



**Board Meeting**  
**Wednesday 21 October 2024 at 1.02 pm via Zoom.**

## MINUTES

TOPIC	DISCUSSION & DECISION	ACTION
<b>1) Welcome</b>	The President welcomed everyone to the meeting.	
<b>2) Present</b>	Bernard Knight (President), David Back (Treasurer), Lynne McDougall, Jane Pickett, Leonie Price, Phil Prouse and Rob McGuire – CEO (Observer).	
<b>3) Apology</b>	John Glisson.	
<b>4) Declaration of Conflict of Interest</b>	Nil  President Bernard Knight reminded Directors that if they had a conflict of interest, they must declare it and step away and not be involved in any discussions on that matter. New Board Members will need to be advised accordingly.	
<b>5) Minutes of Previous Meeting</b>  (a) Confirmation of Minutes:          (b) Matters Arising - Action Item List:	Moved: Lynne McDougall Seconded: Phil Prouse “that the minutes of the meeting on 18 September 2024 be accepted as a true and accurate record”.  Carried	

<ul style="list-style-type: none"> <li>• Satellite Coach.</li> </ul>	<p>A late application was received and was referred to three members of the High-Performance Committee for their consideration and recommendation. However, before a decision was made, the applicant withdrew his application. No further action is being taken at this stage regarding this position.</p>	<p>CEO to write to applicant.</p>
<ul style="list-style-type: none"> <li>• BowlsLearn.</li> </ul>	<p>At its meeting in October 2023, the Board agreed to contact participants when they register for BowlsLearn courses and advise them that 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. This has not been done yet.</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"> <li>• Recommendations from Coaches and Team Managers Reports and other behavioural issues from The Nationals.</li> </ul>	<p>At its August 2024 meeting, the Board agreed on recommendations from the CEO on proposed actions to be taken, or not to be taken. 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 draft post-event survey was approved by the Board.</p>	<p>CEO to send out survey to all players and officials (and to carers with the Para team and parents / guardians with the Under 18 team).</p>
<ul style="list-style-type: none"> <li>• Tasmanian Government funding for Tasmania Tridents.</li> </ul>	<p>Earlier advice that the Tasmanian Budget for 2024-25 included \$120,000 over three years appears to be incorrect. However, the Office of the Minister for Sport advised on 17 July 2024 that it thinks that \$70,000 funding will be in the Tasmanian Budget, but nothing is definite until we receive confirmation in writing.</p>	<p>CEO to follow-up funding once Tasmanian Budget has been approved.</p>

<ul style="list-style-type: none"> <li>• Social Bowls Working Group.</li> <li>• Meeting with Regional Boards.</li> <li>• Gala Week March 2024 and State Pennant Finals April 2024 Matters Arising.</li> <li>• Matters referred from RCC meeting May 2024.</li> </ul>	<p>David Back has arranged another meeting of the Working Group on 30 September 2024.</p> <p>At the February 2024 Board meeting it was agreed to meet with Regional Boards in 2024-25 as suggested by the CEO. It was agreed that following dates be suggested: to the regions for meetings:</p> <ul style="list-style-type: none"> <li>➤ Meet with the BNW Board on the North West Coast in conjunction with the Open SWC round on Sunday 1 December 2024 – perhaps on Monday 2 December 2024.</li> <li>➤ In Hobart have a lunch meeting with the BTS Board at the BTAS Office conference room – the date is to be confirmed by the BTS Board ASAP.</li> <li>➤ Meet with the BN Board in Launceston on Monday 24 February 2025 before the final round of Senior SWC on Tuesday 25 February 2025</li> </ul> <p>At the September 2024 Board meeting, it was agreed to implement actions contained within a report the CEO prepared on a number of issues that arose during State Championships and State Pennant Finals in 2024. Work is underway on implementing these actions with some not being able to be done until the events get underway. Actions to amend Conditions of Play have been done. It was agreed to adopt the 2024-25 State Events Conditions of Play and the SWC Conditions of Play.</p> <p><u>Suspension Policy</u></p> <p>At the April 2024 Board meeting it was agreed that BTAS should work with BA and our regions to develop a suspension policy or procedures that could be used by all clubs that protects members, supports clubs, and ensures that penalties, when required, are substantive.</p>	<p>CEO to contact regions and organise meetings.</p> <p>CEO to put Conditions of Play on website.</p> <p>CEO to send SWC Conditions of Play to regions.</p>
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<ul style="list-style-type: none"> <li>• Live Streaming Policy</li> <li>• Australian Sports Commission's Sport Governance Standards (Game Plan) - Identify key actions for improvement based on the self-assessment.</li> </ul>	<p>This matter was raised at the RCC meeting in May 2024 where it was agreed that a committee should be formed and report back to the next RCC meeting with a draft policy – which should be sent to BA for its consideration.</p> <p>The Committee has been formed – consisting of Rob McGuire (Chair), John Glisson, (BTAS) Vicki Bassett (BN), Paul Matthews or Michael Andersch (BTS) and Barry Magnus (BNW) and met for the first time on 22 September 2024 where it considered a detailed discussion paper that the CEO had prepared on this matter. Strategic directions for the policy were agreed at that meeting. The CEO is working on a draft policy which will be considered at a further meeting of the Committee in the near future.</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>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>The self-assessment was completed on 8 August 2024. Active Tasmania has offered to prepare a board skill matrix tool for BTAS. The Board now needs to identify key actions for improvement based on the self-assessment outcomes.</p>	<p>CEO to prepare Suspension Policy (which may be part of the State Complaints, Disputes and Discipline Policy.)</p> <p>CEO to sort out live streaming issues.</p> <p>CEO to develop policy.</p>
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<ul style="list-style-type: none"> <li>• State Complaints, Disputes and Discipline Policy.</li>   <li>• Review and amendment of Committee Terms of Reference.</li>   <li>• BA Strategic Plan Workshop.</li>   <li>• The Nationals 2025 and Beyond.</li> </ul>	<p>It was agreed that the CEO would identify possible actions to be taken and report back to the next Board meeting.</p> <p>The BTAS Disciplinary Policy has been usurped by BA National Integrity Framework policies, however, the BA Complaints, Disputes and Discipline policy does not cover all State and local issues. John Glisson has not yet progressed a draft policy to fill the void and will work with the Suspension Policy Committee as 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. Vicki Bassett is the Minute Secretary on the JDC Committee and 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 Bowls Australia Strategic Plan Workshop was held on Wednesday 2 October 2024 via Zoom and went off well.</p> <p>The CEO is attending a BA meeting in Melbourne on 28 and 29 November 2024 to review all BA events. STAs can submit material changes to BA events by 24 October 2024 – it was agreed that BTAS submit no material changes to BA. A discussion paper will then be distributed to STAs by 31 October 2024. It was agreed that this would be 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 12 November 2024</p>	<p>CEO to identify possible actions.</p> <p>John Glisson to prepare a draft State Complaints, Disputes and Discipline Policy.</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 advise BA by 24 October 2024. CEO to distribute discussion paper as agreed.</p>
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<ul style="list-style-type: none"> <li>• Players and Officials Travel, Accommodation, Meals and Expenses Policy.</li> <li>• Tasmania Tridents Facebook Page.</li> <li>• Development of High-Performance Plan.</li> </ul>	<p>A final paper will be distributed by BA to STAs by 21 November 2024.</p> <p>At the September 2024 Board meeting it was agreed that this policy be tightened to say that all players are expected to stay with the team but if for any reason they do not stay with the team and arrange their own accommodation they will not be reimbursed for same. The policy has been amended accordingly and was approved by the Board.</p> <p>At the September 2024 Board meeting, it was agreed to allow Rebecca Van Asch to develop and co-ordinate a new Tasmania Tridents Facebook page – with BTAS also to have administration rights to the page. The Facebook page has not yet been developed.</p> <p>At the September 2024 Board meeting, it was agreed to develop a High-Performance Plan. This was the to be done by the Satellite Coach but the CEO will look at employing someone else to develop the Plan.</p> <p>All other matters arising have been actioned.</p>	<p>CEO to put amended policy on website.</p> <p>CEO to employ someone to develop the High-Performance Plan.</p>
<p><b>6) Inwards / Outwards Correspondence</b></p>	<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>➤ BA Special General Meeting – It was agreed that it would be better if the words “use reasonable endeavours to” were not in the motion. It was further agreed to leave voting decisions to President Bernard Knight.</li> </ul>	<p>President and CEO to attend SGM.</p>

	<ul style="list-style-type: none"> <li>➤ BA Integrity Webinars for STAs Directors and Staff – To be held on 7 and 8 November 2024 – Directors and CEO have been advised of dates.</li> <li>➤ BA Director Nominations and AGM Motions – Noted.</li> <li>➤ Active Tasmania – National Gender Equity in Sports Governance Policy Information – BTAS already complies to proposed new national standards - Noted.</li> <li>➤ Department of Education Children and Young People – School Sport Australia Championships – Referred to Junior Development Committee which has agreed that we still do not have sufficient uptake from high schools to participate at present but would rather focus on increasing high school participation first.</li> <li>➤ Tasmania RSL Lawn Bowls Association – Request donation of BTAS bowls stickers for its National Carnival in 2025 – Agreed. Jane Pickett abstained from voting on this matter.</li> <li>➤ Alcohol and Drug Foundation – Requesting BTAS support for a Good Sports Game Ready Round Robin in November 2025 – Agreed.</li> <li>➤ Tracey Little – Resignation as Board Director – Accepted with regret.</li> </ul>	<p>All Board Members and CEO to attend one of the webinars.</p> <p>Advise BA no motions from BTAS.</p> <p>CEO to advise Department and School Sport Australia.</p> <p>CEO to provide bowls stickers as requested.</p> <p>CEO to advise Alcohol and Drug Foundation.</p> <p>President to write to Tracey Little.</p>
<p><b>7) Reports</b></p>		
<p>a) President</p>	<p>Bernard Knight circulated his report prior to the meeting.</p> <p>Bernard met with the CEO on 11 October 2024 to discuss his annual performance appraisal and the renewal of his contract which has expired.</p>	

	<p>The Board agreed to renew the CEOs contract for another three years. The Board agreed to the CEO receiving an increase in remuneration in 2025.</p> <p>The Board considered recommendations from the CEO on suggestions for assistance to the CEO as required and it was agreed to accept the recommendations, subject to the CEO discussing same with Leonie Price. Anyone employed will be employed as a casual employee on an hourly rate.</p> <p>The CEO left the meeting whilst these matters were being discussed.</p> <p>President Bernard Knight asked Board members to think about who could be approached to fill the two vacant positions on the Board. It was agreed to write to BNW to advise them of Tracey Little’s resignation and ask them to consider nominating a female replacement.</p>	<p>President and CEO to sign contract extension.</p> <p>CEO to contact Leonie Price.</p> <p>CEO to write to BNW.</p>
b) Treasurer	<p>David Back circulated his Financial Reports prior to the meeting.</p> <p>Moved: David Back Seconded: Jane Pickett “that the reports for September 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"> <li>➤ BTAS is in receipt of a sponsorship proposal seeking to sponsor any BTAS SWC and Championship events on the North West Coast for the next two years. It was agreed to decline the sponsorship due to the BNW sponsorship agreement with Burnie.</li> </ul>	



	<p>It was further agreed that BNW be advised that BTAS reserves the right in future to obtain sponsors for BTAS events.</p> <ul style="list-style-type: none"> <li>➤ With The Nationals 2025 being held at the Devonport Country Club, it was agreed to hold Open SWC in November 2024 and at least some of the BTAS Open State Championship events in January 2025 at Devonport so players have some experience of playing on its greens.</li> <li>➤ Changes to the Selection Policy submitted by the BPL Committee and the Bowling Arm Tasmania Committee were approved by the Board.</li> </ul>	<p>CEO to write to sponsor and BNW.</p> <p>CEO to write to BNW and Devonport Country Club.</p> <p>CEO to put amended policy on website. CEO to send amended policy to the BPL Committee and the Bowling Arm Tasmania Committee.</p>
<p>d) Board Member Portfolios</p>	<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>Bowls Premier League</u> – Phil Prouse – - No report received. Two teams have entered the Junior BPL Challenge to date. Chris Lee has expressed an interest in joining the BPL Committee and it was agreed to formally invite him to join the Committee.</p> <p><u>Para Bowls</u> – Lynne McDougall – No report received but she has submitted a Team Managers report on the Para Nationals which will be submitted to the next Board meeting along with all other reports.</p>	<p>CEO to write to Chris Lee.</p>

	<p>It was agreed that BTAS should introduce a Medical Information Form for future national championships. Players are to be requested to complete the form , seal in in an envelope and give to the Team Manager at the beginning of the championships. The envelope will only be opened in the event of a medical emergency at the championships. All envelopes will be returned to the players at the end of the championships.</p> <p><u>Officiating and Bowling Arm</u> – Leonie Price – As per her written report received prior to the meeting.</p>	<p>CEO and Lynne McDougall to develop a Medical Information Form.</p>
<p>e) BA Club Support Manager Tasmania</p>	<p>Carolyn Docking - No report received.</p>	
<p><b>8) Monitoring of Strategic Plan</b></p>	<p>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.</p> <p>It was also agreed that John Glisson would select one item from the Operational Plan, and this would be discussed at the next meeting.</p> <p>However, it was agreed it would be better to address our new Strategic Plan and Operational Plan rather than continue to monitor progress against our existing Operational Plan.</p>	

<b>9) General Business</b>		
<p>a) The Nationals 2024.</p> <p>b) The Nationals 2025 Tasmanian Organising Committee.</p>	<p>Reports from Team Managers and Coaches from The Nationals 2024 will be obtained and tabled at the next Board meeting. In the meantime, it was agreed that the CEO should write to everyone involved and thank them for their efforts in representing Tasmania at The Nationals. The email is to be sent with the survey.</p> <p>It was agreed that the CEO would discuss with BAs Events and Competition Manager when he sees him in November 2024 what is required from BTAS re supply of volunteers, officials and anything else for The Nationals 2025, and when we need to form this Committee to help organise what is required of BTAS.</p>	<p>CEO to write to all players and officials.</p> <p>CEO to talk to BA Events and Competition Manager.</p>
<b>10) Close and Date of Next Meeting</b>	<p>Meeting closed at 3.15pm.</p> <p>The next Board meeting will be held via Zoom at 1.00pm on Monday 18 November 2024.</p>	