



BOARD MEETING MINUTES FEBRUARY 21 - 22, 2013 EDINBURGH, SCOTLAND

PRESENT:

Joe Aarons OAM - President
John Carter

John McArdle
John Bell

IN ATTENDANCE:

Gary Smith – Chief executive officer.
Roger Black – Minute secretary.

1. WELCOME

The president opened the meeting at 8.30am and welcomed all the directors to the board meeting.

2. DECLARATION OF CONFLICT OF INTEREST

The president requested that conflict of interest declarations be made.

Joe Aarons – knowledge of and previous business dealings with Heather Welch, a candidate for one of the appointed director positions.

John Carter - director for Bowls Events New Zealand.

John Bell - Bowls England team manager.

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Tabled: Minutes of board meeting – December 10, 2012

Tabled: Minutes of Manufacturer's meeting December 7, 2012.

The president advised that the minutes of both meetings and the relevant action points from them had been circulated in advance to the board by the chief executive.

Confirmation of minutes were approved.

4. BUSINESS ARISING FROM MINUTES OF BOARD MEETING

Matters not covered by subsequent agenda items were dealt with as follows:-

1. Work was continuing on the establishment of an international standard of umpiring and a paper had been prepared by Kerry Clark on a number of ongoing tasks that were being actioned by the laws committee.

2. In relation to WADA, the CE advised that the WADA publication is downloadable from their website and that a circular had been issued to all NA's.

3. Letters to CMSB regarding non-attendance at their 2013 annual meeting and a response from the CMSB President had been received, and to Tiger bowls declining their invitation.

4. A new accounting package had been purchased. JC will work with CE to establish recording and reporting procedures.

5. An update on the unification of the Fiji Associations was requested. Officials giving an opportunity to discuss the matter were representing both Associations at the World Cup. Copies of the current constitutions and the proposed unified constitutions will be requested along with information on the expected date of unification.

6. Clarification on the position of Kerry Clark in relation to the Pacific Games Council was requested. It was confirmed that he was appointed as the World Bowls technical delegate to the 15th Pacific Games.

ACTION

GS to obtain Fiji constitutions referred to above.
GS to confirm the appointment of Kerry Clark OBE to the Executive Director of the Pacific games Council.

RESOLVED:

That the minutes of the meeting held on December 10, 2012 be accepted.
At the request of JA, copies of the minutes of meetings are to be available at future board meetings

Confirmation of the minutes of the Manufacturer's meeting were approved

BUSINESS ARISING FROM MINUTES OF MANUFACTURER'S MEETING

There were no action points raised on the minutes other than GS confirming the manufacturers were fully aware of the logo competition

RESOLVED

That the minutes of the meeting held on December 7, 2012 be accepted.

5. CEO REPORT

Tabled: CEO report (attached).

GS clarified that the name of the company is World Bowls with "Limited" being dropped from the title.

Investigations had been made into the apparent dramatic reduction in registered membership from South Africa and it was ascertained by JM that previous returns were incorrectly recorded. Issues regarding Bowls Australia's fees for 2013 had been resolved. JA reported that Bowls Australia (BA) had now resolved the dates for recording membership numbers bringing them into line with WB returns.

A letter from Bowls Australia President was tabled and discussed. JA would draft a reply, circulate to the directors for comment and respond under his own signature.

ACTION

President to draft a reply to the letter received from BA , circulate to the directors for comment and respond to President of BA.
JA to email a contact in Thailand to expedite their membership return.
JA to respond to the letter dated January 5, 2013 from BA.

Correspondence had been received from Mr Richard Gale based in Australia regarding the suspension of two Indian players from the Bowling Federation of India and this was ongoing, albeit it was a domestic issue. Copies of all emails and responses had been copied to the board.

ACTION

All relevant correspondence to be copied to BFI.
Following on a detailed discussion and on a suggestion from JB, it was decided to ask the BFI for the reasons why the players had been suspended and that GS should request a copy of the transcript leading up to the determination to suspend of the two players. The response

will be circulated to the board.

GS advised the board that correspondence had been received from Sport Accord regarding their next meeting due to be held in St Petersburg and that normally Kerry Clark would attend as the technical delegate for the Commonwealth Games as time was set aside to discuss CG matters. It was agreed however that arrangements would be put in place for Kerry Clark to attend the 6-nations event to be held at the CG venue at Kelvingrove, Glasgow where any matters relating to the CG could be discussed with the appropriate bodies. There was little to be gained by Kerry Clark travelling to St Petersburg.

GS wrote to Ben Scales thanking Bowls South Australia for hosting our meetings in December.

Laws Committee

Ian Munro, Trevor Davis, Sharyl Ann Milligan, Mark Cowan & Andy Ewens have been invited to continue to serve on the committee. All have confirmed their acceptance of the invitation.

Kerry Clark OBE (KC) continues his position as Chairman of the Laws Committee.

As requested by the board, the Laws Committee considered 'eligibility criteria' and their considerations were copied to the directors for their consideration.

GS has furnished the directors with an update of Laws Committee tasks received from KC. The problem of the eligibility of players for world bowls events still remained a controversial issue with players representing countries such as Malta and Falkland Islands being the subject of concern. Other countries' representatives in question were from Norfolk Is and Japan JA raised the matter of ITO's at world bowls events and was of the opinion that only ITO's should be used at future events.

JA asked about a review of the laws – a question had been put to him from the USA. GS reminded the board that the last review in 2010 took almost 2 years to complete, and it was agreed by the then board that there would not be a full review for a period of 10 years but that in the meantime any proposed changes could still be made if required and the laws changed by way of an addendum or flyer to the laws to save the cost of a complete re-print.

Any changes would be put to the member NA's for the 2014 Council meeting. The board agreed the process.

ACTION

It was agreed by the board that JB and GS to put together a paper for submission to the laws committee insisting that a further full review on eligibility be undertaken.

JM, under the umbrella of the audit and risk committee, was asked to prepare a paper for issue to NA's conducting world bowls events, on a policy for the invitation to and the deployment of ITO's at events.

JA proposed that world bowls should now instigate a further review and it was agreed to contact the laws committee to start the procedure with all NA's being given an opportunity to contribute.

Audit & Risk

As requested at the previous meeting, all existing documents held on file were forwarded to JM. The contents of the risk and audit committee of world bowls was accepted on the proposal of JM, seconded by JC and the relevant document would be attached to the minutes.

Events Matters

As agreed at previous meeting, GS wrote to the secretary of European Bowls Union accepting the invitation to JB to attend the next European Bowls Championships event in Spain.

Commonwealth Games

As requested at previous meeting, GS wrote to KC confirming his position as our IF Technical Delegate for Commonwealth Games and Commonwealth Youth Games for review after CG2014 Glasgow.

KC advises that he is currently working through a host of operational issues with CG 2014 which do not require board input. The board and the council have signed off the format and it is the role of KC along with CG 2014 to now ensure it happens.

The directors will be visiting the CG 2014 Lawn Bowls venue at the end of the board meeting and this will provide the opportunity to receive a general update from CG 2014 officials. There will be a requirement to clarify with officials during the visit the scheduled use of the greens leading up to the Games. The visit will also incorporate meeting with CEO & Chairman of Bowls Scotland.

RESOLVED

The report was accepted.

6. FINANCE REPORT

Tabled: Draft audited accounts for year ended December 31, 2012; Covering letter dated January 30, 2013 from CE to accountants, ERC; Budget – 2013; Reply from Accountants dated February 15, 2013. Income and expenditure statement and balance sheet for the period January 1, 2013 – February 15, 2013

The chief executive officer spoke to the report. Key areas that were raised were:

- 2012 accounts. All documentation was delivered to auditors/accountants at end of January 2013 and GS furnished directors with a copy of a letter dated January 30, 2013 that accompanied the accounts, which contained all necessary additional information and incorporated the concerns expressed by board members and by delegates at the council meeting in December 2012.

Directors have now received the first draft of the audited accounts and accompanying documents. The senior accountant has furnished the board with a letter dated February 15, 2013 directly dealing with the expressed concerns.

In reply to a question from JA, GS confirmed the accountants had been supplied with copies of full minutes of Board and Council meeting held in December 2012.

ACTION

1. It was agreed that JC would write to GS with his comments on how he would like to see the accounts presented and laid out in the future, which would be in a format similar to the layout of his prepared 2013 budget.
2. With reference to the representation letter to WB Accountants dated February 16, 2013, it was accepted. The 2nd paragraph of the letter should be amended "that only the previous president, chairman of the board, was able to speak to the 2012 accounts and not the current board". The amendment to the letter was moved and accepted. The letter to the Auditors dated February 16, 2013 was now to be signed by GS as the company secretary.
3. GS to write to WB Auditors confirming the approval of the abbreviated draft audited accounts for onward transmission to Companies House and that the full accounts for 2012 to be produced in a format in line with the budget prepared by JC.

The board accepted the draft 2012 abbreviated accounts. The draft accounts figures were approved, with the proviso that some of the descriptions of income/expenditure and the layout of the accounts be amended to suit phraseology that was known and would be recognised by member national authorities.

A draft 2013 budget plus a comparisons sheet was circulated to the directors. This was updated to incorporate amounts in the 2012 figures that were processed after the end of the financial year.

The UK balance sheet as at February 2013 and the Profit & Loss was referred to and minor alterations/amendments agreed to.

ACTION

It was agreed to write off merchandising items such as shirts, bookmarks and lapel badges when the new logo was introduced.

GS advised that endorsement fees represent invoices that have been issued to artificial surface manufacturers. It was agreed that invoices about to be issued to manufacturers/testers and artificial surface manufacturers would be increased by the rate of inflation – an average of the UK and Australian indices.

The legal fees shown in the accounts were for the documentation necessary for the copyright and ownership issues connected to the logo competition.

GS wrote to Scottish Sports Council in January regarding the investment agreement credit amount due for 2013 associated with the office lease/rent and reported that the amount of £5190 was credited to the World Bowls account on 12 February.

The balance sheet to February 15, 2013 and the profit and loss accounts were accepted.

The World Bowls budget for 2013 was approved.

WORLD PETANQUE

Claude Azema, Vice-President CMSB attended the meeting on the invitation of the board. It was pointed out that the directors of world bowls had resolved not to attend the AGM of CMSB and there seemed to be no advantage to world bowls to continue membership. Other more pressing matters required the attention of world bowls. A letter dated December 12, 2012 had been sent to CMSB President Rizzoli.

JA personally received a response from President Rizzoli.

Claude addressed the board re. CMSB and the benefits of continued membership and the position of his own organisation's membership

In response to a question from JB regarding the prospects of CMSB sports being admitted to into the Olympic Games, Claude pointed out that it would be very difficult for a number of reasons, mainly because of the limited number of sports allowed to take part in the Olympic Games.

There was a very frank and open discussion on the way forward with even the possibility of both sports working together on development of both sports. Membership of CMSB did not appear to further this aim.

JA thanked Claude for his attendance.

ACTION

1. GS to reply to the letter to from President Rizzoli advising him and CMSB that world bowls are terminating their membership of CMSB with immediate effect. Copy to be sent to Claude Azema.

2. GS to advise CMSB that world bowls were not now in a position to continue with the proposed demonstration of Lawn Bowls at the 2013 World Games in Cali, Columbia.

3. GS to forward a summary of the meeting for Claude Azema and a copy of the final decision by world bowls.

8. STRATEGIC PLANNING

Copies of strategic plans from member nations were requested, including the draft of the Bowls Australia 2013 planning documents.

The copies received contained many similarities and objectives.

It would be futile and costly to start from basics again the board decided to take the best from copies of plans that were available and develop a plan to cover the period 2014 – 2017. The draft plan should be one that could be circulated to member NA's for comment and to assist them in their own development.

ACTION

CE to amalgamate all the plans received for issue to the board by email for amendment/addition/comment.

9. WEBSITE

JB reminded the board that at the last meeting in Adelaide, the web site had been identified as a potential source for income as well as improving the image of world bowls. Hunter Johnstone Marketing solutions were briefed by WB board (John Bell).

Representatives of Hunter Johnstone presented the board with an initial presentation of their concept of WB requirements for a "user friendly" attractive and informative website capable of attracting advertisers.

WB board asked the company to provide a written proposal, based on our criteria, to create to a new website.

The board would await their proposals before considering putting the process to tender.

10. BOARD STRUCTURE

Appointed directors expression of interest

Applications received from Nita Chambers, Heather Welch, Geoffrey Stenekamp, Yanqin Liu, Brian Oxley, Arosha Jayasundera, Sara Refoy, Kiran Atapattu & Julie Bowen.

Enquiries had been made into the background of applicants and interviewed where possible, the WB directors were individually sounded out on their views based on the information to hand. Both Nita Chambers and Heather Welch satisfied the criteria required by the board.

It was decided not to appoint a further director at this time. It was agreed that until someone was available with the necessary skills, the last remaining position would remain vacant.

RESOLVED

That Heather Welch and Nita Chambers be appointed directors.

ACTION

GS to liaise with JA to arrange an induction with both new directors using IT.

GS to arrange for the necessary paperwork to be completed for Heather Welch and Nita Chambers

GS to write to unsuccessful applicants, whose applications would be then shredded.

PROPOSED

JA addressed the board and outlined his reasons for proposing that Mark Leger, EO Bowls Canada, be appointed as a consultants/adviser to world bowls and specifically that he chair the equipment committee set up by the board at the last board meeting.

Future board meetings

The next face to face board meeting would be at the champion of champions in New Zealand in November 2013, when several of the board would be present. The addition of newly appointed directors from USA and Singapore would add to the costs but the value of face-to face meetings could not be understated. WB will purchase the program "Go to Meeting" at a cost of £260 pa and have meetings by this method at least every 2 months.

ACTION

CE to formulate dates and times for future board meetings starting in April.

11. LOGO AND REBRANDING

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

Competition entries

In excess of 150 entries were received. WB appreciated the support of all four bowls manufacturers for providing the prizes for the competition.

A legal document has been prepared in relation to copyright and ownership requirements for the winning logo design.

The board considered all the entries and selected the future WB logo.

ACTION

GS to write to winner asking him to complete a "copyright transfer and consent form".

GS to write to Hunter Johnstone seeking suggestions from them for minor alterations to the colouring and font used in the wording and to provide a finalised version of the logo.

12. EQUIPMENT COMMITTEE

Reference was made to the previous meeting when it was agreed to create an equipment committee Terms of reference have been formulated and circulated to the board.

The terms of reference empowered the committee to investigate the regulations and registration of bowls manufacture, synthetic surface manufacture, installation of synthetic greens and testers. They will also look at other products related to bowls.

RESOLVED

- JB moved the inclusion of the bias of bowls for both Northern and Southern hemispheres be included into the terms of reference, of the Equipment Committee seconded by JC.
- Mark Cowan (Australia) would be a member and the board and the chair Marc Leger (Canada).
- Richard Steadman and Alan J Berry, or his nominee, would be invited to become a member
- Assistance from the world bowls accredited technical officials was on hand if required.

ACTION

GS to write to both Richard Steadman and Marc Leger regarding the structure of the committee and provide them with a copy of the amended criteria. President to invite Alan Berry.

13. EVENTS

A submission by John Bell on the future format of the world championships was received and adopted. Entry into the 2016 World Championships be restricted to 20 teams. Only the hosts ie New Zealand, and the winners of the overall team trophies in 2012 ie. Australia, shall have automatic qualification into the 2016 World Championships in all disciplines.

Qualification events for the 2016 World Championships will be the 2015 Asia Pacific and 2015 Atlantic Championships.

In each discipline, ten countries will qualify from the 2015 Atlantic Championships and eight countries shall qualify from 2015 Asia Pacific Championships.

Qualification will be by individual discipline finishing position and not by overall team finishing position.

RESOLVED:

That the 2016 World Championships be restricted to 20 teams, divided into two sections of 10.

The top 3 teams in both sections qualify for the later knock out stages with the winners of each section going through to a semi-final. The second and third teams from each section are drawn randomly to play each other.

Traditional format to be used.

Time limit is two and one quarter hours (2 & 1/4 hours).
Re-spotting of the jack will apply in "burnt" or "dead" ends.
Singles – 21 shots
Pairs 3 bowls per player
Triples 2 bowls per player
Fours 2 bowls per player
18 ends for all games other than singles.
Each discipline will be played out to completion. One rest day will be between the finish of play in the first two disciplines and start of play in the other two disciplines.

ACTION:

CE to advise Bowls New Zealand, subject to confirmation from Bowls NZ, all other National Authorities to be advised of the revised format.

Warilla – WB indoor singles/junior singles

It was suggested that the world cup should be replaced by a junior world cup. In view of the agreement in place with WBRC to host the world cup up to 2015 this cannot be considered. World Cup 2013-All operational matters relating to this event progressing satisfactorily in consultation with Warilla Bowls & Recreation Club. Final entries 25 men & 24 women. A draft hosting agreement had been drawn up and circulated. WBRC queried 2 items which will be amended.

RESOLVED

JA asked that an amended revised draft contract for the world cup from 2013 – 2015 be prepared and issued to Warilla Bowls & Recreation Club for their consideration and response. All future world bowls events should be put out to tender and that a tender document should be issued out to NA. A tender document will be drafted.

ACTION

An amended event agreement for the world cup will be sent to Warilla Bowls & Recreation Club. CE to draft tender document.

WB 2012 review

The final report for the 2012 World Championships is still to be received from World Bowls 2012 Ltd. CE has written to BA asking for copies of 2012 feedback forms and any other final reports. Initial observations from JB was that slow play needs to be addressed and that dividing teams between different venues should be avoided whenever possible. CE has received the results of the drug testing undertaken at the 2012 World Championships - no issues arose from these tests.

Future events

2013-Champion of Champions in NZ

All documentation has been issued to NAs and copied to directors and a number of entries received. CE to liaise with Bill Fowlie, Events Manager Bowls NZ, on operational matters.

2015 Pacific Games in PNG

CE furnished the directors with correspondence from the Pacific Games Council seeking the appointment of an official International federation delegate.

It was confirmed that Kerry Clark OBE has been appointed as the technical delegate to the 2015 Pacific Games.

Directors noted that Tonga are to host the 2019 Pacific Games with lawn bowls being on the scheduled programme of events.

ACTION

CE to advise Pacific Games Council that Kerry Clark OBE has been appointed as the technical delegate to the 15th Pacific Games in Port Moresby, PNG.

14. TV AND SOCIAL MEDIA

A proposal received from Mc Guire Media, a leading TV production company, for a World Bowls Premier league to be produced in South East Asia was discussed.

It would be used for development of the sport in SE Asia and indicated that, together with their connections with Foxtel (Aust.) and Star TV (Asia) there was a potential audience of 15 million. Their written proposal was an outline of the potential and what could happen in the future. Their detailed thoughts written on their proposal letter dated February 20, 2013 were discussed by the board. They were keen to continue discussions with regard to production, broadcast and distribution. Advertising revenue was enormous with world bowls benefiting considerably financially.

There was potential for expansion into the Americas and Europe.

15. DISABLED BOWLERS AND WB

It was confirmed that the International Bowls for the Disabled (IBD) is the recognised association within the constitution of WB and this was the only body that WB recognised as representing all disabled, covering the blind, deaf and disabled bowlers. The IBD President was based in South Africa.

The CGF also liaised with IBD for the disability events in the CG.

WB recognised IBD and included them in the distribution of all documents that were issued to NA's. There was very little exchange of correspondence.

16. DEVELOPMENT AND PARTICIPATION

CE provided the background to Tony Sherwill attending the Oceanic meetings as the WB representative. He was on the development committee which included that area, and has attended the Annual General assembly of the Federation of Oceania National Sporting Federations for the past two years. Now that there is a regional director for the region, it was thought appropriate that he should now attend. The next meeting is in Fiji.

The minutes of previous minutes will be copied to him and the annual affiliation fees for world bowls are AU\$300. It was approved John Carter be the delegate and attend the meeting.

ACTION

JC to attend future meetings of OSFO/ONOC.

CE to copy minutes of previous meetings to regional director

CE to advise OSFO/ONOC and BA of change of delegate

ACTION:

CE to provide the board with copies of the disability criteria used by IBD.

CE to check with WADA that WB remained fully compliant taking into account the membership of CMSB had ceased.

Copies of Aust. and NZ development programmes, with the results are to be obtained and circulated to the board. CE will investigate the possibility of similar reports in other sports which may be of interest. Programmes received will be circulated to the board. NA's will be circulated and offered copies of the programmes to assist them in their own development. Assistance will be offered to developing countries to set up development programmes.

The board confirmed that development is their first priority. Countries seeking advice and guidance to set up bowls will be responded to in a positive and regulated manner.

17 GENERAL BUSINESS

JC/JB advised the board that they were in favour of a newsletter being prepared and issued to the countries in their regions, advising WB initiatives, information available and where world bowls was headed.

The board will visit Kelvingrove - Glasgow and meet with CG officials. WB will ask for a greens maintenance program leading up to and including the playing of the CG 2014.

ACTION

- A newsletter will be designed and prepared for issue to NA's and for inclusion on web sites. Each director will be asked for input.
- It was agreed by the board that the CE will prepare an annual report covering the activities of the board, the members, regional directors, and financial reports.
- All the previous development officer's details are to be removed from the web site development pages. They will be written to thanking them for their services.
- Regional directors will be shown on the web site.

The meeting concluded at 11.30am

Roger Black
Minute Secretary
7th March 2013.