



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Wednesday 29th April 2020 – 6pm
LOCATION: Virtual Meeting

1. Welcome

The Chair welcomed all present to the meeting.

2. In Attendance

Board Chair: David Tucker (Chair)
Director of Coaching: Mal Evans (COA)
Director of Competitive Events: Margaret Docherty (COM)
Director of Development: Adam Tanner (DEV)
Director of Governance: Foster Johnson (GOV)
Director of Finance: Stephen Hemsley (FIN)
Independent Director: Dr Anna Molony (IND)
Independent Director – Marketing & Communications: Harry Nijjar (MAR)
Bowls England 2020 President: Paul Robson (PRE)
Business Services Manager: Penny Maguire (BSM)
Operational Services Manager: Alistair Hollis (OSM)

3. Apologies

None

4. Obituaries

John Jenkins	President Leicestershire 2015
Gordon Walker	President Yorkshire 1999
Bill Stoker	President Northumberland 1998

5. Declarations of Interest

None recorded

6. Minutes of Board Meeting held on 15th April 2020

It was **RESOLVED** that the Minutes of the Board Meeting held on Wednesday 15th April 2020 be signed as a true and correct record.

7. Action Points and Matters Arising (not covered elsewhere on Agenda)

Social Media Workshop

DEV provided an update on plans for a series of online Social Media Workshops to be piloted w/c Monday 11th May that have been developed by the Marketing Working Group. It was noted that details will be circulated widely.

International Selection

COM presented a request that had been received from the Senior International Team Managers for a team building weekend at Royal Leamington Spa in September 2020. It was **RESOLVED** not to support the request.

8. Correspondence

None

9. Reports

9.1 Update by the Chair of the Board

9.1.1 World Bowls – Regional Director

It was recorded that Garry Collins (Guernsey) had been elected as Regional Director Europe for World Bowls following the recent election.

9.1.2 Personnel

The Chair reported that he had spoken individually with every member of staff and recorded thanks on behalf of the Board.

9.1.3 World Bowls Communications

It was recorded that BE had been requested by World Bowls to assist in providing 'good practice' guidance on member communications for circulation to its Member National Authorities. This information had been submitted.

9.2 Operational Update by the Business Services Manager/Operational Services Manager

9.2.1 BSM

BSM informed the Board that all refunds for Affiliation Fees and National Championship entry fees had been processed. It was noted that the Chair and FIN had agreed that the daily limit for BACS payments be temporarily increased to enable the payments to be made. The Chair recorded thanks to BSM for arranging the refunds. It was **RESOLVED** that the daily BACS limit be increased to £20,000 per day.

9.2.2 OSM

OSM informed the Board that he had attended the SRA Development Director Forum on Wednesday 29th April. It was noted that work being undertaken by all NGBs at present, including Bowls England, is primarily focussing on club support and potential future activity. It was **RESOLVED** that an outline proposal on future activity in support of clubs be presented at the next Board Meeting.

OSM provided an update on discussions with DCMS. It was noted that Bowls England has offered to assist DCMS in preparation of advice on returning to sport once Government guidance allows.

9.3 Items submitted by Directors/Management Team

9.3.1 Finance Update including 2020 Budget (BSM)

BSM presented an updated forecast for the current financial year. It is estimated that Bowls England's loss for the year ended 30th September 2020 will be in the region of £705,000.

It was **RESOLVED** to record that:

1. Bowls England will make a substantial loss in 2020 due to the impact of COVID-19 on income, primarily due to the refund of Affiliation Fees and National Championship entry fees
2. The Directors accept the loss and expect Bowls England to return to break-even or surplus by January 2022
3. The Directors continue to consider contingency plans following the cessation of lockdown
4. A record of all costs incurred during lockdown be maintained by BSM

9.3.2 External Funding

OSM reported that latest figures show that a total of 217 bowls clubs (all codes) had applied to Sport England's Emergency Fund to date. A total of 185 applications had been approved totalling £393,605. It was **RESOLVED** that additional communication be undertaken as a priority to ensure all clubs are aware of the money that may be available to them through this Fund.

It was noted OSM is continuing to explore potential funding opportunities that may be applicable to Bowls England and Coach Bowls.

9.3.3 Membership Register

MAR provided an update on progress since the last Board Meeting. It was **RESOLVED** to support Action Plan presented by MAR including:

- Rebrand of current membership platform
- Work with selected clubs and county associations in phase one
- Production of case studies/tutorials in support of wider rollout

It was **RESOLVED** that additional work be undertaken to ensure individual members, Clubs and County Associations are fully aware of the benefits to them of the Membership Register.

9.3.4 Bowls Development Alliance (BDA)

The BDA Board Meeting had been held on Tuesday 28th April. An update report had been circulated by IND for information. It was **RESOLVED** to note the content of the report.

9.3.5 Management Audit & Review Committee (IND)

It was noted that Steve Walker (Cumbria) had been elected as Chair of the Committee at the meeting held on Tuesday 28th April. It was **RESOLVED** that IND would submit a full report at the next Board Meeting.

9.3.6 Commonwealth Games – 2022 Update (OSM)

OSM provided an update following discussion with Warwick District Council (WDC). It was noted that:

- WDC remains committed to completing renovation on all four greens at Victoria Park by summer 2021;
- Work on C and D green is continuing;
- The programme has been amended to enable contractors to work within Government guidelines;
- STRI has conducted planned review and no significant concerns reported;
- STRI to work with WDC and contractor over coming months;

- Programme for work on A and B greens being reviewed in light of current circumstances to provide maximum opportunity for the greens to be in before winter

It was **RESOLVED** that Bowls England would have no objection to Warwick District Council starting work on A and B green in August 2020 should any such request be forthcoming.

OSM informed the Board that details on the application process for the Sport England Commonwealth Games Preparation Programme are currently awaited.

10. Next Meeting

It was **RESOLVED** that the next meeting would be held on Wednesday 13th May at 6pm.