



## BOARD MEETING MINUTES

20 October 2013

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### PRESENT:

Joe Aarons OAM - President  
John Carter  
Heather Welch

John McArdle  
John Bell  
Nita Chambers

### IN ATTENDANCE:

Gary Smith – Chief executive

#### 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.

It was duly recorded that John Bell had recently been appointed by Bowls England in to the position of Performance Director for the England bowls team for CG2014.

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

**Tabled:** Minutes of board meeting – 7 July 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.

The president advised that the matter of Bowls Australia's future affiliation fee payments had been finally resolved.

John Carter reported that the new WB flags being manufactured in NZ would be produced within the next week.

The additional WB bank account in Australia is now operational and actions are underway in order that it may be operated by the chief executive.

The chief executive confirmed that he had written to Aceit to request the extra shirts requested by certain directors. We are still awaiting receipt of ties & scarves as part of the new WB corporate clothing and president will deal with distribution to board members and staff.

<b>RESOLVED:</b>
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**That the report regarding the action points arising from the meeting held on July 7, 2013 be accepted.**

**That the minutes of the meeting held on July 7, 2013 be accepted**

**ACTION:**

**GS to contact Aceit to request that the ties and scarves are delivered to the president and to chase the order for the extra shirts.**

## **5. FINANCE REPORT**

**Tabled:** Income and expenditure statement, balance sheet and actual v budget figures for the period January 1, 2013 – September 30, 2013 had been distributed.

The chief executive reported that following consultation with John Carter it had been resolved that the remaining balances still showing for display unit and fixtures and fittings assets would now be fully depreciated in this current financial year. The old logo stock items will also be fully depreciated in the current financial year accounts.

The 'Other Income' figure of £750 currently showing in the Profit & Loss account was clarified by the chief executive as being late withdrawal from the 2013 World Cup penalty fees. Upon further consideration it was agreed that this would be transferred to the 2013 World Cup account.

**RESOLVED:**

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

**ACTION:**

**The chief executive will action the accounting requirements detailed above.**

## **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 Niue & Samoa. The chief executive is still chasing Niue and John Carter advised that the CGF Chief Executive is due to visit Samoa shortly in relation to the 2015 Commonwealth Youth Games and having been made aware of WB's contact difficulties with the bowls authorities in that country will report back.

The 2014 WB Annual Return of Registered Members & associated fees documentation has now been distributed to all Member National Authorities, completed returns and fees are to be received by WB by no later than 31 December 2013.

It was reported that the chief executive was still awaiting a response from the International Olympic Committee (I.O.C.) detailing their considerations further to his submission to that body of all the correspondence between WB and the World Anti-Doping Authority (W.A.D.A.) following the decision by the board to terminate WB's membership of C.M.S.B. This included the request and indeed the requirement for World Bowls to now be independently recognised by I.O.C. as the International Federation for the sport of Bowls separate to the 'boules' type sports.

John Bell highlighted again the importance stressed to him regarding I.O.C. recognition by certain Member National Authorities relating to access to funding for those authorities during his recent visit to Spain to attend the European Championships. Upon further discussion it was

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agreed that the assistance of our Member National Authorities should be obtained to lobby I.O.C. for such recognition.

The president questioned the viability of the new test table being established in Malaysia. The chief executive advised that these concerns had been fully voiced to those establishing the table not only by himself but also by Peter Clare of Drakes Pride even though one of the group companies of Peter Clare was actually contracted to set up the table. On the positive side, it was pointed out that this is the first table to be established in the Asia region.

**RESOLVED:**

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

**ACTION:**

**The chief executive to prepare a document for use by Member National Authorities to lobby I.O.C. for World Bowls to be separately recognised by I.O.C. as the International Federation of the sport of 'Bowls'**

## **7. STRATEGIC PLANNING**

The chief executive had prepared a comprehensive summary of the responses received from member authorities to the online survey, which he had followed up with a document outlining his comments and recommendations. Heather Welch had also forwarded documentation directly from the survey website. It was considered that this whole area of strategic planning and hence finalisation of 2014-2017 WB Strategic Plan required a full face to face discussion at the next board meeting and it was agreed to allocate two and a half hours to this subject on the agenda for that meeting. In the meantime, directors should furnish the chief executive with their comments in reaction to his comments and recommendations at the earliest.

**RESOLVED:**

**It was resolved to allocate time on the agenda for the next board meeting for a full discussion on Strategic Plan as detailed above.**

**ACTION:**

- 1. Chief executive to draft outline Strategic Plan document for discussion at next board meeting.**

## **8. WEBSITE**

As some directors were experiencing communications problems during this part of the agenda certain clarifications were passed on by email or written note.

Proposals for the new website had been received from two companies and the President and Heather Welch had been back in touch with both tenderers in relation to the content of their existing proposals. Their current costing based on their current proposals was outlined and it was clarified that some features are optional.

It was agreed that representatives of the companies should be invited to the next board meeting and in the meantime board members should consider the proposals and outline costing in order to be prepared to present their questions to the representatives of the tendering companies at the next meeting. A request was made to the chief executive and John Carter to consider a budget figure for website developments.

**RESOLVED:**

**That representatives of the two companies tendering for the website requirements be invited to attend the next board meeting to present their proposals.**

**ACTION**

- 1. Chief executive to issue invites to the two companies as above.**
- 2. Chief Executive & JC to consider budget for website development.**

**9. DEVELOPMENT**

The president reported that there had been a slight delay in the draft production of the introductory manual due to initially supplied photographs being considered to be of inadequate quality, these are now in the process of being replaced.

**10. AUDIT & RISK**

**Tabled: Document outlining draft WB policies in a number of areas prepared by chief executive and confirmed by director, John McArdle.**

Some directors were also experiencing continuing communications problems during this agenda item.

John McArdle expressed his on-going concerns regarding the area of 'Artificial Devices' considering that disability issues would best be left to the bodies representing bowlers with a disability in particular the International Bowls for the Disabled. Due to the communications problems being experienced whilst JM was presenting his comments in this regard, the chief executive offered to repeat JM's comments.

In this regard a heated debate arose regarding the scope of WB involvement in the area of disability, the recognition status of International Bowls for the Disabled. The president referred to his discussions with the chairman of WB Laws Committee on the subject of artificial devices and references relating to disability in the laws of the sport.

John Bell & Nita Chambers also expressed their views/concerns as to the scope of any WB policy in these areas.

Nita Chambers advised that she would have a draft document to present to the next board meeting in relation to use of the WB logo and logo style policy.

The chief executive's tabled document was not discussed as it was agreed that the whole area of WB policies would be best served by a full and proper face to face discussion at the next board meeting.

**RESOLVED:**

**That adequate time be allocated at the next board meeting to discuss WB policies**

**11. EQUIPMENT COMMITTEE**

**Tabled: Minutes of Equipment Committee meeting held on 18 October 2013 and revised Terms of Reference**

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The Equipment Committee conducted a GoToMeeting Conference meeting on 18 October, which the president and chief executive reported as having been a very successful and constructive meeting.

The president outlined the discussions with the bowls manufacturers, it having been appreciated that it had been considered far more appropriate to progress WB discussions with the bowls manufacturers on issues relating to bowls manufacturers and testers only with a representative of each of the four manufacturers as they are the people with the knowledge and experience in these areas.

Furthermore, it had been resolved to now separate the terms of reference of the Equipment Committee into three distinct areas i.e. manufacturing and testing, playing surfaces and other related equipment with appropriately skilled personnel from the committee plus other co-opted individuals being allocated to deal with the requirements relating to each area.

It was clarified that the WB president was now chairing the actual committee whilst Neil Furman remains a member of the committee

**ACTION:**  
**Directors to confirm to the chief executive their acceptance of the revised terms of reference of the Equipment Committee**

### **13. EVENTS**

**Tabled: Draft tender documents prepared by the chief executive outlining the hosting criteria for 2020 World Championships and World Singles Champion of Champions 2015 & beyond**

**RESOLVED:**  
**It was resolved that Kerry Clark OBE be confirmed as WB's International Federation Technical Delegate for Commonwealth Youth Games 2015 Samoa & Commonwealth Games 2018 Gold Coast**

**ACTION:**  
**Chief executive to write to Kerry Clark OBE confirming these appointments and to request his input to board considerations relating to succession planning for such positions.**

**RESOLVED:**  
**That in future for consistency across all WB events that there will be no dead ends and the jack will be re-spotted at the central 2m mark only. This ruling to take immediate effect.**

**ACTION:**  
**Chief executive to write to Kerry Clark OBE confirming these appointments and to request his input into board considerations relating to succession planning for such positions.**

**ACTION:**

**Chief executive to write to the chairman of the WB Laws Committee to advise of this ruling and to the Bowls NZ Events Manager for implementation at the 2013 Champion of Champions**

The following is in addition to the comments relating to events contained in the chief executive's report.

**2013 Champion of Champions in Christchurch, NZ**

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

**2014 World Cup at Warilla, Australia**

Initial documentation has been distributed, indications of intent to enter are being received, confirmed entry details are required to be received by WB by no later than 31 December 2013

**2015-Atlantic Championships**

The chief executive reported that no formal bids to host this event have yet been received, which is obviously a matter of deep concern, especially as this event will be a qualifier for the 2016 World Championships. However, both he and John Bell were in further discussion with a couple of countries who had shown renewed interest in hosting this event during John Bell's attendance at the recent European Bowls Championships held in Spain. In addition to this the chief executive had responded to some renewed interest from the management of the Athena Beach hotel in Cyprus who hosted the 2011 Atlantic Championships and 2012 Champion of Champions communicated to him by their Bowls Coordinator and also to some interest from an African nation.

**World Junior Event**

Two initial proposals to host this revised event have been received for consideration by the board with both tenderers requesting extra time to be able to provide full offer details following on-going discussions with government and other funding partners. The full proposals to be presented at the next board meeting

**Action:**

**Directors to send their comments to chief executive within a week relating to his draft documents in relation to 2020 World Championships & World Singles Champion of Champions 2015 & beyond.**

WB support has been provided to those seeking to include a demonstration of bowls at the 2015 Islamic Youth Games being hosted in Malaysia.

**13. TV PRODUCTION-WORLD BOWLS CHALLENGE- ASIA/OCEANIA**

The president advised that discussions are still progressing with TV production companies and that a second TV production proposal had been sent to Hong Kong & China authorities for consideration and he advised that the venue is sponsored and the TV production is sponsored and that the timing of the event will be dictated by TV requirements.

**14. LAWS COMMITTEE**

The board ratified the schedule in relation to the Laws Review presented by the chairman of the WB Laws Committee.

The chief executive confirmed that the gathering of information relating to those currently accredited ITOs whose accreditation expires in 2014 and who are seeking to be re-accredited is currently underway. Once full details are known WB requirements will be assessed for inclusion in the 2014 budget.

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## **15. REGIONAL DIRECTORS' REPORTS**

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

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

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

John McArdle indicated that he had just received a report from USA which he will distribute to all the board.

Condolences were again conveyed to Nita Chambers on the recent loss of her mother which had prevented her attending the USA v Scotland Test Series and the US Open to represent WB as planned. She advised that she was also awaiting some further feedback from individuals regarding these events.

## **16. GENERAL BUSINESS**

Nita Chambers advised that she will be meeting representatives from Canada in the near future.

The president provided an update regarding developments in Sri Lanka. A piece of land has now been granted at a sports club in Colombo and details of the area available in which to construct a 2 rink green have been forwarded to relevant members of the WB Equipment Committee for them to consider what assistance they may be able to provide in relation to progressing the bowling green construction. New Age Bowls will also be contacted to ascertain what assistance they can provide with furnishing a number of sets of their bowls for use in available sports halls in order to introduce local schoolchildren to the sport.

The meeting concluded at 9:10am (UK time)

Next board meeting to be held in Christchurch, New Zealand on 2<sup>nd</sup> & 3<sup>rd</sup> December 2013.

Gary Smith  
Chief Executive  
26 October 2013