



Board Meeting
Monday 18 November 2024 at 1.08 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, Jane Pickett (from 1.25pm), Leonie Price (until 3pm), Phil Prouse, Carolyn Docking – BA Club Support Manager (Observer) 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"> • BowlsLearn. 	Moved: David Back Seconded: Phil Prouse “that the minutes of the meeting on 21 October 2024 be accepted as a true and accurate record”. Carried The Board agreed in October 2023 that BowlsLearn participants are expected to purchase an Officiating Manual when they register.	CEO to contact BA to see if BowlsLearn can be amended accordingly.

<ul style="list-style-type: none"> • Recommendations from Coaches and Team Managers Reports and other behavioural issues from The Nationals 2023. • Tasmanian Government funding for Tasmania Tridents. • Social Bowls Working Group. • Meeting with Regional Boards. 	<p>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. This has not been done yet.</p> <p>All proposed actions have been taken with the exception of the post-event survey and a review of the culture post The Nationals 2024 to determine if the Board needs to take any further action. The post-event survey has been sent to all players and officials who have until 30 November 2024 to complete the survey.</p> <p>Earlier advice that the Tasmanian Budget for 2024-25 included \$120,000 over three years now appears to be partly correct. Active Tasmania responded to a recent query about the funding commitment to Bowls Tasmania for the Bowls Premier League and advised that it is \$160,000 (\$40,000 per annum over four years) and requested BTAS to complete paperwork for the grant deed, which has been done.</p> <p>David Back advised that the Working Group is progressing, however, its next meeting has been delayed for three or four weeks. The Working Group's work should be finalised early in 2025.</p> <p>The Board had a very good meeting with the BTS Board at the BTAS Offices on Sunday 3 November 2024.</p>	<p>CEO to contact BowlsLearn enrolees.</p> <p>CEO to report findings of survey to the next Board meeting.</p> <p>David Back to arrange next meeting.</p>
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<ul style="list-style-type: none"> Matters referred from RCC meeting May 2024. 	<p>It is proposed to meet with the BNW Board during Gala Week in January 2025 or possibly later, and with the BN Board in Launceston on Monday 24 February 2025.</p> <p><u>Suspension Policy</u></p> <p>The CEO is working on a draft policy which will be considered at a further meeting of the Suspension Policy Committee to be held in due course.</p> <p>This policy was to be incorporated within a BTAS Complaints, Disputes and Discipline Policy being separately developed by John Glisson. The BTAS Disciplinary Policy has been usurped by BA National Integrity Framework policies, however, John had initially believed that the new BA Policy did not cover all State and local issues. John has subsequently advised that he believes that the BA Policy is a very comprehensive document and seems to cover all that we need so a separate policy is not needed and will not be developed.</p> <p><u>Live Streaming Issues.</u></p> <p>The CEO has requested help with our live streaming from Shane Gurr and Ben Fidler and both have agreed to assist. The CEO also contacted Tas Masters Athletics to see who set up their live streaming gear up and they have put BTAS on to Duff TV. BTAS will not be using its live streaming equipment until the problems have been sorted out.</p>	<p>CEO to arrange with BNW and BN.</p> <p>CEO to prepare draft Suspension Policy.</p> <p>CEO to sort out live streaming issues.</p>
<ul style="list-style-type: none"> Live Streaming Policy 	<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, if they are participating in a game that is being live streamed. This has not yet been done due to other more pressing commitments.</p>	<p>CEO to develop policy.</p>

<ul style="list-style-type: none"> • Australian Sports Commission’s Sport Governance Standards (Game Plan). • State Complaints, Disputes and Discipline Policy. • Review and amendment of BTAS Committee Terms of Reference. • The Nationals 2025 and Beyond. 	<p>The self-assessment was completed on 8 August 2024. Active Tasmania has offered to prepare a board skill matrix tool for BTAS. The Board has identified ten key actions for improvement based on the self-assessment outcomes.</p> <p>Refer Suspension Policy above – no further action required.</p> <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 JDC 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>The CEO is attending a BA meeting in Melbourne on 28 and 29 November 2024 to review all BA events. A preliminary discussion paper was distributed to the Board, Para Bowls Tasmania, Junior Development and the High-Performance Committees and to all Selectors, Team Managers and Coaches for comment back to the Board then BA by 15 November 2024. Comments were received from the Para Bowls Tasmania and Junior Development Committees. The Board does not agree with the Barbarians proposal submitted by Bowls Victoria. A final paper will be distributed by BA to STAs by 21 November 2024.</p>	<p>CEO to identify possible action plan and who is to do what.</p> <p>CEO to amend BPL and JDC Terms of Reference.</p> <p>CEO to review Terms of Reference for all BTAS Committees.</p> <p>CEO to distribute final paper to the Board when received.</p>
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<ul style="list-style-type: none"> • Development of High-Performance Plan. • Renewal of CEO Contract. • Satellite Coach. • Administration and other assistance for the CEO. • Replacement BNW female on Board. • Medical Information Form for State Players. • The Nationals 2025 Tasmanian Organising Committee. 	<p>At the September 2024 Board meeting, it was agreed to develop a High-Performance Plan. The CEO is looking at employing someone to develop the Plan.</p> <p>The Board has agreed to renew the CEO’s contract, but the renewal has not yet been signed.</p> <p>A further expression of interest has been received for the Satellite Coach position. The Board has previously agreed that it would be taking no further action to fill this position at this stage, and it reiterated its position.</p> <p>Two people have expressed interest in assisting the CEO . CEO is to contact both people and report back to President and Treasurer.</p> <p>BNW has been asked to nominate a female replacement for the BTAS Board. No response has been received from BNW.</p> <p>Lynne McDougall has provided a draft Medical Information Form which can be modified and used for future national championships. This needs to be amended for use by BTAS.</p> <p>Devonport Country Club want this Committee established ASAP. The CEO will talk to the BA Events and Competition Manager about this in Melbourne next week.</p> <p>All other matters arising have been actioned.</p>	<p>CEO to employ someone to develop the High-Performance Plan.</p> <p>President and CEO to sign contract extension.</p> <p>CEO to contact person.</p> <p>CEO to contact both people and report to President and Treasurer.</p> <p>CEO to finalise form.</p> <p>CEO to meet with BA Events and Competition Manager.</p>
<p>6) Inwards / Outwards Correspondence</p>	<p>The CEO circulated a correspondence report prior to the meeting. Moved: Jane Pickett Seconded: Lynne McDougall “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 Annual General Meeting 26 November 2024. It was agreed to leave voting decisions to President Bernard Knight.➤ Bowls North West – Grievance regarding recent changes to BTAS Conditions of Play and the support for some BTAS events to be played at the Devonport Country Club in the lead up to The Nationals 2025. Following a meeting with BNW on 6 November 2024, BNW has withdrawn its grievance. <p>It was agreed to write to all regions advising them that any region that wishes to embark on a sponsorship deal involving BTAS events must negotiate the sponsorship with BTAS.</p> <p>The following changes to Events and SWC Conditions of Play were agreed upon:</p> <ul style="list-style-type: none">- BTAS will advise the host region of any of its requirements regarding the appointment of a host venue at least eight weeks prior to the event.- Subject to addressing advice received from BTAS regarding any of its requirements regarding the host venue, the Host Region will advise BTAS of the host venue at least six weeks prior to the event.- The host venue to be ratified by BTAS. <p>It was agreed that the above changes to Events and SWC Conditions of Play be approved, subject to consultation with BNW.</p>	<p>CEO to write to all regions.</p> <p>CEO to discuss proposed changes with BNW.</p>
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	<p>➤ High Performance Vacancies – Expressions of interest have been received as outlined below for the following vacancies (Until October 2027 except for the Selector North Para Bowls which is until October 2026):</p> <ul style="list-style-type: none"> • Selector North West – Open Men – Jason Morrisby. • Selector North West – Open Women – Gwenda King. • Selector North West – Over 60s Men – No expressions of interest received. • Selector North West – Over 60s Women – No expressions of interest received. • Selector North West – Para Bowls – No expressions of interest received. • Selector North West – Juniors – No expressions of interest received. • Selector North West – Bowling Arm – Peter Thow and Noelene Purton. • Selector North – Para Bowls – No expressions of interest received. • Coach – Open Men – Chris Dudman. • Coach – Open Women – Grant Allford. • Coach – Para Bowls – Greg Smith. • Coach - Bowling Arm –Peter Thow. <p>The above-mentioned people were appointed (Noelene Purton as Selector North West Bowling Arm) for the terms outlined above subject to relevant selectors being ratified by BNW, Bowling Arm Tasmania and Para Bowls Tasmania Committees.</p>	<p>CEO to seek ratification of appointments from BNW, Bowling Arm Tasmania and Para Bowls Tasmania Committees.</p> <p>CEO to write to successful applicants.</p>
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	<p>President Bernard Knight believes that the Chair of Selectors should not have a casting vote and that the State Coach should be the Selector for the region that he or she resides in. It was agreed that the CEO would raise this matter with the Chair of Selectors, State Coaches and Selectors and ask what they want and report back to the next Board meeting.</p> <ul style="list-style-type: none"> ➤ Ambulance Bill The Nationals – A player who was taken ill at The Nationals 2024 and was taken by ambulance to hospital has received an ambulance bill for \$1,459.09. This has been referred to the BTAS insurance broker who advised that the BTAS insurances include ambulance cover if a player or official suffers an injury as a result of an accident whilst practicing playing or travelling. However, BCiB is prepared to submit a claim to our insurer if the player completes a claim form. It was agreed that players and officials should be advised in future when travelling interstate with State teams that they may not be covered for private ambulance fees, and they should consider talking out their own travel insurance if they are not covered for same in their private health policy (if they have it). ➤ Cash Awards and Promotions Solutions – Agreed to accept the quote received for medallions for 2025 which have increased in price by 50 cents each since last year. ➤ Otium Planning Group – Request for participation date for Clarence Strategic Sports Facilities Plan – Agreed to refer Otium to relevant clubs. 	<p>CEO to contact Chair of Selectors, State Coaches and Selectors.</p> <p>Diary Note for CEO – Include information for players and officials travelling interstate with State teams.</p> <p>CEO to write to Cash Awards.</p> <p>CEO to contact Otium Planning Group.</p>
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7) Reports		
a) President	<p>Bernard Knight circulated his report prior to the meeting.</p> <p>Bernard advised that he is considering amalgamating the BPL and High-Performance Committees and sought feedback from Board Members on the idea.</p> <p>Bernard is concerned about the volume of correspondence received from the CEO – particularly from BA – and wants to think about how this can be streamlined.</p> <p>Bernard has passed on details of a possible sponsorship with Cascade to the CEO.</p>	<p>President and CEO to consider how to streamline BA correspondence.</p> <p>CEO to contact Cascade.</p>
b) Treasurer	<p>David Back circulated his Financial Reports prior to the meeting.</p> <p>Moved: David Back Seconded: John Glisson “that the reports for October 2024 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"> ➤ National Championships Coach and Team Manager Reports – All reports have been received and have been forwarded to the Board. It was agreed that the reports be noted. It was further agreed that the CEO write to State Coaches and Team Managers and thank them for their reports and to congratulate them on the actions they took to maintain the high standards of behaviour expected of Tasmanian representatives. It was also agreed that the reports should be sent to relevant BTAS Committees and State Coaches and Selectors provided that approval is obtained from the report writers in the first instance. 	<p>CEO to write to all Coaches and Team Managers.</p> <p>If approval given, CEO is to forward relevant reports to BTAS Committees and State Coaches and Selectors.</p>

	<p>It was further agreed that the CEO would follow up recommendations contained within the reports and report back to the Board in due course.</p> <ul style="list-style-type: none"> ➤ Code of Conduct Problem at The Nationals – The Board considered reports from the Coach and Team Manager concerning allegations of breach of the Player and Officials Code of Conduct by a player at The Nationals. A response from the player has been received, within which the player acknowledged and took full responsibility for some but not all of the allegations made. <p>It was resolved that the State Selectors be advised that the player concerned has been suspended from playing for Tasmania in SWC and the State team until the end of 2025, but the player is eligible to play pennant and is eligible to be selected to play SWC for their region.</p> <ul style="list-style-type: none"> ➤ President to attend BPL#21 – As President Bernard Knight will already be in Melbourne to attend a BA SCM meeting prior to BPL#21, it was agreed that he will attend BPL#21 as a BTAS representative. Bernard volunteered to pay for his attendance, but it was resolved that BTAS will pay for his accommodation costs to attend BPL#21. ➤ Cameron Norris has volunteered to join the Junior Development Committee – Approved. ➤ Bowling Arm Regional Round Robin Conditions of Play - Submitted by the Bowling Arm Tasmania Committee - Approved by the Board. 	<p>CEO to follow up recommendations and report back to a future Board meeting.</p> <p>CEO to write to Chair of Selectors and relevant Selectors.</p> <p>CEO to write to player.</p> <p>CEO to arrange.</p> <p>CEO to write to Cameron Norris.</p> <p>CEO to write to Bowling Arm Tasmania. CEO to put Conditions of Play on website.</p>
d) Board Member Portfolios	<u>Diversity & Change, Integrity and Complaints</u> – John Glisson - No report received.	

	<p><u>Junior Development</u> - Jane Pickett – As per her written report received prior to the meeting.</p> <p><u>Bowls Premier League</u> – Phil Prouse – As per his 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>	
e) BA Club Support Manager Tasmania	<p>Carolyn Docking - Advised on some of her current activities as follows:</p> <ul style="list-style-type: none"> ➤ The BA Green and Gold event in Hobart on 23 November 2024 has been organised by TIS. ➤ Gathering information on junior and schools programs for JDC and Social Bowls Committee. ➤ Working on developing websites for some clubs. ➤ Including accessibility information on such websites. 	
8) Monitoring of Strategic Plan	<p>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.</p>	
9) General Business	<p>Nil</p>	
10) Close and Date of Next Meeting	<p>Meeting closed at 3.54pm.</p> <p>The next Board meeting will be held via Zoom at 1.00pm on Monday 16 December 2024. (Is it possible to change this to 12 noon to allow Southern Board Members to attend a BTS Forum on the same day?)</p>	