



Board Meeting
Monday 16 October 2023 at 1.05pm via Zoom.

MINUTES

TOPIC	DISCUSSION & DECISION	ACTION
1) Welcome	The President welcomed everyone to the meeting, and in particular John Glisson for his first Board meeting.	
2) Present	Bernard Knight (President), David Back (Treasurer), John Glisson, Lynne McDougall, Anne Mullavey, Jane Pickett, Leonie Price, Phil Prouse and Rob McGuire – CEO (Observer).	
3) Apologies	Nil.	
4) Declaration of Conflict of Interest	Nil.	
5) Minutes of Previous Meeting (a) Confirmation of Minutes: (b) Matters Arising - Action Item List: <ul style="list-style-type: none"> • Tasmanian Pathways Coach / Satellite Coach 	Moved: Lynne McDougall Seconded: Phil Prouse “that the minutes of the meeting on 25 September 2023 be accepted as a true and accurate record”. Carried BA is to split the Pathways Coach role (to be done by Rebecca Van Asch) and create a new Satellite Coach role to work with the Pathways Coach for twelve months. Waiting for action from BA.	CEO to follow up with BA.

<ul style="list-style-type: none"> • Review of BowlsLearn Fees. 	<p>The CEO tabled a discussion paper outlining different amounts charged for courses run by STAs around Australia. Details of costs to provide these courses in Tasmania were also provided. It would be good if all fees were the same in each STA. BA intends to move down that track in due course. It was agreed that current course fees in Tasmania remain unchanged until BA standardises same in the future when BTAS should do the same.</p> <p>An anomaly that needs reviewing is for BowlsLearn online courses, where Officiating Manuals are not handed out until on-green assessments are done but it was agreed that they should be obtained up front. BA has advised that, to complete the BowlsLearn courses effectively, participants need with them a current hard copy of the Officiating Manual and a Law Book. They are not provided by BA to participants doing online courses, however, they can be purchased from the BA e-Store (or the BTAS office). BTAS currently charges BowlsLearn participants course fees after they have done their on-green assessment, and they are given their Officiating Manual when they do their on-green assessment. It was agreed to contact participants when they register for BowlsLearn courses and advise them they are expected to purchase an Officiating Manual, and the cost of same will be deducted from the course fee charged after the on-green assessments have been completed.</p>	<p>CEO to follow up with BA.</p> <p>CEO.</p>
<ul style="list-style-type: none"> • Tasmania Tridents 	<p>Phil Prouse has re-drafted the BPL Committee Terms of Reference building in his previously proposed changes. It included recommendations for a revamped BPL Committee and the addition of an Administration Assistant on the Committee to be the minute taker and assist with the CEO workload. It was agreed to approve the changes, except that the Administration Assistant will be a non-voting member of the BPL Committee.</p>	<p>CEO to send amended Terms of Reference to BPL Committee for its action.</p>

<ul style="list-style-type: none"> Changes to Events Conditions of Play 2023-24 including suggestions and issues from Gala Week Championships. 	<p>The Board considered a number of other matters outside the BPL Terms of Reference and agreed as follows:</p> <ul style="list-style-type: none"> To request the BPL Committee to review its Selection Panel for BPL#19 in February 2024 – including considering giving the Selection Panel Chair a casting vote in the case of a tied vote. At present, the Chair is a non-voting member of the Panel. To request the BPL Committee to investigate the possibility of inviting one of the mainland BPL teams to visit Tasmania for a series of BPL-style games over a weekend during the Winter months. This would need to be self, or sponsor funded. That BTAS Chairman of Selectors, Trevor Docking, who is on the BPL Selection Panel, attend BPL#19 in Moama in February 2024. Funds have been built into the budget for 2023-24 to allow this to happen. That the BTAS Board consider staging a BPL style event or similar to promote interest in the BPL and similarly provide essential practice for our State teams over the Winter months. <p>The CEO tabled a discussion paper outlining suggestions and issues arising from and raised at BTAS championships during 2023 with recommended actions for inclusion in State Wide Conditions of Play 2023-24. It included suggested wording to incorporate penalties for players who do not conform to BA's National Merchandising Program Logo Policy.</p>	<p>CEO to refer to BPL Committee.</p> <p>CEO to refer to BPL Committee.</p> <p>CEO to refer to BPL Committee.</p> <p>CEO to refer to BPL Committee for a recommendation back to the BTAS Board.</p>
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<ul style="list-style-type: none"> • High Performance Program Committee • Coaches for Senior Teams in 2024 and beyond. 	<p>It was resolved to accept the draft State Events Conditions of Play 2023-24 and add the suggested additional wording provided re penalties for players who do not conform to BA's National Merchandising Program Logo Policy.</p> <p>It was further resolved to amend SWC Conditions of Play 2023-24 to add the suggested additional wording provided re penalties for players who do not conform to BA's National Merchandising Program Logo Policy.</p> <p>At the May 2023 Board meeting, it was agreed that a High-Performance Committee consisting of Bernard Knight, Mark Strochnetter, Phil Prouse and Rob McGuire be set up to consider several matters raised at a meeting of selectors, coaches and senior open players on 10 May 2023 and report back to a future Board meeting. Mark Strochnetter has advised that, as he is no longer on the Board, it would be best if the new HP director or one of the state coaches fill his spot on the committee. In addition, Bernard Knight has advised that, as he was on all committees as an ex-officio member, he would prefer not to be on the High-Performance Committee. At the August 2023 Board meeting, it was agreed to leave this matter until the new Satellite Coach is appointed.</p> <p>At the April 2023 meeting, it was agreed that it would be good to have coaches for Senior teams at The Nationals, but it is not essential. The CEO contacted all current Senior players to seek their thoughts on this matter. Responses were received from four out of twelve men of which three were in favour of having a coach. Responses were received from five women of which four were in favour of having a coach. At the June 2023 meeting, it was agreed to look at what this would cost and consider it further at a future Board meeting. This has not yet been done.</p>	<p>CEO to amend State Events Conditions of Play 2023-24, send to regions and place on BTAS website.</p> <p>CEO to amend SWC Conditions of Play 2023-24, send to regions and place on BTAS website.</p> <p>CEO.</p>
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<ul style="list-style-type: none"> • BTAS Board Director Vacancies. • BA and The Nationals 2024. • Operational Plan 2022-25 Update. • Australian Sports Commission (ASC) – Sports Government Standards Board Survey 	<p>Phil Prouse undertook to contact Dee Harman and see if she is interested in filling the North West vacancy, however, Phil advised that he has not been able to contact Dee but believes that she would not be interested. It was agreed to keep the position vacant at present.</p> <p>The CEO circulated a draft letter to BA outlining the BTAS position regarding The Nationals 2024 and beyond to Board Members as requested on 26 September 2023 and submitted the response to BA on the same day. No decision has yet been made by BA in regard to this matter.</p> <p>The Board approved an updated copy of the Operational Plan 2022-25 as circulated by the CEO, subject to noting that the first dot point in Section 4 “Managing Ourselves” re developing a three-year budget has been done for 2023-24.</p> <p>All Board Members have completed the survey with results circulated prior to the meeting. ASC has advised that organisations use the survey to evaluate their governance maturity against each standard using a 4-point scale with 1 representing low maturity and 4 high maturity. The average score across all sports in 2023 is 3.09. Our average score was 3.0.</p> <p>BA is currently holding ASC Sports Governance Standards self-assessments for Bowls WA and Bowls SA as well as its own. When they have more from STAs, BA will enact a plan to establish and use any themes across the survey results to explore some targeted/collective continuous improvement support possibilities for BA and the STAs with the ASC.</p>	<p>CEO to update Operational Plan.</p>
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<ul style="list-style-type: none"> • Matters arising from RCC meeting September 2023: <ul style="list-style-type: none"> ➤ Issues re BTAS Uniform Policy and BA's National Merchandising Logo Policy. ➤ Bowling Arm Tasmania and early starts for Saturday Pennant before RRR. ➤ State Wide Challenge Format 2023-24 – Open and Seniors. 	<p>It was agreed to send the survey results (in total and not individual responses) to BA and wait and see what it does with STAs to improve survey results.</p> <p>Conditions of Play need to address requirement and penalties for players who do not conform to BA's National Merchandising Program Logo Policy - Addressed in Changes to Events Conditions of Play 2023-24 above.</p> <p>BTS has agreed to allow this. BNW is taking it to its next Board meeting.</p> <p>At the September 2023 RCC meeting, Bowls North presented a proposal to the RCC meeting which recommends a change to the format of Open SWC for 2023-24 to become four teams consisting of the State team, BN, BNW and BTS, instead of the current situation whereby the host region provides a "second" team.</p> <p>At its meeting on 25 September 2023, the Board agreed to seek the opinions of regions and relevant State selectors and coaches before deciding to make any changes for 2023-24. It was further agreed to request their opinions to determine if they wish to allow this to happen for Seniors SWC as well.</p> <p>As at the deadline of 13 October 2023, responses had been received from BNW, BTS, BN, Men's Open Coach and Open and Seniors Selectors, Tracey Little – Women's Senior State Coach – North West and Brad Johns – BTS Board member. The majority of responses support the BN proposal albeit with a number of questions asked.</p>	<p>CEO to send survey results to BA.</p> <p>CEO to follow up response from BNW.</p>
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<p>➤ Replacement of player in State Under 18 Girls Team.</p>	<p>Moved: Phil Prouse Seconded: John Glisson “that the BN proposal be trialled in both Open SWC and Senior SWC for the 2023-24 and 2024-25 seasons”. Carried</p> <p>It was agreed that the results of the State team will not be included to determine winning regions for SWC.</p> <p>It was acknowledged that this decision will result in additional costs for BTAS (meals, travel and some accommodation) which may need to be met by BTAS.</p> <p>Concerns about the addition of a new girl to the State Under 18 team following the late withdrawal of another girl without full consultation with all selectors - Addressed in the Junior Development Committee report in Board Member reports below.</p>	<p>CEO to amend SWC Conditions of Play 2023-24 and send to regions.</p> <p>CEO to amend SWC Conditions of Play 2023-24.</p> <p>CEO and Treasurer to consider cost implications and report back to the next Board meeting.</p>
<p>6) Inwards / Outwards Correspondence</p>	<p>The CEO circulated a correspondence report prior to the meeting. Moved: Jane Pickett Seconded: Anne Mullavey “that the inwards correspondence be received, and the outwards endorsed”. Carried</p> <p>Highlighted items were discussed as follows:</p> <ul style="list-style-type: none"> • BA – Appointment of Carolyn Docking as Club Support Manager Tasmania. President Bernard Knight and CEO to meet with Carolyn after her BA induction. • Mike Cawthorn – Resignation as State Southern Bowling Arm Coordinator and Selector – Mike has advised that he would like to continue on as a State Selector alone, but this was rejected by the Board – It was agreed to accept Mike’s resignation with regret. 	<p>President and CEO to meet Carolyn Docking.</p> <p>CEO to write to Mike Cawthorn and Bowling Arm Tasmania.</p>

	It was further agreed that the vacancy will be advertised when other Selector vacancies are advertised at the end of October 2023.	CEO to advertise vacancy at end of October 2023.
7) Reports		
a) President	<p>Bernard Knight - As per his written report submitted prior to the meeting.</p> <p>It was agreed that structures and protocols need to be put into place for future RCC meetings to avoid a repeat of the September 2023 meeting. Bernard Knight undertook to prepare some points to address this matter.</p>	Bernard Knight
b) Treasurer	David Back circulated his Financial Report prior to the meeting. Moved: David Back Seconded: Lynne McDougall "that the report for September 2023 and payments therein be ratified". Carried	
c) CEO	Rob McGuire circulated his CEO report prior to the meeting.	
d) Board Member Portfolios	<p><u>Diversity & Change and Strategic Planning</u> – Anne Mullavey – No report received.</p> <p><u>Junior Development</u> - Jane Pickett – As per her written report submitted prior to the meeting.</p> <p>It was agreed that the Junior selectors and coach are furnished with a list of all registered and available juniors.</p> <p>It was further agreed that the Selection Policy be amended to ensure a clause to the effect that all selectors must be consulted before decisions are made about changes to teams.</p>	<p>CEO</p> <p>CEO to amend Selection Policy.</p>

	<p><u>Bowls Premier League and Match Committees</u> – Phil Prouse – As per his written report received and dealt with in Matters Arising above.</p> <p><u>Para Bowls</u> – Lynne McDougall – There has been no recent meeting of the Para Bowls Committee as most Committee members have been away with the Para Nationals.</p> <p>It was resolved that the Chairman of the Para Bowls Tasmania Committee should be the BTAS Director on that Committee. The Committee’s Terms of Reference are to be amended accordingly.</p> <p><u>High Performance</u> – No High-Performance Director.</p> <p><u>Officiating and Bowling Arm</u> – Leonie Price – As per her written report submitted prior to the meeting. Leonie advised that five new umpires were accredited in Burnie at the weekend. Jane Pickett advised that three new umpires had recently been accredited in Launceston.</p> <p>John Glisson – No report received.</p>	<p>CEO to write to Gena Short and advise her accordingly. CEO to amend Terms of Reference.</p>
<p>e) Club Support Manager Tasmania</p>	<p>Carolyn Docking has been appointed to this position and commences her employment on 8 November 2023.</p>	
<p>8) Monitoring of Strategic Plan</p>	<p>Anne Mullavey outlined the remaining targets in the Operational Plan for 2022-23 and 2023-24 that have currently not been addressed. It was agreed that each meeting one outstanding item will be addressed with the aim of trying to progress it – starting with social bowls at the next meeting.</p>	<p>Anne Mullavey.</p>

9) General Business		
a) BA Board Elections.	President Bernard Knight advised that Immediate Past President Graham Hay has nominated for the BA Board and, as one of two nominations for two Elected Director positions, will be elected to the BA Board at its AGM on 6 November 2023.	
10) Close and Date of Next Meeting	Meeting closed at 3.07pm. The next meeting will be held at 1pm on Monday 20 November 2023 via Zoom.	