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MINUTES BOWLS NT BOARD MEETING

Held in office of Bowls NT, 15 Hook Road Winnellie,
25th February 2019 commencing at 7pm

1. **Attendance**

Anthony Quinlan, Anthony Shelley, Mark Malogorski, Kim Redshaw, Mal Trattles,
Jill Tiller EO

2. **Apologies** NIL

3. **Confirmation of Minutes:** Meeting held on 21st January 2019

Resolution: *Moved Kim Redshaw Seconded Mark Malogorski*
That the minutes of the Board meeting held on 21st January 2019 as circulated be confirmed.

4. **Business arising from Minutes:**

4.1 Constitution and By Laws

Comment – Transferred to Action Items 5.2.3

4.2 Regional Bowls Manager (RBM)

Comment:

Paul Jackson from Victoria will act as NT RBM.

Paul has confirmed he will visit Darwin from the 7th to the 11th March to meet clubs and members.

He will visit Alice Springs on his way back to Victoria and also meet with Darrell Logue from Tennant Creek.

Paul has sent me his agenda and has meetings with all clubs. He will also meet with the Regional Bowls Development Officers Ethan and Ben.

4.3 Regional Development Officer (RDO)

Comment:

The position for RDO was advertised on all club notice boards with the closing date of 31st January.

There were two applicants, Ethan Maher and Ben Trainor.

At the Bowl NT Special Board Meeting held on 4th February 2019 it was decided to hold interviews with both applicants on Saturday the 9th February.

The Board held those interviews and offered both the applicants a job share arrangement until July when Ethan leave for England.

30 hours a week – (15 hours each) at \$28 per hour on a part-time casual basis. No holiday accrual.

Travel to be reimbursed monthly from log book at 40c per Km for around Darwin and surrounding areas.

To travel to Katherine BNT will hire a car and pay the fuel expenses.

Ethan and Ben commence employment with BNT on the 13th February.

4.4 Play by the Rules

Comment:

Kim and Mal still need to complete the 2 courses.

Mal Trattles advised he has completed one of the courses.

4.5 Member Protection Information Officer

Comment:

Dates for MPIO course to be held in Darwin.

Thursday 28th March 6pm to 9pm

Friday 29th March 9am to 12noon

EO to send dates to Board members to find out if anyone is interested in attending.

4.6 NT General Store Invoice

Comment:

EO wrote to Roger Hamill thanking him for his \$500 donation to the under 21's who competed in Brunei.

Roger was advised that amount has been credited to invoice 022 and the remaining balance had been written off. BNT apologised for mix up with the matter. EO stated BNT appreciation for all the sponsorship he has given in the past and hope that he would continue to support us in the future.

4.7 Palmerston Bowls Club monies held in trust by BNT.

It was agreed at the October Board Meeting that the Board contact the Palmerston City Council to investigate the possibility of a new Bowling Club in Palmerston.

4.7.1 Discussion on Palmerston RSL taking over the old Palmerston Bowls club site.

Anthony Quinlan has a contact from the RSL and he will contact him to find out their plans.

Also suggested call on manager of Cazalys.

4.7.2 Request information from Palmerston City Council on any future development.

Comment:

Anthony Quinlan has a meeting this week with the Manager of Cazalys.

4.8 2019 State Sides

Comment:

EO amended the Players Agreement and once approved by the Board sent to players for completion and to Barry Orr to be uploaded on the website.

EO has received all agreements from the players. Some players have forwarded their ASADA certificates.

Galaxy Motel in Gosford has been booked for the Sides Accommodation.

There are three different quotes for buses to be discussed at the meeting.

EO has ordered the walk out shirts from Cricket & Football Shop.

The Ladies Territory Wide Shield won by NT last year has been engraved.

4.9 Selection and Competition Modules

Comment:

Michael Beaumont, Bowls Australia Education and Training Coordinator, delivered 2 training days. Selection Module Wednesday 13th February and Competition Module 14th February in the Nightcliff Sports Club Committee room.

These Modules were 4 hours long and in a classroom style set up.

There were 9 people for each day.

EO thanked Michael for his time and also emailed him to express our appreciation.

EP also emailed Dan (Nightcliff Sports Club Manager) thanking him for the use of the room for the 2 days at no charge.

4.10 State V Defence

Comment:

8th March Evening, 9th March Afternoon and Evening.

Darwin Bowls Club has been booked.

EO emailed the Kitchen at Darwin Bowls Club requesting them to supply 12 meals (2 being vegetarian) for the Defence players Friday night 8th March. Also requested approval for BNT to supply and cook Barbeque for Defence and NT Sides players (no cost to players)

Still haven't had a response. Was advised by Colleen Orr we don't need permission from kitchen to have BBQ.

Anthony Shelley will go and see the people in the kitchen for a response.

Steve Woolston has offered to umpire at the State V Defence games.

EO has had the Defence V State trophy engraved

4.11 Insurance renewals

Comment:

EO advised the Board insurance renewals are due 10th February.

Terri Cubillo came to the office with the paperwork to complete on the 8th February.

Still waiting on the invoices.

Anthony Shelley asked the EO to forward insurance contact to finalise.

4.12 Computer Speakers

Comment:

The Board agreed to EO purchasing speakers for office computer.

Purchased on the 1st February from JB Hi-Fi at \$29.00

4.13 Audit Report

Comment:

EO emailed to all club delegates (Special Meeting) for acceptance of the Audit Report.

When majority had replied EO sent to Licencing along with payment of \$41.

Licencing have accepted the Audit and advised Department of Sport and Recreation to release grant payment for Bowls NT. Grant received 11th February.

Darwin Bowls Club had questions about some of the entries in the audit report which EO and Jen Sullivan have drafted a letter of response with Appendixes to explain the questions.

5. Reports

5.1 Presidents Report:

Since our last meeting, we have moved forward in quite a few areas.

Congratulations to Ethan and Ben being appointed BNT RDO. After the interviews it was very pleasing to see how enthusiastic they were about their new roles. I believe they will be great ambassadors for BNT both on and off the greens and around the schools. Well done guys. We look forward to supporting you and working with you both in your new role.

I have made contact with the General Manager of Cazalys and hope to have a meeting with him early next week regarding the resurrection of the Palmerston Greens.

The Board held a Special Meeting with Narelle Gosstray from Department of Sport and Rec advising on how to stay on track with KPI and funding. EO has updated the Schedule B and it has been accepted by the Department.

The EO was given a contact for Tennant Creek who was in Darwin the time of the Special Meeting. Darrell Logue was contacted and invited to our meeting which was very informative on the opening of the Tennant Creek Bowls Club. The club will include all sports in an around the town to be incorporated at the same site later in 2019. We will keep Darrell informed on what is happening at BNT and assist where we can. A visit to Tennant Creek will be made later this year.

State trials are running smoothly with great attendances. Thanks to Tony, Colleen and our selectors for their ongoing support. I wish all Members of the squad all the very best in their pursuit to represent the NT.

We also had Michael Beaumont in Darwin for two workshops which were very informative to all that attended. We hope to have Michael up again next year.
Once again, thank you to all Board, Club and Bowling members for their ongoing support.

Anthony Quinlan
BNT President

5.2 Executive Officers Report

Another busy month with Audit reports, Department of Sport and Rec meetings, Schedule B requirements and updates, licencing requirements for the grant, obtaining quotes for Sides Series and General Business.

It has also been a bit of a frustrating month not having any funds until the Grant was approved and deposited into BNT account. Once payment came through I was able to pay overdue invoices and wages.

On the 7th February I had a STA CEO/EO go to meeting with Neil Dalrymple and the rest of the states.

Over 60's venue is still not decided. We all talked on the next meeting for the STA CEO/EO's and Presidents meeting to be held in Ettalong when the sides are being played. It was decided to hold the meeting on the 10th April which is practise day for the teams. President and EO to attend.

The two Regional Development Officers have been set up as employees with Xero and ATO.

I had to upgrade Xero as the version we were using only had a 2 person payroll. Subscription has change from \$50 to \$65 per month. The plan can be changed back to 2 person payroll if and when that occurs.

Jill Tiller
Bowls NT Executive Office

5.3 Action Items: Council, Board & AGM Meetings to 21/01/2019.

EO/President/Board members list those outstanding items that are still pending.

Some of the outstanding items include

1. Develop Website Computer Honour Boards

Comment:

Barry Orr advised at the Delegates Meeting he is working on the honour boards but doesn't have a lot of information other than going back 4 years or so.

2. Develop Website State results (i.e. Singles, Pairs winners etc.)
3. Palmerston City Council re new Bowling Club
4. Constitution and By-Laws (Weekend Workshop)

Comment:

Anthony Shelley is looking at draft constitutions and draft bylaws and has suggested to hold off on the weekend workshop for the time being until he has made some more progress with Business grants and expert consultants in of those areas.

5.4 Correspondence

5.4.1 Letter from Neil Dalrymple re Affiliation Fees.

Mal Trattles offered to respond to Neil's email. Please see below.

At a meeting of the board of Bowls NT held on the 21st January 2019 it was agreed to approve the proposed move by BA to move to an index arrangement for affiliation contributions, based on a percentage of capitation against the total capitation raised. However the average of the past 3 years should be based on actual amounts not an average of the percentages. As this actual percentage is 26.16% (see attached) it was agreed that the percentage for Bowls NT should be closer to 26%. It was also agreed this move in affiliation fees calculation should be for a term of 2 years with a review after the first year to be undertaken. That would see this introduced at July 1, 2019.

Response from Neil

Hi Jill & Mal,
Thanks for your reply.

The BA Board agreed to a move to a percentage of capitation against the total capitation raised by each STA based around its **average % of the past 3 years**, not the actual % average of the total.

Regards,
Neil

5.4.2 Email from Neil Dalrymple

Hi all

President Darryl Clout and I are keen to attend your STA Board meetings when and where possible throughout 2019 to not only provide a BA update but also to answer any questions your Board might have in regards to any International or national Bowls matters.

I encourage you to provide me with reasonable notice if and when you would like us to attend.

Another option is for either Darryl or I (or both of us) to dial into your Board meeting either on the phone, by skype or Go To Meeting.

I participated in the Bowls Tasmania Board meeting (by Go To meeting) on Monday and this was an effective and cost efficient way for me to attend their meeting, meet their Board and answer any questions.

Regards,
Neil

Comment:

EO to invite Neil and Darry to attend or phone in to NT Bowls Board Meeting 27th May 2019

5.4.3 Sides Manager

Comment:

Expressions of interest for 2019 Sides Manager were forwarded to all clubs and to Barry Orr to upload on website. There were 3 Ladies applied and 2 Men applied.

Joan Garner was appointed 2019 Ladies Sides Manager.

Kim Redshaw was appointed 2019 Men Sides Manager.

5.4.4 Bowling Arm Approval

Request for approval for Mick Holdstock to use bowling arm.

Comment:

The Board approved the request for Mr Holdstock to use a bowling arm.

EO to respond to request.

5.3 RBM Report –

5.4 Board Members Reports -

5.5 Financial Report

5.5.1 Accounts for Payment

Comment;

A list will be provided at the meeting

**Resolution: Moved Anthony Quinlan
The outstanding accounts be paid**

Seconded Mark Malogorski

5.5.2 Financial Statement

Comment:

The Profit & Loss Analysis for the period 1/7/2018 to 31/1/2019 - Attached

**Resolution: Moved Anthony Shelley
The Profit & Loss Statement for the period 1/7/2018 to 31/1/2019 be received and noted.**

Seconded Mal Trattles

6 Business from Council Meeting – 25/02/19 meeting

The Match Committee presented the final draft of the 2019 Calendar to the Delegates. The Board approved and accepted the Calendar for 2019 and congratulated the Match Committee on the work they have done.

7 General Business

7.1 Bendigo Bank 3 month Term Deposit due March 5th 2019

Comment:

The Board decided to roll over \$80,000 for another 3 Months and deposit the remainder into the general working bank account.

EO and President to action before the 5th March

It was also suggested to ask for some sponsorship from Bendigo Bank.

7.2 2018 Over 60's expenses

Comment:

After still not having a final expense figure to work with due to discrepancies with BA and flight cost, it was decided to send invoices to the players for \$400 to receive some revenue back. When the final amount is work out further invoices will be issued or refunds will be paid.

Mal to draw up a letter for the EO to send to the players.

It was suggested that when we book 2019 Over 60s flights to request sponsorship from the Airline.

7.3 Sides Series Teams to be announced

Comment:

The ratification of the NT Representative Side was approved by all those Board Members not having any part of the side process.

Moved Anthony Shelley 2nd Anthony Quinlan

EO to email all players who have been training the 2019 Teams.

EO to send Sides Names to Andrew Howie BA Thursday 28th February.

7.4 Independent Commissioner Against Corruption Act 2017

Anthony Shelley sent documents of basic regulations from ICAC.

EO printed out copies of the documents and the cover sheet - 'Mandatory Reporting Directions and Guidelines' and 'Whistleblower Protection Guidelines and Directions' and handed to all Board Members for further information and reference.

Anthony Shelley to check insurances.

8. Notice of Motion

9. Next Meeting – Monday 25th March 2019

10. Meeting Closure.

Therefore being no further business, the meeting was closed at 8.07pm

Anthony Quinlan
President BNT