



## BOARD MEETING MINUTES

**5 MAY 2013**

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**PRESENT:**

Joe Aarons OAM - President  
John Carter  
Heather Welch

John McArdle  
John Bell – Left meeting 10am UK time.  
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 – 21/22 February 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:-

1. GS confirmed that acknowledgement of receipt of the letter sent to C.M.S.B. terminating WB membership of C.M.S.B. had been received but nothing further had been received in response. No further action.
2. It was confirmed that the current C.M.S.B. anti-doping regulations which incorporate World Bowls requirements are compliant with the current W.A.D.A. template International Federation anti-doping regulations as currently exhibited on the W.A.D.A. website.
3. GS had advised directors that the disability bowls classifications are available on the I.B.D. website.

**RESOLVED:**

**That the minutes of the meeting held on February 21/22, 2013 be accepted**

**ACTION:**

**GS to review the C.M.S.B. anti-doping regulations and personalise to World Bowls and register the same with 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 – April 30, 2013 had been distributed.

GS confirmed that all matters relating to the 2012 audited accounts had now been finalised and presented.

The format of the audited accounts for 2013 be amended for presentation to the members to further aid clarity and understanding.

**RESOLVED:**

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

**That World Bowls Ltd be registered as a foreign company in Australia.**

**That when the registration is completed a bank account in World Bowls Ltd name be opened.**

**That Joseph Aarons OAM be appointed as the required 'local agent' of Aust. registered company.**

**ACTION:**

- 1. JC and GS to liaise on the most appropriate way to present the payment received from Scottish Sports Council.**
- 2. GS to distribute the audited accounts to MNAs**
- 3. GS to obtain certified copies of company's certificate of incorporation and articles of association to forward to president for Aust. registration.**
- 4. JA to instruct solicitor to register World Bowls Ltd in Australia.**

**6. CEO REPORT (Report attached)**

**Tabled:** CEO report.

The president advised that the issues relating to Bowls Australia's WB affiliation fees had now been resolved and that CEO of Bowls Australia would be writing to WB within the next week with details.

**RESOLVED:**

**That the report be received.**

**7. STRATEGIC PLANNING**

HW, NC and JA held a conference meeting to assess the information gathered from other bodies relating to strategic planning. A draft of their findings will be circulated to WB board members outlining a number of options for their comments.

The board will draft a survey document for the MNAs to be involved in the final strategic planning process and discussion.

**ACTION:**

**HW to distribute draft strategic plan document to board members for discussion.  
HW to draft a survey document and investigate survey method options.**

**8. WEBSITE**

Proposal from Hunter Johnstone has been distributed to the directors.

JB past business association with Hunter Johnstone had been satisfactory as an end user.

Most board members did not have sufficient technical knowledge to be able to comment upon certain areas of the proposal compared to those eg. HW and NC who have greater expertise in website building and design.

All financial aspects relating to the development of the new website will be a matter of particular ongoing focus and it is important that value for money and financial viability be paramount at each stage of the development process.

The board will be looking at specific areas of the proposal such as advertising as the proposal progresses.

Hunter Johnstone to date had not charged for their services for the website proposal and their work in relation to the World Bowls logo.

A number of questions in relation to the proposal had been forwarded to Hunter Johnstone.

HW/NC will speak directly with Hunter Johnstone to clarify and expand on those areas of concern.

HW requested a copy of the initial brief submitted to Hunter Johnstone by JB on behalf of WB.

**ACTION**

**HW to make contact with Hunter Johnstone directly and involve NC in ongoing discussions regarding the proposal and report back to the board.**

**JB/GS to furnish HW with original briefing document submitted to Hunter Johnstone**

**9. COMMERCIAL PARTNERSHIPS**

**Aceit –**

Draft of the agreement to provide WB with clothing for board and staff was distributed and approved. The agreement has been signed.

**Warilla Bowls and Recreation Club-**

A proposal for sponsorship has been sent to WBRC to be considered at their next board meeting.

**10. LOGO AND REBRANDING**

Mr Ken Anderson of NSW, Australia was declared the winner of the logo design competition and he was presented with his prizes of a set of bowls and bowls bag from each of the bowls manufacturers on the final evening of the 2013 World Cup at Warilla.

The logo has been displayed on the WB website and circulated.

The document giving WB copyright and ownership rights for the winning logo design has been signed.

The board discussed further requirements as a result of the change of logo.

**ACTION**

**GS to obtain quote for new flag(s)**

**GS to progress requirements for new badges and medals for events.**

## **11. AUDIT & RISK**

JM advised that he had submitted a number of suggestions for the drafting of policy documents.

JA and JC will be submitting draft policies to JM for the committee to consider and recommend to the board.

It was agreed that their considerations would include the formulation of a definitive policy to cover the World Bowls position in relation to dealing with enquiries from individuals on such matters as the recent case of two Indian players suspended by their national authority.

**ACTION**

**JA & JC to consider requirements for specific WB policies in the area of audit and risk and a specific WB policy relating to domestic issues**

## **12. EQUIPMENT COMMITTEE**

The president had circulated the board with confirmation that Neil Furman of Bowls USA had accepted the invitation to serve as convener of this committee to replace Marc Leger who had previously accepted the position but subsequently left his position as Executive Director of Bowls Canada to take up another position.

The other members of the committee are as follows:-

Mark Cowan-chairman of Bowls Australia's national officiating committee.

Richard Steadman of Dales Sports Surfaces

Alan Berry of AJ Berry & Sons bowling green installers

Gary Waterford of Grassman Sports Surfaces

Keith McAuliffe formerly with NZ Sports Turf Institute.

The WB technical consultants/accredited inspectors/accredited organisations will be available to be consulted.

A questionnaire has been prepared to be sent to bowls manufacturers.

It was confirmed that the committee would be holding their first meeting within the next few weeks by conference technology and the president would sit in on this meeting.

## **13. EVENTS**

### **Warilla – World Cup Singles**

GS reported that the 2013 event at Warilla Bowls & Recreation Club had been successful with the winners being Jeremy Henry (Australia) and Jo Edwards (NZ)

It was confirmed that the formal agreement for WBRC to host the event in 2013-2015 had now been signed. The terms of the agreement were approved by the board.

## **WB 2012**

GS advised that he had received correspondence from Bowls Australia indicating that the final report for the 2012 World Championships would be received within the next couple of weeks.

## **Future events**

### **2013-Champion of Champions in NZ**

GS advised that final confirmed entries stand at 29 men and 27 women and that he is liaising with Bill Fowlie, Events Manager Bowls NZ, on operational matters.

### **2014 Commonwealth Games**

At the request of the CGF the time limit for all sectional play would be 2.15hrs, and no time limit for knockout rounds.

The following recommendations had been received from our CG Technical Delegate:-

1. That the re-spotting of the jack shall be at the 2m mark only.
2. That the slow play conditions recommended by the Laws Committee be approved.

#### **RESOLVED:**

**That for the bowls events in CG2014 Glasgow the re-spotting of the jack shall be at the 2m mark only and that the slow play conditions as recommended by the Laws Committee be approved.**

#### **ACTION:**

**GS to advise the WB CG Technical Delegate of the above board approvals for submission to CG2014 Glasgow.**

### **2015 Atlantic Championships**

Expressions of interest to host these championships had been received from Bowls Cyprus' Bowls Jersey & Bowls Scotland.

It was the view of the directors that as this event is a qualifier for the 2016 World Championships, which will be conducted on grass greens, that it was preferable that this qualifying event should also be conducted on grass greens.

#### **ACTION:**

**GS to liaise with JB to produce a full tender document at the earliest to submit to the three national authorities who had submitted an expression of interest to host the event.**

### **2016 World Championships**

A recommendation had been received to extend the time limit for matches from 2 ¼ hours to 2¾ hours due to the extra number of ends (18 ends compared to 15 ends) being played in these championships compared to CG2014 Glasgow and the generally faster pace of the greens in NZ compared to Scotland. There were differing opinions within the board on this matter ranging between keeping the time limit as previously agreed, extending to 2 ½ hours and agreeing to the recommendation to extend to 2 ¾ hours. No definitive decision was reached and further consideration required.

#### **RESOLVED:**

**That the jack shall be re-spotted at the 2m mark only**

#### **ACTION:**

**GS to advise Bowls New Zealand that the jack shall be re-spotted at 2m mark only.  
Time limit to be resolved.**

## **World Junior Event**

The board reaffirmed their commitment to re-introduce a world junior event at the earliest, preferably in 2014 but that it must be financially viable.

It was agreed that the age group for the event should be under 25.

### **ACTION:**

**That GS & JB liaise to formulate recommendations for the format of a world junior event together with outline costing to submit to the board prior to seeking expressions of interest to host from MNAs**

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

The president reported that negotiations had progressed very positively to host this event in Hong Kong with proposed dates being 10/11/12/13 March 2014. The format is proposed to be short sharp games of 5 ends, 4 person teams, 2 men, 2 women. The TV production company propose to produce 15 one hour programmes but broadcasts will be shown live to air in host country and website streaming will be included in the proposal. The broadcasts will be distributed by W.S.G. Details of the production budget are expected shortly.

## **15. LAWS COMMITTEE**

Tabled: Slow Play Recommendations from Laws Committee

The board had been circulated with the detailed documentation from the Laws Committee on the subject of slow play.

The board expressed their appreciation for the quality content of the documentation presented by the Laws Committee and the thoroughness of the investigations evidenced therein.

### **RESOLVED:**

**That the recommendations of the Laws Committee relating to slow play be accepted.**

### **ACTION**

**GS to write to the Chairman of the Laws Committee expressing the appreciation of the board in relation to the slow play investigations and documentation and to commend the members of the Laws Committee for their outstanding efforts in this regard.**

Details of the opportunities for accredited International Technical Officials to officiate at the 2014 Commonwealth Games in Glasgow and the international events being held in New Zealand over the next few years together with application forms have been distributed over recent months

Further ITO assessments have taken place in Spain, Ireland and Wales over the last couple of months

It was confirmed that the content of the board minute of April 2011 relating to ITO requirements at the various World Bowls events still reflects current policy.

### **ACTION**

**GS to check with Roger Black that the list of accredited International Technical Officials displayed on the WB website is up-to-date**

## **16. DEVELOPMENT**

Tabled: Report from JC on his attendance at the OSFO/ONOC meetings in Fiji

JC's report had been distributed to the directors.

The content of the report was discussed and in particular the funding opportunities for development initiatives in the Oceania region identified during attendance at the meetings.

The president outlined the assistance being given to Sri Lanka to obtain a suitable piece of land on which to establish a bowling green.

**ACTION**

**JC and JA to progress funding opportunities available through the Australian Sports Commission for development opportunities in Oceania in consultation with Bowls Australia.**

JC had confirmed that Vincent Cheung and Roy McCune would continue to assist with development in relevant areas of Asia & Oceania region.

It was agreed that an up-to-date WB newsletter was urgently required by the Regional Directors to distribute to their regional national authorities.

The president detailed his recent discussions in Melbourne with newly elected representatives from Malaysia following their recent major changes in their Executive committee.

The president also advised of the positive moves in U.S.A. to develop the sport.

HW has made arrangements for the president to meet officials in Singapore for discussions in the near future.

Work continues to produce a standard set of documents and supporting materials to issue to those approaching WB with genuine interest to establish and develop the sport in new countries.

**ACTION**

**JA, JC & JB to progress production of a standard package of documents and supporting materials to issue to those approaching WB with genuine interest to establish and develop the sport in new countries.**

**JA & JC to consider content of newsletter**

## **17. GENERAL BUSINESS**

Discussion was held re the possibility of increasing affiliation fees from 2015.

It was confirmed that all arrangements are in place for the next face to face board meeting to be held at the Burnside Bowling Club, Christchurch, NZ on 2/3 December 2013.

GS had previously circulated all directors with a schedule of suggested dates for meetings to be held every couple of months prior to the above meeting in Christchurch.

**ACTION**

**CE to write to all directors to obtain comments on this first meeting held using GoToMeeting technology.**

**CE to liaise with directors to finalise date of next board meeting to be held using GoToMeeting technology.**

The meeting concluded at 10:50am (UK time)

Gary Smith  
Chief Executive  
16 May 2013