



Board Meeting
Monday 19 February 2024 at 1.04 pm via Zoom.

MINUTES

TOPIC	DISCUSSION & DECISION	ACTION
1) Welcome	The President welcomed everyone to the 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	Carloyn Docking – BA CSM Tasmania (Observer).	
4) Declaration of Conflict of Interest	Phil Prouse declared an interest in the item in CEO Report re Tasmanian Masters Games 2024.	
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: Anne Mullavey Seconded: Jane Pickett “that the minutes of the meeting on 22 January 2024 be accepted as a true and accurate record.” <div style="text-align: right;">Carried</div> The new Tasmanian Satellite Coach has been advertised and one application was received which is being considered by BA.	CEO to contact BA.

<ul style="list-style-type: none"> • BowlsLearn. 	<p>At its meeting in October 2023, it was agreed that current course fees in Tasmania would remain unchanged until BA standardises same in the future when BTAS should do the same. This has been raised with BA, but nothing has been done yet.</p> <p>At its meeting in October 2023, 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. The CEO reported that many people start courses but do not complete them. In addition, the home State of many enrolees is not stated in the BA reports. It was agreed to contact BA to see if enrolees can be contacted through BowlsLearn and given the opportunity to purchase an Officiating Manual when they enrol.</p>	<p>CEO to follow up with BA.</p> <p>CEO to contact BA to see if BowlsLearn can be amended accordingly.</p> <p>CEO to contact BowlsLearn enrolees.</p>
<ul style="list-style-type: none"> • Tasmania Tridents 	<p>Rebecca Van Asch has agreed to speak to Steve Glasson at BPL#19 to investigate if the Sydney Lions who are sponsored by BCiB would be interested in visiting Tasmania for a series of BPL-style games over a weekend during the Winter months.</p>	<p>Rebecca Van Asch to report back to next BPL Committee meeting.</p>
<ul style="list-style-type: none"> • BPL Style event during Winter 	<p>At its meeting in January 2024, the Board agreed to refer the suggestion 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 to the High-Performance Program Committee for its consideration. (A previous recommendation from the then State Chairman of Selectors, Trevor Docking and State Men's Open Coach, Chris Dudman, to re-establish the ACT Test Series also needs to be referred to the High-Performance Committee.)</p>	<p>CEO to refer to High-Performance Program Committee.</p>

<ul style="list-style-type: none"> • High-Performance Committee 	<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. At the August 2023 Board meeting, it was agreed to leave this matter until the new Satellite Coach is appointed. However, this matter is now urgent and a new High-Performance Committee consisting of Bernard Knight (Chair), John Glisson, Phil Prouse, the new Satellite Coach and Rob McGuire was established at the November 2023 Board meeting, however, it has not yet met. It was agreed to arrange a meeting ASAP. It was also agreed to add the new Chair of Selectors to the Committee.</p>	<p>CEO to arrange a meeting ASAP. CEO to add Chair of Selectors to Committee when he is appointed.</p>
<ul style="list-style-type: none"> • Coaches for Senior Teams in 2024 and beyond. 	<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. At the June 2023 meeting, it was agreed to look at what this would cost and consider it further at a future Board meeting. The CEO and Treasurer have met to consider this matter. This could cost up to \$4,660 per annum to introduce depending on where The Nationals are staged and who the coaches are. The CEO contacted all other STAs to determine how many of them appointed coaches for their Senior teams. Bowls Victoria does as do Bowls ACT (although costs for same are paid for by the ACT coaches themselves). No other STA provide Senior coaches. No responses were received from NT or NSW. It was resolved that no coaches be appointed for our Senior Men's and Women's teams for The Nationals.</p>	
<ul style="list-style-type: none"> • Vacant Selector Positions. 	<p>At the January 2024 Board meeting, Phil Prouse agreed to approach potential suitable Selectors for the Junior North West position and get back to the Board.</p>	

<ul style="list-style-type: none"> • Officials and Players Code of Conduct. • Amendment to Para Bowls Tasmania Committee Terms of Reference. • Bowls Australia Clubmap Webinars and Jobseeker. 	<p>Phil Prouse advised that he had been unable to find anyone to fill the vacant Junior North West Selector position. He agreed to approach Nigel Melbourne and Barry Magnus and report back to the next Board meeting.</p> <p>At the January 2024 Board meeting, Lynne McDougall agreed to contact Mike Raine re the Para Bowls South Selector position and get back to the Board. Mike has agreed to attend the Para selection trials at Campbell Town on Sunday 25 February 2024 and will talk further with Greg Smith and Lynne then.</p> <p>At the November 2023 and December 2023 Board meetings, it was agreed that the CEO prepare a BTAS Officials and Players Code of Conduct for consideration of the Board. The Junior Development Committee is looking at this for Juniors and from there the Code of Conduct can be extended to all other officials and players.</p> <p>At the October 2023 meeting, it was resolved that the Chairman of the Para Bowls Tasmania Committee should be the BTAS Director on that Committee – which has happened. The Committee’s Terms of Reference need to be amended accordingly. This has been done and was approved by the Board.</p> <p>At the November 2023 Board meeting, it was agreed to investigate if Jobseeker could be used to enable BTAS to employ staff to assist with the CEO workload. The CEO prepared a report on this matter which was circulated to Board members prior to the meeting. The Board agreed that this is a possibility for BTAS to employ someone for administrative assistance, procurement of sponsors, competition management assistance and live streaming assistance.</p>	<p>Phil Prouse to contact Nigel Melbourne and Barry Magnus.</p> <p>Lynne McDougall to continue to talk to Mike Raine.</p> <p>CEO and Junior Development Committee to prepare Officials and Players Code of Conduct.</p> <p>CEO to submit Terms of Reference to Para Bowls Tasmania Committee.</p>
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<ul style="list-style-type: none"> • Behavioural issues at Under 18 National Championships. • Recommendations from Coaches and Team Managers Reports from The Nationals. • Tasmanian Government funding for Tasmania Tridents. • Administration assistant for BPL Committee. 	<p>It was agreed to seek formal approval from Centrelink. It was further agreed to send the information to clubs and regions.</p> <p>The CEO updated the Board on where this matter is. It is not likely to be sorted out in the short-term. From here on in, STAs will be updated on a need-to-know basis. Whilst this matter is under investigation, there has been no determination as to whether any breaches of policies have occurred and therefore all information on this matter should be treated as private and confidential and should not be discussed outside the Board.</p> <p>At the November 2023 Board meeting, Coach and Team Management Reports from the National Bowling Arm Championships and The Nationals were received and noted. A number of recommendations for the future will be followed up by the CEO in due course.</p> <p>With an early election now a reality, it was agreed that the Government and the Opposition need to be approached as a matter of urgency to seek their commitment for ongoing funding going forward. It was further agreed that the submission to the Government dated November 2023 needs to be shortened and updated to make it suitable for approaches to the Government and Opposition. It was also agreed to send the document to all Clubs and seek their assistance in getting it before their local politicians. Board Members were also asked to approach any politicians they know to seek their support.</p> <p>Phil Prouse reported that nothing has been done to appoint an Administration Assistant for the BPL Committee. President Bernard Knight advised that Lynne McDougall had offered to take on this position and her offer was kindly accepted.</p>	<p>CEO to seek formal approval from Centrelink. CEO to write to clubs and regions.</p> <p>CEO to follow up recommendations.</p> <p>CEO and Phil Prouse to follow up. CEO to write to Clubs. Board Members to contact local politicians.</p>
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<ul style="list-style-type: none"> • Umpires for Senior State Wide Challenge. • Diary ex J Carroll Club Promotions. • Behavioural issues at The Nationals and Open State Wide Challenge. 	<p>BNW has not been supplying an umpire for Senior SWC rounds this season. At the January 2024 meeting the Board agreed that the CEO should contact BNW again. This has been done and BNW has agreed to supply an umpire for the final round of Senior SWC.</p> <p>Discussion took place on the need to supply four umpires for SWC and it was agreed that a minimum of three umpires over two greens would suffice.</p> <p>At the November 2023 Board meeting, it was agreed that the CEO should contact J Carroll Club Promotions to see if the information contained within the BTAS electronic handbook could be used to produce a BTAS diary each year. This has not yet been done.</p> <p>At recent Board meetings, concerns were raised regarding alleged poor behaviour at the 2023 Nationals and at SWC in regard to one of the State teams. As part of those deliberations, the Board was advised inter alia that there was a toxic culture that has developed within the team and by those who have positions of authority.</p> <p>At its meeting in January 2024 the Board agreed that action must be taken to address the toxic culture that appears to have developed within the team. Such action should include discussions with the Team Captain, Coach, Team Manager, Selectors and could include discussions with some of the players.</p> <p>This has been done and a confidential report was submitted to Board Members prior to the meeting.</p> <p>It was agreed that: that the following changes be made before and during The Nationals 2024:</p>	<p>CEO to change SWC Conditions of Play in 2024-25.</p> <p>CEO to investigate.</p>
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	<ul style="list-style-type: none">• When the squad is announced we need to get them together and talk to them about their responsibilities and what is expected of them at The Nationals (this could be done as part of the next dot point). This will be built into a Code of Conduct or similar form which all players will be required to sign before being allowed to play in The Nationals in the future.• A training camp be organised for our Open State teams before The Nationals 2024.• BA be requested to send Karen Murphy or the like to the training camp to talk about BA requirements of its players regarding responsibilities, behaviours and team culture.• The Team Coach and Team Manager will be responsible for organising team meetings, team meals together, fun and bonding things for players to do at The Nationals.• All players be surveyed after The Nationals to let them have a say on how The Nationals went, how was the coach, how was the Team Manager, selections and the like.• This matter be reviewed after The Nationals 2024 as a matter of urgency to see if the culture has been improved , or to determine if the Board needs to take further immediate action.	CEO to implement.
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<ul style="list-style-type: none"> • Chair of Selectors Position. 	<p>The vacancy has been advertised and one applicant was received for the position. It was agreed that the President and CEO meet with the applicant to discuss his application and any conditions therein and report back to the Board.</p> <p>Changes to the Selection Policy made in reviewing the requirements of the Chair of Selectors position prior to it being advertised were approved by the Board out-of-session.</p>	<p>President and CEO to meet with applicant.</p> <p>CEO to amend Selection Policy.</p>
<ul style="list-style-type: none"> • BA 2022-23 National Participation Census. 	<p>At its January 2024 meeting, the Board agreed to contact BA and advise it of discrepancies between BTAS figures and those in the census. This has been done – some of the discrepancies have arisen due to the inclusion of different figures in our totals compared to those in the BA report. An error in the BA figures has been adjusted.</p>	<p>CEO to send copy of BA census to Treasurer.</p>
<ul style="list-style-type: none"> • Burnie City Council and South Burnie. 	<p>At its January 2024 meeting, the Board considered a response from the City of Burnie to a letter of support from BTAS for South Burnie. It was agreed that the CEO and Treasurer would discuss a suitable response to the City of Burnie.</p> <p>Treasurer David Back has obtained some very good advice contrary to the views of the Council. Following consultation with South Burnie, the CEO will respond to the Council.</p> <p>South Burnie has recently been advised that the Council has now agreed to support the proposed capital improvements at South Burnie which will enable the club to move forward with certainty.</p>	<p>CEO to write to Burnie City Council.</p>
<ul style="list-style-type: none"> • Update Board section of website. 	<p>At its January 2024 meeting, the Board noted that the BTAS website section on Board members needed to be updated. This has not yet been done.</p>	<p>CEO to update Board members section of website.</p>

<ul style="list-style-type: none"> • Review of roles and responsibilities of BTAS Match Committee. • Para Bowls – Player Eligibility. • Social Bowls Working Group – Volunteers from Clubs. • Rookie Rollers Co-Ordinators. • Graham Hay and BTAS Board Meetings. 	<p>At its January 2024 meeting, the Board agreed that the role and membership of the BTAS Match Committee needs to be revisited to ensure that regions take on the responsibilities required of them to host State events. This has not yet been done.</p> <p>At the January 2024 meeting, Lynne McDougall reported that there was some discussion at The Nationals about the eligibility of classification of one of our State players. Lynne McDougall agreed to speak to Sheila Cordoran from IBD re this classification and then speak to the player concerned. Lynne has obtained a list of all IBD classifications from Sheila Corcoran and will list them on BowlsLink if the players agree to same.</p> <p>At its meeting in January 2024, the Board agreed to invite clubs to nominate anyone interested in joining this Working Group. The Working Group is meeting on 23 February 2024 and will determine then how they will recruit a volunteer from clubs to join the Working Group.</p> <p>At its meeting in January 2024, the Board agreed to find out more about how BA train and appoint Rookie Roller Coordinators who are paid a small amount to run Rookie Roller programs in schools throughout Australia. The CEO has done this and will now advise clubs accordingly. There are presently twelve approved Rookie Roller Coordinators in Tasmania.</p> <p>At its meeting in January 2024, the Board agreed that the CEO would contact Graham Hay and see how he wants to be involved with BTAS Board meetings, including the possibility of attending RCC meetings. Graham Hay has advised that he would like to attend RCC meetings if possible but needs to get this approved by BA in the first instance.</p>	<p>Phil Prouse and CEO to revisit roles and responsibilities of Match Committee.</p> <p>Working Group to contact CEO.</p> <p>CEO to contact Clubs. CEO to provide list of approved Coordinators to Board Members.</p> <p>CEO to invite Graham Hay to RCC meetings.</p>
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<p>6) Inwards / Outwards Correspondence</p>	<p>The CEO circulated a correspondence report prior to the meeting. Moved: John Glisson 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"> • Department of Education, Children and Young People – External providers safeguarding training – Agreed to send information to clubs and regions. • Howrah – BTAS Smoke Free and Alcohol Policy – Agreed to write to clubs and advise them of BTAS policy and State Government legislation. It is understood that some clubs may not currently meet these requirements and that they be requested to take action to address the situation. 	<p>CEO to write to clubs and regions.</p> <p>CEO to write to clubs and regions.</p> <p>CEO to write to Howrah.</p>
<p>7) Reports</p>		
<p>a) President</p>	<p>Bernard Knight - As per his written report submitted prior to the meeting.</p>	
<p>b) Treasurer</p>	<p>David Back circulated his Financial Report prior to the meeting. Moved: David Back Seconded: Jane Pickett “that the report for January 2024 and payments therein be ratified”. Carried</p>	
<p>c) CEO</p>	<p>Rob McGuire circulated his CEO report prior to the meeting. Highlighted items were discussed as follows:</p> <ul style="list-style-type: none"> • Updated Inclusion Policy – Approved. 	<p>CEO to update policy.</p>

	<ul style="list-style-type: none"> • Selection Policy – Suggestion that players can only play in one State side, if chosen in two players must decide which side they will play in – Deferred for further consideration at the next Board meeting. • Changes to Selection Policy – Changes to the requirements of the Chair of Selectors were approved. • Masters Games Tasmania 5 – 13 October 2024 will be hosted by Burnie and South Burnie and should not affect pennant and BTAS will not be involved. Approved. Phil Prouse declared an interest in this item as a member of South Burnie and did not participate in the discussion or vote on this matter. • Meetings with Regional Boards – Agreed to meet with regional Boards as follows in 2024: <ul style="list-style-type: none"> ➤ BTS – in March 2024 after Gala Week and before Easter 2024. ➤ BN – after AGM and RCC in May 2024. ➤ BNW – later in the year, in conjunction with a State event held on NW Coast. • Bowls NSW Online Conference – CEO is attending. Agreed to send details to Board members. . 	<p>CEO to put on agenda for next meeting.</p> <p>CEO to amend policy and place on website.</p> <p>CEO to write to Burnie.</p> <p>CEO to arrange.</p> <p>CEO to send details to Board Members.</p>
d) Board Member Portfolios	<u>Diversity & Change and Strategic Planning</u> – Anne Mullavey – No report received. Nothing to report.	

	<p><u>Junior Development</u> - Jane Pickett – As per her written report circulated prior to the meeting.</p> <p><u>Bowls Premier League and Match Committee</u> – Phil Prouse – No report received. Phil advised that we do not have a Match Committee and relevant BPL matters have been raised in the CEO report.</p> <p><u>Para Bowls</u> – Lynne McDougall – As per her written report circulated prior to the meeting.</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 circulated prior to the meeting.</p> <p>John Glisson – No report received.</p>	
e) Club Support Manager Tasmania	No report received.	
8) Monitoring of Strategic Plan	It has previously been agreed that each meeting one outstanding item will be addressed within the Operational Plan with the aim of trying to progress these actions. No action was taken this meeting.	
9) General Business		
a) Annual General Meeting and RCC Meeting.	It was agreed to hold the AGM and RCC meeting at Longford (subject to confirmation of venue) on Monday 20 May 2024. This will be followed by a meeting with the BN Board and a Board meeting.	CEO to contact Longford.

<p>b) Confusion with B Grade status for State Championships.</p> <p>c) Succession Planning</p>	<p>President Bernard Knight advised that there appears to be confusion over eligibility for B Grade events at State Championships. What determines B Grade eligibility needs to be reviewed. It was agreed to put this on the agenda for the next RCC meeting to try and get uniformity amongst regions and the State.</p> <p>President Bernard Knight suggested that the Board needs to start thinking about succession planning for the following vacancies that will occur on the Board in the coming years:</p> <ul style="list-style-type: none"> ➤ Female Director NW – May 2023 – Still vacant. ➤ Male Director NW – May 2024 – Phil Prouse is eligible for re-election. ➤ Female Director South – May 2024 – Anne Mullavey is eligible for re-election. ➤ Male Director South – May 2025 – Bernard Knight (the current President) will have served his two terms and must retire. ➤ Appointed Director – May 2026 – David Back (the current Treasurer) will have served his six one-year terms and must retire. 	<p>CEO to put on agenda for next RCC meeting.</p>
<p>10) Close and Date of Next Meetings</p>	<p>Meeting closed at 3.17pm.</p> <p>The next meeting will be held at 1pm on Monday 18 March 2024 via Zoom.</p>	