



## BOARD MEETING MINUTES

**9 March 2014**

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**PRESENT:**

Joe Aarons OAM - President  
John Carter

John McArdle  
John Bell

**APOLOGIES:**

Heather Welch

**IN ATTENDANCE:**

Gary Smith – Chief executive

It was confirmed that Nita Chambers had recently been required to relinquish her position as an Appointed Director due to personal circumstances. The CE confirmed that he had forwarded the relevant form to Companies House.

**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 further declarations.

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

**Tabled:** Minutes of board meeting – 2-3 December 2013

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.

The president outlined the ongoing discussions taking place with IOC officials in relation to progressing IOC recognition. WADA confirmed that they will now accept World Bowls as a separate signatory to the WADA Code. The CE confirmed that draft revised World Bowls Anti-Doping Regulations had been sent to WADA with the appropriate fee and are awaiting their feedback.

The board ratified the agreement with IMGSTG for the provision of a new website, which will be launched in the near future. Discussions include provision of an area on the website only accessible by the board and staff as a drop box for internal use.

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JB confirmed that he was still gathering information in relation to the desired document outlining advice on how to promote the sport, recruit members, make bowls fun and how playing the sport spans recreational play leading to competition if competitive play is desired.

It was agreed that the time to consider progressing the production of the laws of the sport in further languages must necessarily be left until after the completion of the current review process.

**RESOLVED:**

**That the report regarding the action points arising from the meeting held on December 2-3, 2013 be accepted.**

**That the minutes of the meeting held on December 2-3, 2013 be accepted**

**ACTION:**

- 1. Newsletter and Regional Newsletters to be issued**
- 2. Annual Report to be progressed following finalisation of 2013 audited accounts**

**5. FINANCE REPORT**

**Tabled:** Income and expenditure statement, balance sheet and actual v budget figures for the period January 1 to December 31, 2013, 2013 had been distributed to directors.

Income and expenditure statement and balance sheet for the period January 1 to February 27, 2014 had been distributed to directors.

2014 budget had been distributed to directors.

The CE confirmed that all documentation relating to the 2013 financial year had been delivered to the accountants/auditors. He explained that further credits received after 31 December but relating to the 2013 financial year would now be included in the finalised 2013 accounts being prepared by the accountants and that there would be an adjustment to account for exchange rate movements relating to our Australian dollar account. Finalised 2013 audited accounts will be distributed within the next couple of months.

The board discussed the proposal to increase the annual affiliation fee to be considered by MNAs at the forthcoming Biennial Council Meeting. Reference was made to the discussions that took place at the 2012 Council Meeting held in Adelaide, Australia regarding the requirement to increase the annual per capita fee to a realistic level.

**RESOLVED:**

**1. That the balance sheet, profit and loss account and actual v budget figures to December 31, 2013 duly adjusted as outlined be accepted**

**2. That the balance sheet, profit & loss account for the period to 27 February be accepted**

**3. That the 2014 budget be accepted**

**4. That the proposal to present to MNAs at the Biennial Council Meeting to be held in Glasgow in August 2014 will be to increase the annual capitation fee to 50 pence per registered member from 2016.**

**6. CE REPORT**

**Tabled:** CE report.

A full written report had been distributed to all directors.

Directors had also been furnished with an up-to-date registered membership sheet and the CE outlined those few nations from whom he was still awaiting completed forms and/or fees, the relevant MNAs are being chased in strong terms.

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The board had confirmed JB's recommendations relating to Roger Black including the increase in his office assistance hourly rate.

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

## **7. STRATEGIC PLANNING**

The president confirmed the concept accepted by the board to progress the Strategic Plan in an electronic magazine format.

The requirement for some additional content to that already agreed was discussed and the president advised that he would consider the document again with a view to making appropriate additions and he will report back to the board at the earliest in order to finalise the document for distribution to all stakeholders.

**ACTION:**

- 1. The president to consider what additions are required to current draft document.**
- 2. CE to distribute Strategic Plan to all stakeholders once finalised.**

## **8. CORPORATE PARTNERSHIP**

Tabled: Corporate Partnership Agreement with Inside Bowls Magazine

**RESOLVED:**  
**That the CE sign the Corporate Partnership Agreement on behalf of World Bowls**

**ACTION:**  
**That the CE inform MNAs of the agreement and request that they supply articles including photos which can be considered for inclusion in future editions of the magazine.**

## **9. WEBSITE**

The board ratified their previous confirmation that the CE sign the formal agreement with IMGSTG for the development of the new website, which will be launched shortly.

The president advised that he had a meeting with IMGSTG within the last couple of days when he had the opportunity to see the skeleton of the proposed website and was most impressed with the look and structure of the site and its user friendliness. It is now just a matter of loading all the required content prior to the formal launch.

The CE advised that a conference call training session between IMGSTG, the CE, HW and Roger Black will be held within the week.

The president also advised that his discussions with IMGSTG had included the area of advertising on the new site and that IMGSTG personnel had kindly agreed to draft a proposal relating to website advertising matters including proposed costs to be charged for advertising on each area of the site for consideration by the board.

## 10. DEVELOPMENT

The president confirmed that all the required amendments to the Introductory Manual had now been completed and described how the manual would be presented including associated items. He advised that Taylor Bowls had agreed to sponsor the printing of the Manual. An initial stock of 100 copies is being produced and part of the stock will be distributed to each Regional Director with the balance to be held at headquarters.

**ACTION:**

**The president to arrange distribution of the stock of the Introductory Manual as agreed above.**

## 11. AUDIT & RISK

**Tabled: Draft Policies prepared by JM, JC with input from the CE**

Appreciation was conveyed to JC for his considerable efforts to date with reviewing existing policy documents and drafting of additional requirements incorporating comments received from JM and the CE.

The president advised that he had also had discussions with JC and that he would look over the documents again and pass on his further comments to JC at the earliest.

**ACTION**

**The president to review draft policies and send comments to JC**

## 12. EQUIPMENT COMMITTEE

The president advised that he and Kerry Clark OBE had been working together with legal adviser input to draw up a generic licensing agreement which would cover the whole range of appropriate companies/individuals whom World Bowls requires to license e.g. bowls manufacturers and testers, artificial surfaces manufacturers and installers etc.

The president also referred to the deeply appreciated considerable amount of work undertaken by Keith McAuliffe in his role as a member of the Equipment Committee (Surfaces) including his investigations with other sports as to how they regulate in this area.

The president also provided details of progress to date in obtaining the interest of technical universities based in Australia and Singapore in researching certain identified specific, technical areas relating to World Bowls' regulations and equipment used for the manufacturing and testing of bowls. It was emphasised that such research would be funded by research grants from outside/government sources.

The CE confirmed that our Accredited Inspector had recently visited the new bowls testing facility set up in Malaysia i.e. Bayeumas Bowls Test Centre and was most impressed with the facility and the individuals concerned. He had recommended that the board approve/accredit the facility and designate testing personnel. The personnel have arranged further training with an existing experienced official tester.

**RESOLVED:**

- 1. That there shall be no increase in the annual fee for Manufacturers and Testers**
- 2. That the Bayeumas Bowls Test Centre in Malaysia be accredited as an official bowls testing facility.**

## 13. EVENTS

**Tabled: Tender documents from the National Authorities with their bids to host the 2015 & 2016 World Singles Champion of Champions.**

**Tender document from the National Authority outlining their bid to host the 2015 Atlantic Championships**

The board confirmed the earlier decision that the CE sign the agreement with Broadbeach B.C., Gold Coast, Australia who will host the revamped annual World Junior Championships for the next five years 2014-2018.

The CE advised that he had received some representations asking whether more than one entry would be allowed for these championships. Certain aspects relating to the currently published age criteria were also discussed.

**RESOLVED:**

**World Bowls will allow a second entry for the World Junior Championships from any country confirming a first entry of both a male and female competitor but the second entry must be for both a male and female competitor.**

**World Bowls will allow some flexibility in the currently published upper age limit by still accepting an entrant nominated by their national authority to compete in the World Junior Championships by virtue of them being the winner of their national under 25 championships in the year prior to the World Junior Championships but who may have subsequently reached the age of 25 prior to the start of the World Junior Championships**

**ACTION:**

**The CE to distribute the above information together with confirming entry forms to MNAs**

**2014 Commonwealth Games, Glasgow**

The World Bowls Technical Delegate Kerry Clark OBE had reported that all aspects of the event are progressing satisfactorily. The CE advised that he and Roger Black would be involved in the testing of the automated scoring system scheduled for May.

**2014 Champion of Champions in Christchurch, NZ**

The CE advised that all operational matters relating to the event are progressing satisfactorily in liaison with Bill Fowlie, Bowls NZ Events Manager. Closing date for confirmed entries is 15 April 2014. The CE agreed with JC that some changes would be made in the timing of the opening and closing functions.

**2014 World Cup at Warilla, Australia**

The CE advised that all operational matters relating to the event have progressed satisfactorily in liaison with Jeremy Henry, Bowls Manager and Phil Kipp, General Manager at Warilla. The draw has been made and on the World Bowls website. It was confirmed that JC will attend the event.

**2015 Commonwealth Youth Games, Samoa**

The World Bowls Technical Delegate, Kerry Clark OBE confirmed that he is in contact with Samoan personnel regarding the event and is awaiting details for a visit date.

**2019 Asia Pacific Championships**

Hosting criteria document has been issued to relevant MNAs, closing date for receipt of tenders to host the event is 30 June 2014.

## **2020 World Championships**

Hosting documents have been sent to all MNAs, closing date for tenders is 30 June 2014.

## **2015 Atlantic Championships**

### **RESOLVED:**

**That Bowls Cyprus be confirmed as the host of the 2015 Atlantic Championships with a request to consider, if possible, starting the event a week or two earlier than currently outlined in their tender document.**

### **ACTION:**

- 1. The CE to advise Bowls Cyprus in accordance with the above.**
- 2. The CE to circulate relevant MNAs with document outlining the criteria for hosting the 2019 Atlantic Championships**

## **2015 & 2016 World Singles Champion of Champions**

### **RESOLVED:**

**That the bid to host by Bowls Australia be accepted with the President to discuss a couple of areas within the bid document with the Bowls Australia CEO. He will report back to the board.**

### **ACTION:**

- 1. The CE to advise Bowls Australia in accordance with the above.**
- 2. The CE to advise the national authority in Norfolk Island with appreciation for their bid and support.**

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

The president advised that he will be travelling to Hong Kong in early April with representatives of the proposed TV production company for further discussions with national officials and sponsors. Thereafter a full prospectus and budget will be produced for presentation to the board.

## **15. LAWS COMMITTEE**

The CE confirmed that the Laws Review continues to progress in accordance with the previously confirmed timetable. Plain English Campaign have been furnished with the draft documents for their comment.

A schedule of ITO assessments in Australia has been agreed.

## **16. REGIONAL DIRECTORS' REPORTS**

### **Tabled: Reports for Regional Directors of the three regions of World Bowls**

The president thanked the three regional directors for their written reports.

Any appropriate matters contained in these reports will be included in the next regional newsletters.

### **RESOLVED:**

**That the Regional Directors' reports be accepted.**

## 17. GENERAL BUSINESS

The CE reminded the directors that he required personal details and appropriate digital photograph as recently requested for input into the CG2014 Glasgow accreditation application automated system.

The CE advised that the requirements in relation to the nomination and election of the World Bowls President and Regional Directors has now been commenced.

Bowls Australia, Bowls England and Bowls South Africa as the national authorities responsible for conducting the process for the nomination and election process for the Asia & Oceania, Europe (including British Isles) and Africa & Americas Regions of World Bowls respectively have appointed their Regional Returning Officers and advised details of the appointed individuals to the World Bowls CE as required.

**RESOLVED:**

**That the CE be appointed as the Returning Officer for the World Bowls President election process should one be required.**

**ACTION:**

1. **Directors to furnish CE with personal details and digital photo for input into CG2014 accreditation application system**
2. **CE to furnish Regional Returning Officers with required documents and information to progress their Regional Director nomination and election process.**
3. **CE to distribute nomination forms for the position of President of World Bowls.**

The meeting concluded at 9:25am (UK time)

Next GoToMeeting board meeting to be held in May.

Gary Smith  
Chief Executive  
11 March 2014