



BOARD MEETING MINUTES

7 JULY 2013

PRESENT:

Joe Aarons OAM - President
John Carter
Heather Welch

John McArdle
John Bell
Nita Chambers

IN ATTENDANCE:

Gary Smith – Chief executive officer.

1. WELCOME

The president opened the meeting at 7:05am (UK time) and welcomed all to the board meeting.

2. DECLARATION OF CONFLICT OF INTEREST

The president requested that conflict of interest declarations be made.
There were no declarations further to those minuted in previous meetings.

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Tabled: Minutes of board meeting – 5 May 2013

The president advised that the minutes had been circulated.
The minutes were approved.

4. BUSINESS ARISING FROM MINUTES OF BOARD MEETING

Action items not covered by agenda:-
See Chief Executive's report attached for details.

RESOLVED:

That the minutes of the meeting held on May 5, 2013 be accepted

ACTION:

GS to meet with Dr Colin Reid to discuss and finalise the World Bowls personalised anti-doping regulations for presentation to W.A.D.A.

5. FINANCE REPORT

Tabled: Income and expenditure statement, balance sheet and actual v budget figures for the period January 1, 2013 – June 30, 2013 had been distributed. In addition, Warilla Bowls & Recreation Club is currently holding funds as follows due to World Bowls pending transfer to Australian bank account:

AUD\$10,000-Commercial Partnership Agreement

AUS\$ 3439.50-2013 World Cup final account

Just prior to the meeting it had been confirmed that World Bowls had now been registered as a foreign company in Australia. Once the Certificate of Registration of a Foreign Company in Australia has been received an additional bank account will be opened in Australia.

Confirmation has been received that the 2012 audited accounts have been filed at Companies House.

GS confirmed that the updated accounts software package is now operational with revised chart of accounts in the format as previously agreed. JC is liaising with GS regarding a couple of minor required amendments.

RESOLVED:

That the balance sheet, profit and loss account and actual v budget figures to June 30, 2013 be accepted

ACTION:

- 1. JA to progress opening of bank account in Australia.**

6. CEO REPORT (Report attached)

Tabled: CEO report.

Directors had been furnished with an up-to-date registered membership sheet. 2013 Annual Return of Registered Members & fees still outstanding for Brunei, Niue & Samoa.

The board discussed the letter from Bowls Australia dated 17 May 2013 containing proposal in relation to future affiliation fee payments.

ACTION:

- 1. JA to meet with CEO Bowls Australia to finally resolve the issues regarding affiliation fee payments.**

7. STRATEGIC PLANNING

HW had circulated all the directors with a summary of all the board's responses to the on-line survey questions relating to vision, mission, core values & strategic areas of focus.

It was agreed that the next step required is to consult the Member National Authorities providing them with an online survey to complete within a reasonable timeframe.

ACTION:

HW to set up an online survey for completion by Member National Authorities

8. WEBSITE

JA & HW outlined the considerable amount of work undertaken to date to revise the original briefing document and the discussions/meetings with potential suppliers.

ACTION

HW to finalise the brief in liaison with GS for issue to selected potential suppliers

9. COMMERCIAL PARTNERSHIPS

Aceit

All orders for clothing for the directors & CE have now been submitted to Aceit who had made arrangements to deliver all the clothing to JA who will arrange for it to be delivered to each individual.

Warilla Bowls and Recreation Club

The commercial partnership agreement has now been completed.

ACTION

JA to take delivery of clothing from Aceit and arrange delivery of individual orders to directors & CE

GS/JA to advise Warilla Bowls & Recreation Club of details of Australian bank account once opened in order that they may effect transfer of funds due under the commercial partnership agreement together with credit balance of 2013 World Cup final account.

10. REBRANDING

Badges-Stocks of event badges now received.

Medals-It had already been resolved that medals for a number of years of World Cup & Champion of Champions events be ordered to obtain substantial discount for bulk order.

Flags-A number of quotes have been received and it was resolved that the flag(s) be produced in New Zealand and GS liaise with JC to progress WB requirements.

Business cards & name badges-Will be posted to directors within the coming week.

ACTION

GS & JC to progress production of new flag(s)

11. BOARD POLICIES

NC advised that she was still working on the draft policy document relating to the style of presentation of the World Bowls logo.

The meeting conducted a general debate as to the need for certain internal board policies and where responsibility lies in both formulating and drafting such policies.

RESOLVED

That the board furnish the Chief Executive with a definitive list of areas where it is considered World Bowls require further internal board policy documents in addition to the requirements already outlined under the World Bowls Memorandum, Articles, Regulations and Laws of the Sport

12. EQUIPMENT COMMITTEE

These minutes are private and confidential and intended solely for the use of the individual or entity to whom they are addressed

The Equipment Committee conducted their first GoToMeeting Conference meeting on 29 May, which GS attended. Unfortunately the president was unable to attend due to connection difficulties whilst on vacation in Europe and Richard Steadman of Dales Sports Surfaces and Gary Waterford of Grassman were unable to attend for personal/business reasons.

GS outlined some of the concerns and issues which arose from the meeting. JA advised that he would take responsibility in this area and contact the chairman of the committee and organise a further meeting and will progress the requirements relating to the issue of the proposed questionnaire to bowls manufacturers and discuss how responses to the questionnaire would be evaluated.

World Bowls responsibilities relating to artificial bowling green surfaces was a matter of general debate at the meeting in terms of considering any regulatory requirements for manufacture of such surfaces as opposed to the current position of defining the required performance standards.

JA advised that he was due to meet Walter Jacobs of AeroBowls within the next few days to discuss their testing issues.

GS advised that a new test table is being established in Malaysia.

ACTION: JA to contact chairman of the Equipment Committee to organise further meeting
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13. EVENTS

WB 2012

GS advised that the final report folder for the 2012 World Championships had now been received.

Future events

2013-Champion of Champions in NZ

GS advised that all operational matters relating to the event are progressing satisfactorily in liaison with Bill Fowle, Bowls NZ Events Manager.

GS has advised Malaysian LBF that as per the Conditions of Entry for this event the only eligible entries are the current national singles champions as at 31 March 2013 and their 2012 winner of the World Singles Champion of Champions is therefore not eligible to enter the 2013 event unless he meets this eligibility criteria.

U.S.A. Open & U.S.A. v Scotland Test Matches

NC requested the board to consider a WB presence during the period of these events.

RESOLVED

NC to represent the board for an appropriate number of days at these events and liaise with Regional Director JM in relation to Regional Director's message for event programmes.
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It was not considered appropriate for WB to place advertisements in any event programmes.
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2014 Commonwealth Games

GS had previously reported that the 4 nations test event at the Kelvingrove, Glasgow venue had gone well. As a result of discussions at that event one small amendment to the Conditions of Play for the 2014 Commonwealth Games had been recommended, sanctioned and duly circulated.

2015 Atlantic Championships

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GS advised that the tender criteria document had been issued to eligible nations. Bowls Cyprus & Bowls Jersey had advised that they would not now be progressing their expressions of interest to host but Bowls Scotland had again verbally confirmed their expression of interest and been granted an extension until 31 August 2013 to submit bid documentation.

World Junior Event

GS advised that tender criteria document had been circulated to all nations.

A number of expressions of interest have been received but still awaiting formal bids.

Upon request Bowls Scotland were granted an extension until 31 August 2013 for submission of bid documentation.

ACTION:

GS to distribute to directors the financial breakdown detailed in the 2012 World Championships final report.

14. TV PRODUCTION-WORLD BOWLS CHALLENGE- ASIA/OCEANIA

JA advised that discussions are still progressing with TV production companies and that he has meetings arranged in Hong Kong at the end of July to discuss the proposed event.

15. LAWS COMMITTEE

GS advised that some of the current ITO accreditations are due to expire in 2014 and it will be necessary to ascertain a list of those ITOs who wish to seek re-accreditation in order to schedule a programme for re-assessment testing.

RESOLVED:

Towards end of the year headquarters to evaluate ITO re-assessment requirements in 2014 and liaise with Laws Committee Chairman to formulate a programme for assessments for inclusion in 2014 budgets.

16. DEVELOPMENT

JB & GS confirmed that Switzerland has now become a Development Member of World Bowls and that Germany are progressing their application in the same category.

JA advised that all contents for the comprehensive Lawn Bowls Introductory Manual had now been completed and a number of comparative quotes obtained for production.

JA & JC reported on the progress being made relating to applications through the good offices of Bowls Australia for financial support from the Australian Sports Commission in three areas in regard to development covering fellowship and partnership grants and the proposed appointment of a development officer for the Pacific area as an expansion of the Community Development Officer programme of Bowls Australia.

A World Bowls newsletter was issued in June to all stakeholders.

RESOLVED

JA to progress production of an initial 50 Lawn Bowls Introductory Manuals in Australia with the preferred supplier.

ACTION:

GS to provide the WB logo in 3 different formats to JA

Action:
NC to further consider presentation aspects for future newsletters

17. GENERAL BUSINESS

JA & GS outlined the considerations to date regarding accommodation, accreditation and meeting requirements during the period of and the days following the 2014 Commonwealth Games. The bowls events during the Games are scheduled to conclude on 1 August 2014 with the overall Games concluding with the Closing Ceremony on 3 August 2014.

As such, the board considered 2 August 2014 to be the most appropriate time to convene the 2014 Annual & Biennial Council meeting with exact time and venue yet to be decided.

GS had highlighted that the fact that there will be a further election process for President and Regional Director positions in the months leading up to the 2014 Biennial Council meeting which may or may not result in changes on the board and the outcome of the election process will not be known until much nearer the Commonwealth Games. A meeting of the newly elected board will be required on days following the conclusion of the Commonwealth Games at a time and venue yet to be decided.

All of these uncertainty factors make exact accreditation and accommodation arrangements for the period of the Games and the days following its conclusion problematic.

It was confirmed that the President and Chief Executive each receive accreditation through CGF to attend the Games and both have been confirmed as members of the Jury of Appeal for the Games.

Other forms of accreditation will be available for other attending directors.

Further details relating to accommodation, accreditation and ticketing is due from CGF/CG2014 Glasgow in the next few weeks.

RESOLVED:

In accordance with established precedent World Bowls directors not otherwise accredited by CGF to attend the Games are expected to arrive in Glasgow 2 days prior to the date of the Biennial Council meeting. Should any director wish to arrive earlier to attend the Games they will be responsible for their extra costs.

ACTION:

Directors to advise GS of their proposed dates of attendance during the 2014 Commonwealth Games together with their accommodation requirements.

ACTION:

GS to investigate the need, requirements & viability of opening a drop box accessible by relevant parties.

Next GoToMeeting conference meeting scheduled for 7:00am (UK time) Sunday 15 September

The meeting concluded at 9:15am (UK time)

Gary Smith
Chief Executive
9 July 2013