Southern Tasmanian Bowls Association Inc.

Trading as:

Bowls Tasmania South

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President: *Peter Kirby* ***Secretary:*** *Rob McGuire*

Minutes of the Board meeting held electronically via GoToMeeting on Monday 20 April 2020 commencing at 4.35 pm.

Present: Peter Kirby (President), Pat Zapotocky (Deputy President), Ross Bannister, Ken Coppleman, Paul Hoddy, Ailsa Milburn, Leonie Price, Malcolm Salier, Tony Fulton and Rob McGuire.

Observers: Nil

Apologies: Nil

Minutes: Moved: Ailsa Milburn Seconded: Ken Coppleman "that the minutes of the meeting held on 16 March 2020 be confirmed." Carried

Matters Arising:

Sponsorship 2019-20 and beyond

At its meeting in June 2018 the BTS Board agreed that this matter should remain on the agenda for future Board meetings. No further action was taken in regard to this matter at this meeting.

Working with Vulnerable People Card

At the September 2019 Board meeting President Peter Kirby reminded all Board Members that they are required to have a current Working with Vulnerable People Card. Board members are expected to obtain their Working with Vulnerable People Cards and advise the Secretary when that has been done. Peter Kirby has now obtained his card which means that all Board members now have their cards.

Under State law, it is understood that BTS Clubs' Board Members are also required to have a current Working with Vulnerable People Card. Subject to confirmation of same from Bowls Tasmania, Clubs are to be reminded of their obligation and are to advise BTS when all their Board members comply. No advice has been received from Bowls Tasmania. The Secretary has contacted the Attorney General, Elise Archer to provide confirmation of this however no response has yet been received despite sending her two reminders.

BTS Uniform Policy

At its February 2020 meeting, the BTS Board agreed to review the BTS Uniform Policy to remove any ambiguity in it and to ensure that the policy complies with the Bowls Australia National Merchandise Program and Logo Policy. A draft updated policy was circulated to Board Members prior to the meeting. It was agreed that the third last dot point needed to be strengthened by adding the words "all of which must have the Bowls Australia logo on them" to the end of it. It was further agreed to refer the matter of policing of uniforms and penalties for non-compliance to the BTS Conditions of Play Committee for its consideration.

BTS Working Group - Increased Community Participation at Clubs

At the February 2020 Board meeting, Pat Zapotocky and Trevor Marsh were appointed to this Working Group. No further action has been taken on this matter due to social distancing restrictions currently in place due to the Coronavirus pandemic.

Bowls Tasmania Website Training

At the February 2020 Board meeting, it was agreed to accept the offer of Bowls Tasmania to get the new Regional Bowls Manager to conduct training sessions on the new website in the south in the near future. No further action has been taken on this matter due to social distancing restrictions currently in place due to the Coronavirus pandemic.

Delegates Meeting

The Delegates Meeting due to be held on Monday 30 March 2020 at Sandy Bay was cancelled due to the Coronavirus pandemic and will now not be held until September 2020.

Venue for Bowls Tasmania Thursday Pennant State Pennant Finals

At its March 2020 meeting the BTS Board agreed to contact Clubs with grass greens to determine if two Clubs would be prepared to each make one grass green available for Thursday Pennant State Pennant Finals. No further action was taken on this matter as State Pennant Finals were cancelled due to the Coronavirus pandemic.

Statewide Coordinator for BowlsLink:

At the February 2020 meeting discussion took place on the need for a Statewide Coordinator for BowlsLink paid for by Bowls Tasmania with regions contributing towards such a cost. It could be difficult for individual regions to find an appropriately experienced person to undertake this role in their regions in the future. It may well be the Paul Hoddy is already undertaking such a role for Bowls Tasmania – and he is the obvious person to undertake this role. This matter was discussed at the recent Regional Consultative Committee meeting where it was advised that the Bowls Tasmania CEO is the Statewide Coordinator for BowlsLink.

BTS Balanced Budget:

At its March 2020 meeting the BTS Board asked the BTS Finance Committee to consider how to raise enough funds to provide for a balanced budget each year rather than the current situation of budgeting for an $8,000 - $10,000 loss with the deficit made up from BTS reserves. The BTS Finance Committee has not yet met but will do so in the near future and will report back to a future Board meeting.

Winter Coaching at Howrah Indoor Bowls Centre:

At its March 2020 meeting the BTS Board agreed to ask Howrah if the Coaches Panel free coaching clinics could be run again at the Howrah Indoor Bowls Centre monthly throughout the Winter break. No further action has been taken on this matter at present due to social distancing restrictions currently in place due to the Coronavirus pandemic.

Coronavirus and Lawn Bowls:

At its March 2020 meeting the BTS Board agreed to send out advice to Clubs on specific precautions they should be taking to minimise exposure to Coronavirus. Such advice was sent out to Clubs the same day. It was also resolved that BTS would follow any directions given to it from either Bowls Australia or Bowls Tasmania. The following day following advice received from Bowls Australia and Bowls Tasmania, the BTS Board suspended all pennant competition and championships indefinitely effective immediately. From a BTS point of view, this meant that all Wednesday, Thursday and Saturday Pennants ceased immediately with teams finishing on top of the ladder being declared premiers. The BTS Board also recommended that all club championships and events should be suspended indefinitely in order to limit any non-essential mass gatherings.

Since then further important information has been circulated to Clubs from BTS regarding the Coronavirus pandemic. It included an update from Bowls Australia which provided very important information about financial support available for Clubs and individuals, it provided information about what is happening or not at BTS and some suggestions which may help Clubs navigate through the very tough times we are all facing for the immediate future. Details of further possible financial assistance available to Clubs re Coronavirus has recently been circulated to Clubs.

On 3 April 2020 Clubs were advised that, in accordance with current Tasmanian Government restrictions and directions from Bowls Tasmania, no-one was permitted to play lawn bowls at present and all Club greens must remain closed for the foreseeable future.

On 7 April 2020 it came the attention of the BTS Board that at least one club in Southern Tasmania was ignoring the Bowls Tasmania and BTS directives that no-one was permitted to play lawn bowls at present and all greens must remain closed. The Club was written to and has since closed its synthetic green.

It was resolved to reaffirm that BTS will continue to follow all Bowls Australia and Bowls Tasmania recommendations in the future regard to the Coronavirus pandemic.

Match Manager Duties for Finals:

At its March 2020 meeting Leonie Price asked that the Secretary advise Clubs that its Match Managers for finals be on the ball and undertake all their duties as outlined in the Side Captains Guide that was distributed to Clubs at the start of the season. No action was taken on this matter as Pennant Finals were cancelled due to the Coronavirus pandemic.

BowlsLink entries for Finals:

At its March 2020 meeting it was agreed to advise Clubs that the top side in finals would enter the results of their games into BowlsLink but the rest needed to send the results to the BTS Statistician so that results could be entered in a timely manner. All teams should be entered into BowlsLink before each game. No action was taken on this matter as Pennant Finals were cancelled due to the Coronavirus pandemic.

Correspondence:

Inwards:

Bowls Tasmania – Bowls Australia recommendation of suspension of all bowls events and Bowls Tasmania decisions re Coronavirus – Refer Matters Arising above.

BTS Appeals Committee – Dismiss appeal Glenorchy Rodman re decision Saturday Pennant Division 3 versus Sandy Bay 1 February 2020 - Noted.

North Hobart – Appeal against New Norfolk Saturday Pennant Division 4 not selecting its side on merit versus Kingborough on 15 February 2020 – BTS Match Committee agreed that New Norfolk did not select its side on merit and a warning was issued to New Norfolk on this occasion. Any further breaches will result in more severe penalties being imposed on New Norfolk.

North Hobart – Appeal against New Norfolk Saturday Pennant Division 4 playing an ineligible player versus Royal Hobart on 14 March 2020 – BTS Match Committee found that Brian McNabb was ineligible to play in Division 4 as he had played three of the last six games of the season in Division 2. New Norfolk Division 4 side lost all ten pennant points it won on the day and were penalised minus 15 shots. Royal Hobart's points and shots earned on the day remain unchanged.

Bowls Tasmania – Letter from Sports Minister re Coronavirus - Noted.

Bowls Tasmania – Coronavirus Update - Noted.

Glenorchy City Council – Possible rental relief for sporting organisations during the period of non-operation due to Coronavirus - Noted.

Bowls Tasmania – Latest financial stimulus packages available due to Coronavirus - Noted.

Brad Knight – Expression of interest in Junior Development Officer position – Referred to new BTS Board.

Bowls Tasmania – Volunteer Register during period of Coronavirus - Noted.

Bowls Tasmania – Use of GoToMeetings by regions – BTS Board is using GoToMeetings for BTS Board and other meetings.

Peter Kirby – Copy of Working with Vulnerable People Card – Refer Matters Arising above.

Bowls Tasmania – President's email to members - Noted.

Bowls Tasmania – Webinars 20 and 23 April 2020 - Noted.

Outwards:

All Clubs – Important advice to Clubs on Coronavirus and temporary arrangements for safer bowling, Delegates Meeting 30 March 2020 postponed, Board Meeting Minutes February 2020, Suspension of all Pennant Competition and Championships, Board Meeting Minutes March 2020, Bowls Tasmania Courses Suspended, Free Winter Coaching Clinics Suspended, Return of Perpetual Trophies, Wording for Premiership Pennant Plaques, Further information to Clubs and Members re Coronavirus, All greens closed due to Coronavirus, Update all greens closed due to Coronavirus, Further possible financial assistance available to Clubs re Coronavirus, Final wording for Premiership Pennant Plaques.

Bowls Tasmania – Suspension of all BTS Pennant Competition and Championships, Cancellation of BTS Delegates Meeting, GoToMeetings, Further information to Clubs and Members re Coronavirus, All greens closed due to Coronavirus, Update all greens closed due to Coronavirus, Bowler of the Year information.

Attorney General – Reminder re need for Club Board Members to have a current Working with Vulnerable People Card.

Pat Zapotocky and Trevor Marsh – Appointment to Working Group – Increased Community Participation at Clubs.

Sandy Bay and Sorell – Complaint re Sorell incorrectly "sharing a position" 6 February 2020.

Sandy Bay – Accepting offer to host Delegates Meeting on 30 March 2020 and again cancelling meeting due to Coronavirus pandemic.

Rosny Park – Accepting offer to host Presentation Cocktail Party on 25 May 2020 and again cancelling Cocktail Party due to Coronavirus pandemic.

Buckingham – Accepting offer to host Annual General Meeting on 31 May 2020 and again cancelling Annual General Meeting due to Coronavirus pandemic.

Sandy Bay – Approving Rosalie Cannon and Olive Graves to "share a position" in Women's Division 4.

Sorell – Review of BTS Heat Policy.

Orford – Playing finals on synthetic greens.

Howrah – BowlsLink feedback.

North Hobart – Approval to play Glenn Edwards in Thursday Division 5.

Sandy Bay – Approval to play Hilary Johnson in Thursday Pennant finals without playing six roster games.

Orford – Jackets and Bowls Australia logo.

Oatlands – Jackets and Bowls Australia logo.

Dover RSL, Glenorchy Rodman and Huonville – Decline expressions of interest to host Delegates Meeting and/or Annual General Meeting.

Kingborough – Unable to host Thursday Pennant State Pennant Finals.

Geeveston – Dismiss complaint against state of North Hobart green.

Lyn Triffitt – Confirmation of receipt of Working with Vulnerable People Card.

Orford and Howrah – Confirming eligibility of Tony Clifford playing for Howrah on 26 February 2020.

Kingborough – Accepting offer to host BTS Barefoot Bowls Champion of Champions Championships on 8 April 2020 and again cancelling Championships due to Coronavirus pandemic.

Glenorchy Rodman and Sandy Bay – Dismissing appeal by Glenorchy Rodman against BTS Board decision to penalise Glenorchy Rodman over state of the green versus Sandy Bay Division 3 on 1 February 2020.

Dover RSL – Reject request for partial refund of capitation fees for Thursday Women's 5 players.

Brighton – Coronavirus concerns.

North Hobart – Dispensation to allow Bruce MacKenlay to play in Midweek Pennant finals without playing six roster games.

Sorell – Dispensation to allow Bev Bennetts to play in Thursday Pennant finals without playing six roster games.

Sandy Bay – Refuse dispensation to allow Sandra Mains to play in Thursday Pennant Division 2 finals without playing six roster games.

Sandy Bay – Coronavirus.

Moved: Ross Bannister Seconded: Pat Zapotocky "that the inwards correspondence be received and the outwards correspondence be endorsed". Carried.

Reports:

Finance:

Treasurer Tony Fulton forwarded his report to Board Members prior to the meeting. Moved: Tony Fulton Seconded: Malcolm Salier "that the Treasurer's Report be accepted and that accounts paid be approved". Carried

The Treasurer forwarded details to Board Members prior to the meeting of honorariums, BTS championships green fees and BTS championships prize monies to be paid in 2019-20 all of which are in line with the approved budget.

Moved: Tony Fulton Seconded: Ken Coppleman "that approval be given to pay honorariums as detailed". Carried

Moved: Tony Fulton Seconded: Ross Bannister "that approval be given to pay BTS Championships green fees as detailed". Carried

Moved: Tony Fulton Seconded: Pat Zapotocky "that approval be given to pay BTS Championships prize monies as detailed" . Carried

Clearances:

No clearances received.

Match Committee:

Nothing to report.

Officiating Panel:

Nothing to report.

Coaches Panel:

Ross Bannister advised that Bowls Tasmania will be conducting Markers, Measurers and Umpires course online in the near future. It is a good opportunity for members to gain these qualifications whilst they are being requested to stay at home as much as possible due to the Coronavirus pandemic.

Selectors:

No reports received.

Forward Planning:

<u>BTS Strategic Plan 2019-23:</u>

The Board started working through the BTS Strategic Plan in November 2019 to ensure that strategies required in the 2019-20 financial year are actioned upon. The Secretary has updated the Action Plan following that Board meeting. It has previously been agreed that time will be spent each Board meeting going through the Strategic Plan and allocating tasks as required.

The draft BTS Calendar of Events for 2020-21 can now be finalised following the BTS Board's decision regarding the days and dates of women's championships in 202-21 – refer General Business below.

The President and Secretary are meeting every Wednesday morning via GoToMeeting to review all BTS Policies – starting with the oldest policies – with the aim of competing such a review before the end of July 2020. All reviewed policies will be submitted to the BTS Board for its approval.

General Business:

<u>BTS 2019-20 Champion of Champion and Barefoot Bowls Champion of Champion Championships</u>

Bowls Tasmania is hopeful in conducting its 2019-20 Champion of Champion Singles Championship before the start of next season as State winners go on to compete in the National Champion of Champion Singles Championship.

It was agreed to defer making any decision on finalising the BTS 2019-20 Champion of Champions Singles Championship until further information is received from Bowls Tasmania.

The BTS 2019-20 Barefoot Bowls Champion of Champions Championships could not be held as scheduled on 8 April 2020 due to the Coronavirus pandemic. It was agreed to defer making a decision on whether or not these championships are played later in the year.

Promotions and Relegations for 2020-21

The BTS Match Committee submitted recommendations regarding Promotions and Relegations for 2020-21 for consideration of the BTS Board. All such promotions and relegations are in accordance with Conditions of Play. Moved: Ross Bannister Seconded: Ken Coppleman "that the BTS Board approve such promotions and relegations". Carried

BTS Calendar of Events – Women's Championships

At its meeting on 20 January 2020, the BTS Board considered a submission from Dover RSL that women's championships in future be held on Sunday's in conjunction with men's championships. The BTS Board has tried this in the past and entries were down compared to when women's championships are played during the week. However, the BTS Board was happy to let Clubs make a decision on when women's championships will be played in the future and listed this on the agenda for the March 2020 BTS Delegates Meeting for discussion and resolution. The cancellation of the March 2020 BTS Delegates Meeting and the need to finalise the BTS Calendar of Events in the near future has meant that this decision cannot wait for resolution until the next Delegates Meeting. Moved: Leonie Price Seconded: Ross Bannister "that due to the difficulty in organising a Delegates Meeting as a result of the Coronavirus pandemic, women's championships in 2020-21 will be played in line with the days they were held in 2019-20". Carried

BTS Annual General Meeting

The BTS Board has received advice from the Department of Justice - Consumer, Building and Occupational Services (CBOS) indicating that the requirement to hold an Annual General Meeting comes through an association's constitution and not the *Associations Incorporation Act.* An association may need to delay its Annual General Meeting due to the Coronavirus pandemic. In this situation the Association's Board should:

- Discuss the possible delay with their members while considering their constitution's requirements;
- Complete the annual return form (to keep information up-to-date); and
- Pay the lodgement fee (to keep the association registered).

The association can then agree on a time to meet again and hold a special general meeting to deal with any outstanding business.

Alternatively an association can consider holding its Annual General Meeting electronically. If a constitution is silent on holding meetings electronically, an association in discussion with its members can make the decision to hold its Annual General Meeting electronically unless its constitution specifically prohibits electronic meetings. Special resolutions cannot be approved at electronic meetings.

The BTS Board also received advice from the Department of Communities Tasmania through Bowls Tasmania advising that Annual General Meetings may be allowed either online or via teleconferencing or can be delayed to a later date. If an association is unable to hold its Annual General Meeting due to the Coronavirus pandemic restrictions, it should contact CBOS immediately to discuss its specific circumstances.

It was agreed that the BTS Annual General Meeting should be held electronically via GoToMeeting at 2pm on Sunday 31 May 2020 provided that Clubs are advised accordingly and do not have any issues with this.

Regional Bowls Manager Tasmania and Training

Paul Hoddy advised that Alan Eadie has been appointed as the new Regional Bowls Manager Tasmania. Alan has a sports management and IT background and has advised that he intends to introduce a lot of on-line training in the near future.

Date of next meeting: The next Board meeting will be held at 4.30pm on Monday 18 May 2020 electronically via GoToMeeting.

Meeting closed at 5.35 pm.

Confirmed …….....…… President: ….. / …../ 2020