



TO: **DIRECTORS:**
TIM DODDS
ISIDORO BELLUZZO
KAREN GATTO
OLIVIA PIPER
GRAHAM HOUSTON
KAY MATTHIAS
INDEPENDENT DIRECTORS:
PIA BENTICK
LOUISE MCDERMOTT CEO

SUBJECT: **Board Meeting minutes**

DATE: **18 December 2023**

COMMENCING: **11.36pm**

VENUE: **Club Holdfast**

Bowls SA acknowledges the traditional owners of the land on which we meet today and respects to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who are present today.

Confidentiality: Board members are reminded that these papers are not to be discussed in the presence of any non-Board Directors.

Our Mission: Connecting more people to bowls in more ways more often.

- 1. Present**
Tim Dodds
Isidoro Belluzzo
Karen Gatto
Graham Houston
Kay Matthias
Independent Directors:
Pia Bentick
CEO: Lou McDermott
Manager Bowls Operation: Isaac Trenorden
- 2. Apologies**
Olivia Piper
- 3. Declarations of Interest**
TD - Member of Henley and President of SA Police Bowling Club
KG - Member of West Lakes Bowling Club
IB - Member of Bordertown Bowling Club
PB - Member of Sturt Bowling Club
KM – Member of Woodside Bowling Club
OP -Member of West Lakes Bowling Club

4. Confirmation of Minutes

Karen Gatto moved:

That Minutes of the Board Meetings held on 6 November 2023 be confirmed as a true and correct record.

Seconded Kay Matthias:

Carried

5. Action Items

Item	Arising From	Action	Priority	Person(s) Responsible	Due date	Status	Notes
Agenda	6 November 2023 Board Meeting	remove standing Item 6.1 COVID_ Landscape		CEO	4/12/2023	Complete	
Strategic	6 November 2023 Board Meeting	Colour Code BA in the first column of table		CEO	4/12/2023	Complete	
Strategic	6 November 2023 Board Meeting	Item 7.1 Remove all other pages except the dashboard		CEO	4/12/2023	Complete	
Brand	6 November 2023 Board Meeting	Item 8.1 remove all other pages except the Calendar		CEO	4/12/2023	Complete	
Game	6 November 2023 Board Meeting	Manager Bowls Operations to produce a How-To guide documenting the process of how to run a Club Super Challenge		MBO	4/12/2023	Complete	
Game	6 November 2023 Board Meeting	Manager Bowls Operations to add the registration of events data to his report for each board meeting		MBO	4/12/2023	Complete	
Finance, Risk & Audit	6 November 2023 Board Meeting	Board Directors to provide the CEO with any ideas / avenues to be explored to reduce the deficit: 1.) Increase Income 2.) Decrease Expenditure		Board Directors	18/12/2023	Complete	
Nominations Committee	6 November 2023 Board Meeting	Date set for next meeting 1/12/2023 CEO to send meeting invite to all members of the committee		CEO	6.11.2023	Complete	Set Date and sent meeting request
Board Papers	6 November 2023 Board Meeting	Add page number to each page of the Board Papers.		CEO	4/12/2023	Complete	
Board Terms	6 November 2023 Board Meeting	Item 12.3 Board Terms and Apologies, add all Board Directors original appointed date.		CEO	6/11/2023	Complete	Updated the Document and saved it in the board portal.
AGM	6 November 2023 Board Meeting	Before closing of the AGM, the CEO or President to address the membership about all the positive outcomes achieved throughout the year and any in the near future		CEO	6/11/2023	Complete	Added to the review notes for 2024 AGM

6. Business Arising

7. Strategic Items

7.1 Marketing Dashboard
The Dashboard was noted.

7.2 Strategic Plan Progress Tracker (QTR)
The tracker was noted.

8. Brand

8.1 Marketing and Communications Calendar 2023-24
The Calendar was noted.

9. Game

9.1 Manager Bowls Operations Report
The Report was noted.

9.2 Bowls SA 24/25 State Event Calendar

Karen Gatto moved
That the 24/25 Event Calendar is endorsed.
Seconded Graham Houston:
CARRIED

9.3 Nationals Review
The report was noted.

12: 13pm Isaac Trenorden left the meeting

10. Clubs

10.1 Freeling Bowling Club – National Sports Integrity Framework, Complaint, Disputes and Discipline Policy. Verbal

10.2 West Torrens Bowling Centre – Update

Kay Matthias moved
That the co-location between Lockleys and Grange Clubs, together with the City of West Torrens (Landlord of 46 Rutland Avenue, Lockleys), the new premises to be referred to as the West Torrens Bowling Centre, is endorsed by Bowls SA.
Seconded Graham Houston:
CARRIED

11. Finance, Risk and Audit

11.1 Financial Report
The report was noted.

11.2 Organisational Structure

Karen Gatto moved:
That the proposed structure is endorsed.
That pending HR advice, the necessary steps are taken to implement the new structure.
Seconded Isidoro Belluzzo:
CARRIED

12. Governance

12.1 State Event Committee Minutes
The minutes were noted.

12.2 Officiating Committee Minutes
The minutes were noted.

12.3 Policy – review register requirements

Kay Matthias moved:
That the updated Risk Management Policy and Register is adopted.
That the updated Internal Control Policy is adopted.
That the Instrument of Delegation Policy is adopted.
Seconded Graham Houston:
CARRIED

13. CEO and Board Performance

- 13.1 CEO Report
The report was noted.

14. Bowls Australia

- 14.1 2022-23 Annual Report
The report was noted

- 14.2 2023 AGM - Verbal

- 14.3 CSM Update
The report was noted

- 14.4 Coaching Framework
The report was noted

- 14.5 BowlsLink minutes
The minutes were noted.

15. Resolutions not in meeting

16. Register of Correspondence

Olivia Piper's written letter of Resignation from the Board.

A vote of thanks was recorded to Olivia Piper for her dedicated duration on the board.

17. Any other business?

Nomination Committee Update – Verbal.

18. Forward Meeting Schedule for noting below

All meetings will commence at 12:30 pm and will be held in person at Club Holdfast and via zoom, unless otherwise noted.

12 February 23

25 March 23

29 April 23

3 June 23

3 July (Back up)

19. Meeting Closed: 1:06pm

Signed by Chair:

Date: