



## BOARD MEETING MINUTES

Meeting held at Sportscotland, Edinburgh, Scotland

5/6 August 2014

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### PRESENT:

John Bell (JB) - President  
Andy Ewens (AE)-Regional Director  
John McArdle (JM)-Regional Director

Karen Murphy (KM)-Regional Director  
Heather Welch (HW)-Appointed Director

### APOLOGIES:

None

### IN ATTENDANCE:

Gary Smith – Chief Executive & minute taker

### 1. WELCOME

The President opened the meeting and welcomed all to the board meeting and further to the written message he had distributed as President Elect outlined his vision as to how he saw the responsibilities of the board and staff of World Bowls. It was important to learn from previous issues to ensure a far more harmonious working environment allowing the Chief Executive to get on with his job with the required office support in order to operate to maximum effect in accordance with the board's strategies, policies and requirements to meet the challenges ahead. It was considered that the new board must now be seen to be positive in taking action to promote and develop the sport.

The board fully endorsed the above.

### RESOLVED:

**That all ballot papers relating to the election of the President could now be destroyed**

### RESOLVED:

**That Heather Welch be re-appointed as an Appointed Director**

The President requested that each of the directors provide to the meeting a verbal presentation of their background.

### RESOLVED:

**That Roger Black be restored/reappointed to the position of assistant to the Chief Executive on the terms agreed by the previous board in early 2014**

### ACTION:

**Chief Executive to submit the required forms to Companies House in relation to the change of directors**

## **2. DECLARATIONS OF INTEREST**

The president requested that declarations of interests be made.

Karen Murphy declared interests as having her own coaching business and her involvement with BCIB Insurance and Taylor Bowls.

## **3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Tabled:** Minutes of board meeting – March 2014

The president advised that the minutes had been circulated.

The minutes were approved.

## **4. BUSINESS ARISING FROM MINUTES OF BOARD MEETING**

All action points from previous meeting had been progressed.

## **5. FINANCE REPORT**

**Tabled:** Income and expenditure statement, balance sheet and actual v budget figures for the period January 1 to July 31 2014 had been distributed to directors.

The Chief Executive outlined for the benefit of the new directors the level of daily allowance payable when away from home on World Bowls business.

It was confirmed that the 2013 audited accounts had been filed at Companies Registry.

It was confirmed that the company Corporation Tax return had been submitted to H.M. Revenue & Customs and that the resultant tax assessment of £9 had been paid.

### **RESOLVED:**

**That the financial documents tabled for the period January 1 to July 31 2014 be approved**

### **ACTION:**

**New members of the board to furnish the Chief Executive with their banking details**

The board discussed the failure of both financial proposals presented to Council and the subsequent decision by Council that a further electronic meeting would be called to vote upon an amended proposal to increase the annual affiliation fee with effect from 2015 for a lesser amount than the 50 pence previously proposed by the board.

### **RESOLVED:**

**That the board would present the following two proposals:-**

- 1. That the annual affiliation fee be increased to 40 pence per registered member with effect from 2015**
- 2. That the minimum payment be increased from £50 to £60 with effect from 2015**

### **ACTION:**

**That notice be given in accordance with the timelines dictated by the Articles of Association for the convening of an electronic meeting to vote upon the above financial proposals**

Discussion also took place on the misunderstanding/misinterpretation of the Bowls Australia/Bowls NZ Notice of Motion in relation to their proposal to amend Article 34 in relation to seeking further financial information from World Bowls. The board members were not clear as to the purpose of this proposal in terms of what additional information BA considered they require in addition to the annual audited accounts and financial figures distributed to all MNAs with the board meeting minutes.

**ACTION:**

**Clarification to be sought from Bowls Australia/New Zealand as to the rationale behind their proposal in relation to Article 34**

Appreciation was again expressed for the assistance received from the Bowls England Finance Director in preparing the financial forecasts that had been presented to Council and he has accepted the invitation to continue to assist World Bowls in this area updating figures and forecasts on an on-going basis.

**RESOLVED:**

**That the Finance Committee shall consist of the President and Chief Executive with the Bowls England Finance Director acting in the capacity of a consultant to the committee**

**RESOLVED:**

**That the President be added as a signatory on the World Bowls UK bank accounts**

The board reviewed the decisions taken in 2013 to register the company in Australia as an overseas company and to open a bank account in the company's name in Australia and subsequently to register for GST in Australia. Overall, it was considered that the limited benefits to a few of the continued registration of the company and the existence of a bank account in Australia are far outweighed by the concerns of the board relating to logistical and forward 'control' factors, the company unnecessarily being involved with both UK and Australian tax authorities and future cost and legal considerations related to the company being registered in Australia as an overseas company. It was agreed that the World Bowls lawyer be consulted but unless he could see any valid reason to maintain the Australian registration and bank account it was the desire of the board to terminate both and repatriate the funds held in the Australian bank account to the UK bank account.

**ACTION:**

**Chief Executive to advise the World Bowls lawyer of the board's concerns and decisions relating to the registration of the company in Australia and the company bank account in Australia.**

## 6. CE REPORT

A full written report had already been distributed to all MNAs for the recent Council meeting.

### Thailand

The Chief Executive advised the board that all contact has been lost with the national authority in Thailand who are still to submit their 2014 Annual Return of Registered Members & affiliation fees. It was appreciated that Thailand was going through a period of political turmoil and all avenues would continue to be explored to re-establish contact with those administering the sport in the country.

### Papua New Guinea

Bowls PNG had finally settled the invoice relating to the late withdrawal from the 2013 Champion of Champions but the Chief Executive was still dealing with their outstanding 2014 Annual Return of Registered Members and affiliation fees.

### Turkey

It was confirmed that Turkey had become a full member of World Bowls since the last board meeting.

### Newsletter

**RESOLVED:**

**That the next newsletter would be issued by the end of September 2014**

**ACTION;**  
**Directors & Chief Executive to provide content for newsletter to HW who would review formatting requirements**

The Chief Executive expressed appreciation to HW for all her assistance with the new website and the establishing of the links for use of board members and MNAs to access documents.

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

The Chief Executive reported that within the last few days he had received a communication from the World Bowls lawyers CCW LLP advising that they were assisting World Bowls by reducing their fees with effect from 2 August 2014.

## **7. STRATEGIC PLANNING**

The World Bowls Strategic Plan 2014-2017 had been published since the previous board meeting and is displayed on the website.

## **8. CORPORATE PARTNERSHIPS**

Since the last board meeting the agreement with the online bowls magazine Inside Bowls has been finalised and MNAs advised of the relationship with a request that they provide material to be considered for inclusion in future monthly publications of the magazine.

Warilla Bowls & Recreation Club had not renewed the commercial agreement which was in addition to the current hosting agreement for the World Cup. However, the Chief Executive advised that he would be contacting Warilla further in this regard.

## **9. WEBSITE**

The new World Bowls website was launched in April 2014 on the final evening of the World Cup held at Warilla.

It was considered that the new website had been well received but that there was still further enhancements to be made to the site.

**ACTION:**  
**HW to arrange further website training sessions for Roger Black and to discuss with him and the Chief Executive further enhancements and additional page requirements relating to the site**

It was agreed that it was now vital that we progress the potential offered by the website to produce further income streams through website advertising and to enhance sponsorship interest in World Bowls and its events.

The previous board had received some information from IMGSTG regarding the potential for advertising to be placed in various areas of the website but the board fully appreciated that World Bowls does not have the resources available to commit to be able to focus on seeking advertisers and sponsors and that specialist outside assistance was required in order to progress in this area of World Bowls operations.

**RESOLVED:**  
**It was resolved that the President & Chief Executive seek a meeting with the UK associates of IMGSTG to discuss a commercial arrangement whereby the company takes on the responsibility of obtaining advertisers and sponsors**

**ACTION:**

**Chief Executive to contact IMGSTG with request that they assist in setting up a meeting in the UK for the President & Chief Executive with their UK associates.**

**10. DEVELOPMENT**

The long awaited introductory manual had been produced since the previous board meeting with the manual also being downloadable from the World Bowls website.

It was unanimously agreed that it was an absolute priority for World Bowls to prepare a detailed online questionnaire/survey for completion by MNAs in order to provide vital information to the board to progress viable general and regional strategies. It was agreed that HW would set up the online questionnaire/survey once the required content had been finalised.

Target date for distributing details of the questionnaire/survey to MNAs set for end of August 2014.

Target date for completion of the questionnaire/survey by MNAs set for end of September 2014

**ACTION:**

- 1. The President to initially draft questionnaire/survey and circulate to directors and staff for them to provide their input to finalise.**
- 2. President to prepare a covering letter from the board to be distributed with details of the questionnaire/survey requesting completion by MNAs**

Since the last board meeting it had been confirmed that World Bowls had been advised that they would be recognised as an individual signatory to the WADA Code. The Chief Executive had liaised closely with WADA in formulating revised World Bowls Anti-Doping Regulations that fully complied with WADA requirements and this had been rewarded with confirmation from WADA that the revised Regulations fully met their requirements.

The President, Chief Executive and JM referred to their meeting with Claude Azema, President of C.M.S.B. during the Commonwealth Games in Glasgow. Claude had apprised them of recent developments within C.M.S.B., his meetings and discussions with I.O.C. and Sportaccord officials. It was already known that I.O.C. are involved in a major review including considerations relating to increasing the number of sports in the playing programme which could involve consideration of reducing disciplines within existing sports on the playing programme.

Claude considered that the case for including bowls sports within the playing programme in the Olympic Games can only be achieved by presenting a case for inclusion to I.O.C. in professional, full, and detailed documentation and he still desires Lawn Bowls to be included within that presentation to enhance the case, which he considered could be achieved whether World Bowls decided to become a member of C.M.S.B. again or decided not to do so.

The board reviewed the decision of the previous board to terminate its previous membership of C.M.S.B. and on balance decided to proceed with the currently agreed position of seeking individual recognition by I.O.C. for the sport of Lawn Bowls and World Bowls as the recognised International Federation of the sport. It was also considered that the fact that W.A.D.A. now recognises World Bowls as an individual signatory to the W.A.D.A. Code was a vital step on the ladder of progressing I.O.C. recognition.

Furthermore, all the board and staff of World Bowls will take every opportunity to continue to lobby officials and bodies at all levels.

**RESOLVED:**

**That World Bowls will progress application for membership of Sportaccord**

**ACTION:**

**Chief Executive to complete and submit application for membership of Sportaccord**

The Chief Executive referred to correspondence received from and a telephone discussion had with a UK based individual involved with efforts to develop the sport in the Caribbean, specifically Jamaica and Barbados. Details had been passed to JM

**ACTION: Regional Director JM to contact the individual concerned to assess potential and progress discussions as he considers appropriate**

## 11. EQUIPMENT COMMITTEE

It was explained for the benefit of new board members that two Equipment Committees had been established by the previous board both chaired by the previous President, one relating to bowls manufacturing and testing the other relating to bowling green surfaces.

The board outlined concerns as to the scope and viability of the previous Committees' considerations in the areas of manufacturing and testing of bowls and the approval and endorsement of synthetic bowling green surfaces and the associated base construction and installation whilst fully appreciating the requirements of safeguarding World Bowls against any potential actions associated with use by any company utilising the World Bowls name or logo in support of their product or service. The Chairman of the Laws Committee had been consulted regarding his involvement on the Equipment Committee and had supplied correspondence from early 2014 received from the previous President which included a draft generic 'licensing' agreement designed to be completed and signed by any company/business being licensed by World Bowls.

It was evident that due to a lack of detailed written reports received by board members to date from the Chairman of these committees great uncertainty existed as to exactly what stage had been reached in the process of the committees' considerations and recommendations to the board. As such, it was equally evident that now that the previous Chairman of these committees was no longer involved with World Bowls all documentation relating to the World Bowls Equipment Committees held by the previous Chairman of those committees requires to be passed to another individual appointed by the board to progress these matters.

### **RESOLVED:**

**That a separate Equipment Committee was not required and that in future considerations in this area shall now pass to the Laws Committee with the Chairman of that Committee liaising with relevant industry experts as he considers appropriate**

### **ACTION**

**That the President write to the previous President who chaired the Equipment Committees requesting that he pass over all documentation relating to those Committees to the Chairman of the World Bowls Laws Committee with a detailed written summary of the stage reached in all relevant areas.**

### **ACTION**

**That the Chairman of the Laws Committee assess the previous work and considerations of the Equipment Committees and provide a full report to the board together with his recommendations as to the way forward.**

## 12. EVENTS

### Commonwealth Games

This subject is covered within the minutes of the Council Meeting held on 2<sup>nd</sup> August but the board fully endorsed the comments to the Council meeting of the World Bowls Commonwealth Games Technical Delegate, Kerry Clark OBE.

2014 Champion of Champions Singles-Fendalton B.C., Christchurch, NZ

A good entry has again been seen for this event and all arrangements are progressing satisfactorily for this event in November.

2015 & 2016 Champion of Champions Singles

Confirmed venue-Club Helensvale, Queensland, Australia

2014 World Junior Championships-Broadbeach B.C., Queensland, Australia

It was agreed that Australia would be requested to provide a further female competitor to partner the Japan male competitor in the mixed pairs discipline in this event in November.

A new trophy will be purchased for the mixed pairs discipline with the World Junior Cup trophies being utilised for the men's and women's singles disciplines.

2015 World Junior Championships-Broadbeach, Queensland, Australia

March 2015 dates now confirmed for this event.

2015 Atlantic Championships-Athena Beach Hotel, Paphos, Cyprus

This event is a qualifier for the 2016 World Championships and playing dates have provisionally been agreed as being 30 November-13 December to be finalised once confirmed entries are received, which will be requested 9 months prior to the event. The Chief Executive will be the Tournament Director for the event.

2015 Asia Pacific Championships-Christchurch, NZ

This event is a qualifier for the 2016 World Championships and dates for the event are as recorded in the minutes of the Council meeting held on 2<sup>nd</sup> August. Bowls NZ Events Manager will be appointed as Tournament Director for the event as it is being held at similar time to the 2015 Atlantic Championships in Cyprus.

2016 World Championships-Christchurch, NZ

This subject is covered within the minutes of the Council Meeting held on 2<sup>nd</sup> August.

2019 Asia Pacific Championships

Bowls Australia have indicated that they wish to host this event linked to their bid to host the 2020 World Championships.

2019 Atlantic Championships

No formal bids to host received to date.

**ACTION:**

**Chief Executive to write to relevant MNAs again seeking bids to host this event**

2020 World Championships

**RESOLVED:**

**That the Bowls Australia bid to host this event in the Gold Coast be accepted subject to presentation and consideration of detailed bid documentation and payment of bid application fees**

**ACTION:**

**Chief Executive to advise Bowls Australia that their outline bid to host the 2020 World Championships in the Gold Coast has been accepted**

**13. TV PRODUCTION-WORLD BOWLS CHALLENGE**

The board considered that they had not been furnished with sufficient information from the previous President who had been the only World Bowls official involved in the negotiations

relating to this matter. Discussions with the previous President during the Commonwealth Games had suggested that the ongoing negotiations in relation to progressing such an event no longer involved World Bowls.

**ACTION:**

**President to seek full written clarification from previous President relating to this proposed event and to request that any documents relating to World Bowls and this event be forwarded to World Bowls headquarters**

**14. LAWS COMMITTEE**

ITO Assessments

The Chief Executive advised that this subject had been discussed with the Chairman of the Laws Committee during the Commonwealth Games in Glasgow and the requirements in this regard would be considered and progressed in September.

AE, who is also a member of the Laws Committee, indicated that he would provide the Chairman of the Laws Committee with some considerations in relation to ITO accreditation.

Laws Committee

Kerry Clark OBE has confirmed his willingness to continue to serve as Chairman of this committee.

A recommendation received from Bowls Canada that Sharyl Ann Milligan (Canada) be replaced on the Laws Committee by their Chief Umpire Nick Watkins was considered and accepted

**RESOLVED:**

**That Nick Watkins (Canada) shall be invited to replace Sharyl Ann Milligan (Canada) as a member of the Laws Committee**

**ACTION:**

- 1. Chief Executive to write to other existing members of the Laws Committee inviting them to continue to serve as members of the Laws Committee**
- 2. Chief Executive to write to Sharyl Ann Milligan advising them of the board's decision and to thank her for her contribution to the World Bowls Laws Committee**

Laws Review

The board again commended Kerry Clark and his Laws Committee on their professional, outstanding work on the review of the Laws and all other enquires they answer on an ongoing basis.

The revised World Bowls Laws of the Sport of Bowls-Crystal Mark Third Edition had been adopted by Council

**RESOLVED:**

**That the royalties to be paid to World Bowls by MNAs producing their own version of the new Laws book shall be 30 pence per Laws book printing**

**ACTION: Chief Executive to distribute definitive finalised copy of the revised Laws to MNAs, Recognised Associations and other relevant stakeholders**

**15. GENERAL BUSINESS**

In response to an enquiry from HW it was clarified that the process for nominating individuals for life membership is clearly defined in the Articles of Association.



**RESOLVED:**

**That with effect from 1 January 2015 a fee of £50 will be charged for each TUE application**

The board discussed a request from International Bowls for the Disabled (I.B.D.) to be granted Committee status within World Bowls with them dealing with relevant issues relating to bowlers with a disability reporting and presenting recommendations via the Chief Executive to the board. The board agreed to the request appreciating that there would need to be liaison at times with the Laws Committee.

**RESOLVED:**

**That I.B.D. be granted committee status reporting via the Chief Executive to the board**

**RESOLVED:**

**That a donation of £50 would be sent to Accord Hospice, Paisley in memory of Norma Black (wife of Roger Black) who had passed away recently**

**RESOLVED:**

**That the Chief Executive source a supply of World Bowls lapel badges**

**RESOLVED:**

**That Aceit Sportswear be requested to supply a suitable lighter coloured uniform polo top & cap for board and staff**

**ACTION:**

**That the Chief Executive furnish the new board members with details of the company's travel insurance policy**

KM thanked all concerned for their assistance since her election in furnishing her with World Bowls documents and information.

**ACTION:**

**1. Chief Executive to liaise with AE in relation to his required induction process and to furnish him with all relevant World Bowls information and documentation following his election to his position of Regional Director for Europe at the Council meeting on 2 August 2014.**

**Future Board Meetings Arrangements**

It was agreed that holding lengthy board meetings covering numerous agenda items via the GoToMeeting conference medium was not satisfactory with board members being geographically spread over such wide time zones and that this medium would best be utilised only for shorter meetings convened to focus on a specific subject or a specific limited number of subjects where final decisions are required by the board where email communications between board members and the Chief Executive are unable to reach a consensus decision.

It was agreed that the next face to face board meeting will be held at Broadbeach, Australia in March 2015 following the conclusion of the 2015 World Junior Championships with the next such meeting being held at Sportscotland, Edinburgh in late September/early October 2015.

Gary Smith  
Chief Executive  
20 August 2014