RESOLVED:

That the recommendations of the Laws Committee relating to the proposals to amend the current Laws of the Sport be accepted subject to the minor amendments identified by the CE

Guidelines for Selection of International and National Technical Officials

Tabled: Document on the subject drafted by the Laws Committee

RESOLVED:

That the document as presented by the Laws Committee detailing guidelines for the selection of International and National Technical Officials be accepted.

ASIA & OCEANIA REGION REPORT

Tabled: Report prepared by JC and circulated to the board.

JC has received notification of next meeting of ONOC, 2nd, 3rd, 4th May 2014 in Guam.

India:

JC introduced Bill Fowlie to talk about his report on the situation in India. Photos taken a week previously show damage and deterioration to surrounds but the greens in Delhi seem in reasonable condition. The buildings have been removed. The equipment listed in Bill's report was still there on the day after the end of CG2010 but went missing subsequently. Bill was unable to find out who removed this equipment.

There has been no luck making contact with the formal authority to express concern, contact having been lost with the currently listed Bowling Federation of India officials. WB awaits receipt of their latest annual return containing their current contact details due by 31 December 2013.

The president thanked Bill for his efforts in managing for Bowls Events NZ the Champion of Champions event held at Burnside, Christchurch. Bill responded that it was team work that made the event run smoothly.

A number of currently accredited NTOs in India have applied to be accredited as ITOs.

ACTION:

- 1. CE to report on source of ITO accreditation applications.**
- 2. CE to email Bill Fowlie to ask Bill to keep trying to contact India, and report back to JC and the CE.**

AFRICA AND THE AMERICAS REGION REPORT

Tabled: Report prepared by JM and circulated to the board.

EUROPE REGION REPORT

Tabled: Report prepared by JB and circulated to the board.

RESOLVED:

That the regional directors' reports be accepted.

17. GENERAL BUSINESS:

DROPBOX: NC is prepared to set up a Dropbox for all documents just for Board papers.

ACTION: NC to progress creation of Dropbox in consultation with CE

WB Singles Ranking List

The board considered the current WB singles rankings list.

CE explained that it had always been appreciated that no ranking list would ever be considered to be perfect by all members and that the singles list was started a number of years ago with the

principle used in determining which events would be used to make up the list being those WB singles events which in one way or another allowed all members to enter.

Whilst it was appreciated that some authorities utilise presence of individuals on the WB singles ranking list when submitting funding applications, overall it was accepted that the list lacked global credibility due to the lack of number of events available to produce a credible list.

RESOLVED:

That the WB singles ranking system be discontinued and removed from website.

Future Meetings

The board agreed the following requirements for the next GoToMeeting meeting:-

1. Computers should be set up and, where required, communications tested beforehand.
2. All participants to ensure that a reasonable minimum time is available for everyone involved.
3. Reports: Written reports to be submitted beforehand by all highlighting those areas requiring board discussion and decision in order to avoid unnecessary discussion during the meeting and to keep time of such meetings to a minimum.
4. Schedule of meetings agreed through to August 2014 with next teleconference meeting scheduled for late February 2014 the next in early May 2014.

The president thanked everyone for coming to New Zealand and being part of the meeting, and thanked Brenda Turner for recording the minutes of the meeting.

There being no further business, the meeting concluded at 2.50pm, Tuesday 3 December 2013

The next meeting – late February 2014 (IT – members will be notified).

Gary Smith
Chief Executive

18 December 2013