



**Board Meeting**  
**Monday 17 March 2025 at 1.00pm pm via Zoom.**

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## MINUTES

TOPIC	DISCUSSION & DECISION	ACTION
1) <b>Welcome</b>	The President welcomed everyone to the meeting.	
2) <b>Present</b>	Bernard Knight (President), David Back (Treasurer) from 1.13pm, Lynne McDougall, Jane Pickett until 3.03pm, Leonie Price, Phil Prouse and Rob McGuire – CEO (Observer). Matthew Kennedy (BA CEO), Tim McGrath (BA General Manager Business Operations) and Chris Evans (BA General Manager Participation and Programs) attended the meeting from 2.00pm until 3.03pm.	
3) <b>Apology</b>	John Glisson and Carolyn Docking – BA Club Support Manager	
4) <b>Declaration of Conflict of Interest</b>	Nil	
5) <b>Minutes of Previous Meeting</b>  (a) <u>Confirmation of Minutes:</u>	Moved: Jane Pickett Seconded: Lynne McDougall “that the minutes of the meeting on 24 February 2025 be accepted as a true and accurate record”. Carried	

<p>(b) <u>Matters Arising - Action Item List:</u></p> <ul style="list-style-type: none"> <li>• Acknowledgement of work of Max Amos.</li> <li>• Social Bowls Working Group.</li> <li>• Meeting with Regional Boards.</li> <li>• Matters referred from RCC meeting May 2024.</li> <li>• Live Streaming Policy</li> </ul>	<p>The Board will consider an official acknowledgement in the near future for his work with the juniors.</p> <p>At the December 2024 Board meeting it was agreed that, subject to approval from BA, the regions and all Tasmanian clubs are to be forwarded a copy of The Gemba Group report. BA will not approve this yet as the report is still being worked on.</p> <p>The two brochures that the Working Group are developing are dependent on BA releasing The Gemba Group report.</p> <p>The BTAS Board intends meeting with the BNW Board at a suitable time before The Nationals 2025.</p> <p>A draft Suspension Policy has been forwarded to regions and to BA for comment prior to its formal adoption.</p> <p>The matter of a live streaming internet router and provider is still being investigated by the CEO.</p> <p>At the September 2024 Board meeting, it was agreed to develop a policy on procedures of what is required of players, what to do and what not to do and so on, if they are participating in a game that is being live streamed. Work has commenced on the policy which should be completed soon. It will include manpower and equipment requirements and detailed instructions on how to connect to Facebook. It needs to address obtaining permission to live stream under 18 players.</p>	<p>CEO to recommend acknowledgement of Max's work to next Board meeting.</p> <p>Social Bowls Working Group to develop brochures.</p> <p>CEO to arrange meeting with BNW.</p> <p>CEO to investigate internet provider and upgrading to a better router.</p> <p>CEO to finalise policy.</p>
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<ul style="list-style-type: none"> <li>Australian Sports Commission's Sport Governance Standards (Game Plan).</li> </ul>	<p>The Board has identified ten key actions for improvement based on its self-assessment outcomes. At the December 2024t Board meeting, it was agreed that two or three actions be addressed each month starting with the following:</p> <ul style="list-style-type: none"> <li>➤ Amend Constitution at the Annual General Meeting such that a minimum period of three or more years is required before a former CEO is eligible to become a Board Member.</li> <li>➤ Treasurer and CEO are to prepare Financial and Non-Financial Delegations, which are to be reviewed by the Finance Committee on an annual basis. Work has commenced on this document. which should be completed soon.</li> </ul>	<p>CEO to put on agenda for AGM.</p> <p>Treasurer and CEO to finalise.</p>
<ul style="list-style-type: none"> <li>Review and amendment of BTAS Committee Terms of Reference.</li> </ul>	<p>At the August 2024 Board meeting, Bernard Knight advised that it had been previously decided that the Administration Assistant of the BPL Committee was a non-voting member of the Committee – it varies from Committee to Committee if they are voting or not. The Minute Secretary on the Junior Development Committee is non-voting as well. It was agreed that both should be voting members of their respective Committees. It was further agreed that the Terms of Reference for all Committees be reviewed to address any such inconsistencies. This has not yet been done.</p>	<p>CEO to amend Terms of Reference.</p> <p>CEO to review Terms of Reference for all BTAS Committees.</p>
<ul style="list-style-type: none"> <li>Development of High-Performance Plan.</li> </ul>	<p>At the September 2024 Board meeting, it was agreed to develop a High-Performance Plan. The recently appointed casual Administration Assistant – High Performance has been requested to develop the Plan.</p>	<p>Administration Assistant – High Performance to develop the Plan.</p>
<ul style="list-style-type: none"> <li>Administration and other assistance for the CEO.</li> </ul>	<p>The contract for the casual Administration Assistant – High Performance has been signed, and all required paperwork has been completed.</p>	

	BTAS still need someone to fill the additional identified casual position. If anyone knows anyone that may be suitable for this position, please contact the CEO. It was also agreed to advertise the position on Facebook, however this has not yet been done.	CEO to continue search for employee and advertise on Facebook.
<ul style="list-style-type: none"> <li>Medical Information Form for State Players.</li> </ul>	Lynne McDougall and Madge Strochnetter have provided draft Medical Information Forms which can be modified and used for future national championships. This will be done in due course.	CEO to draft form.
<ul style="list-style-type: none"> <li>Sponsorship with Cascade / Aviso TAS.</li> </ul>	<p>A sponsorship proposal has been forwarded to Cascade on the recommendation of the President, however, no response has been received from them to date. President Bernard Knight has contacted Cascade again. It was agreed that Courtney Hobbs be requested to meet face-to-face with Cascade.</p> <p>It was further agreed that Courtney Hobbs be requested to meet with Avis TAS to discuss a possible sponsorship.</p>	<p>Courtney Hobbs to contact Cascade.</p> <p>Courtney Hobbs to contact Aviso TAS.</p>
<ul style="list-style-type: none"> <li>Recommendations from Coach and Team Management Reports - The Nationals 2024.</li> </ul>	At the December 2024 Board meeting, it was agreed that the CEO would consider recommendations contained within the 2024 reports and report back to the Board in due course. This has not yet been done.	CEO to report back to Board.
<ul style="list-style-type: none"> <li>Role of President.</li> </ul>	At the December 2024 Board meeting, President Bernard Knight raised concerns about the limited role of the President. Bernard undertook to raise these concerns with the incoming President.	
<ul style="list-style-type: none"> <li>Active Tasmania Industry Fund 2025-26.</li> </ul>	At the February 2025 Board meeting it was agreed to apply for funding under the Active Tasmania's Active Industry Project Fund 2025-26 based on the preparation and printing of a social bowls brochure, distributing same to clubs and regions and advertising social bowls.	

<ul style="list-style-type: none"> <li>Amend Conditions of Play 2025-26 – Matters arising from State Championships 2025.</li> <li>Bowls stickers at State Championships.</li> <li>Sport Integrity Australia - Safeguarding in Sport Continuous Improvement Program.</li> <li>Information on foot faulting to be included in Officiating Offerings.</li> <li>Potential replacement Treasurer 2026-27.</li> </ul>	<p>The draft grant application has been completed and has been sent to Board members for approval prior to lodging.</p> <p>At the February 2025 Board meeting it was agreed to amend Conditions of Play for 2025-26 to address several issues that arose at Gala Week in January 2025 and the State Junior Championships. This has not yet been done.</p> <p>At the February 2025 Board meeting, it was agreed to approach Bowls Australia to seek an amendment to Domestic Regulations that would permit the Controlling Authority to decide the requirements for stickers for their events. No response has yet been received from Bowls Australia.</p> <p>At the February 2025 Board meeting it was agreed to sign up to the program. This has been done. BTAS now has to complete a questionnaire and have a face-to-face meeting with Sport Integrity Australia to complete the process.</p> <p>At the February 2025 Board meeting, Leonie Price undertook to include some information on foot faulting in a future edition of Officiating Offerings. Leonie has contacted BA's National Officiating Advisory Group to get suggested wording for the information.</p> <p>Several names were put forward at the February 2025 Board meeting. It was agreed to approach these people to ascertain their interest. Approaches have been made with positive responses received. President Bernard Knight has spoken to one person, and he undertook to speak to the other person. Lynne McDougall will also speak to one of the possible persons.</p>	<p>CEO to submit grant application before 19 March 2025.</p> <p>CEO to amend Conditions of Play.</p> <p>CEO to complete questionnaire.</p> <p>Leonie Price to include in Officiating Offerings.</p> <p>President to speak to one person. Lynne McDougall to speak to the other person.</p>
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<ul style="list-style-type: none"> <li>• Damage to Greens Policy.</li> <li>• Withholding of clearances if a member owes money to a club.</li> </ul>	<p>At the February 2025 Board meeting, John Glisson undertook to investigate a joint Damage to Greens Policy in collaboration with the regions and report back to the next RCC meeting. The CEO is to contact John to obtain a copy of work done to date on the draft Greens Protection Policy.</p> <p>At the January 2025 RCC meeting a question was asked - can a club withhold a clearance of a member who owes money to the club? The CEO undertook to investigate this further and report back to the next RCC meeting. The CEO has raised this matter with BA and has contacted regions on this matter to determine what their current policies are. This is still a work-in-progress.</p> <p>All other matters arising have been actioned.</p>	<p>CEO to contact John Glisson.</p> <p>CEO to continue research and report back to the next Board meeting.</p>
<b>6) Inwards / Outwards Correspondence</b>	<p>The CEO circulated a correspondence report prior to the meeting. Moved: Lynne McDougall Seconded: Phil Prouse “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"> <li>➤ Mike Gaffney MLC - Function during The Nationals 2025 – This function will be held on the evening of Wednesday 19 November 2025.</li> <li>➤ John Glisson – Resignation from BTAS Board – It was resolved to accept John’s resignation with regret effective immediately.</li> </ul>	<p>CEO to write to John Glisson.</p>
<b>7) Reports</b>		
a) President	As per his written report received prior to the meeting.	

b) Treasurer	<p>David Back circulated his Financial Reports prior to the meeting.</p> <p>Moved: David Back Seconded: Lynne McDougall “that the reports for February 2025 and payments therein be ratified”. Carried</p>	
c) CEO	<p>Rob McGuire circulated his CEO report prior to the meeting. Highlighted items were discussed as follows:</p> <ul style="list-style-type: none"> <li>➤ State Squads / Teams 2025 – The Senior Men’s and Women’s State squads and the Under 18’s State team for 2025 were ratified by the Board out-of-session.</li> <li>➤ State Team Co-Contributions – It was agreed that if players decide to stay at home or find their own accommodation for The Nationals 2025, they do not have to pay for the BTAS co-contribution. The BA co-contribution will still need to be paid.</li> <li>➤ It was agreed to contribute \$75 per night towards accommodation for the extra-ordinary exception to normal BTAS policy as detailed by the CEO.</li> <li>➤ It was agreed to amend Conditions of Play for 2025-26 to provide a minimum number of ends that had to be played to constitute a game.</li> <li>➤ It was agreed to list on the agenda for the next RCC meeting the suggestion from the meeting with the BN Board that a Committee made up of region and BTAS representatives be established to investigate if BTAS should run pennant and all bowls in Tasmania.</li> </ul>	<p>CEO to contact players and advertise squads / teams on Facebook and our website.</p> <p>CEO to contact players.</p> <p>CEO to contact player.</p> <p>CEO to amend Conditions of Play.</p> <p>CEO to add to RCC agenda.</p>

	<ul style="list-style-type: none"> <li>➤ Victoria v's Tasmania Open Test Series – Approval was given to hold a five Test Series against Victoria at the Devonport Country Club from 10 – 12 October 2025.</li> <li>➤ Pennant and The Nationals 2025 - It was agreed that regions would be prohibited from running pennant during The Nationals 2025 from Saturday 15 to Saturday 22 November 2025 inclusive.  For any times outside those dates, it is BTAS policy that:  <i>Where two or more players from the one club are playing in a Tasmanian team or are playing at the Nationals, BPL, BPL Cup or are an official representative of the Tasmanian team and are absent, the club can request that the conflicting pennant games be rescheduled to another date. Any such request cannot be refused.</i></li> <li>➤ It was agreed that the first rounds of SWC in 2025-26 be played at the Devonport Country Club before The Nationals 2025 as follows (instead of a month later): <ul style="list-style-type: none"> <li>o Round 1 of Junior SWC 1 November 2025.</li> <li>o Round 1 of Over 60 SWC – 2 November 2025.</li> <li>o Round 1 of Open SWC 2 November 2025.</li> </ul> </li> </ul>	<p>CEO to advise Bowls Victoria and High-Performance Committee. CEO to add dates to calendar.</p> <p>CEO to advise regions and High-Performance Committee.</p> <p>CEO to advise regions and High-Performance Committee. CEO to amend dates on Calendar.</p>
d) Board Member Portfolios	<p><u>Diversity &amp; Change, Integrity and Complaints</u> – John Glisson - No report received.</p> <p><u>Junior Development</u> - Jane Pickett – As per her written report received prior to the meeting.</p>	



	<p><u>Para Bowls</u> – Lynne McDougall – As per her written report received prior to the meeting.</p> <p><u>Officiating and Bowling Arm</u> – Leonie Price – As per her written report received prior to the meeting.</p> <p><u>High Performance</u> – Bernard Knight – As per his written President's Report received prior to the meeting.</p>	
e) BA Club Support Manager Tasmania	Carolyn Docking - No report received.	
<b>8) Monitoring of Strategic Plan</b>	It has been agreed that it would be better to address our new Strategic Plan and Operational Plan rather than monitor progress against our existing Operational Plan. BTAS needs to wait until the BA Strategic Plan has been updated before this can be done.	
<b>9) General Business</b>		
a) Update on BA affiliation fees and progress with the Tasmania pilot study.	Matthew Kennedy (BA CEO), Tim McGrath (BA General Manager Business Operations) and Chris Evans (BA General Manager Participation and Programs) attended the meeting from 2.00pm until 3.03pm to explain the need for a new affiliation model, explain what has been done to date and get the Board's commitment to change. After a formal presentation, questions were answered. BA will also attend the next RCC meeting in May 2025 and talk face to face with the region Presidents. (Ninety minutes is to be allocated to BA for this matter to be discussed at the RCC meeting.)	
<b>10) Close and Date of Next Meeting</b>	<p>Meeting closed at 3.28pm.</p> <p>The next Board meeting will be held via Zoom on Monday 28 April 2025 at 1pm. Leonie Price advised that she will be an apology for the April 2025 meeting.</p>	