



MINUTES OF THE BOARD MEETING

Date	14 October 2018
Time	09:30am
Place	Phone Conference
Attendees	Craig Nevatt, Stephen Penney, David Davies Allan Heald, Keith Rankin, Ivena Heald
Apologies	None

1. Roll Call / Apologies

2. Minutes of the previous meeting

David moved that the minutes of the previous Board meeting held 28 July 2018 be accepted
Moved by David, Seconded by Keith. Carried

3. Matters arising from previous meeting

Tournament warning cards. Is there a report to be written if used? Ivena to investigate.

4. Action Plan

Reviewed Actions – See Action Table below

5. Financial Report

The Financial Reports out of Xero up to end of September 2018 were reviewed by the group and accepted as an accurate reflection of the financial position as at September 30th.

Moved by Alan, Seconded by David. Carried

6. CEO Update (items discussed)

6.1 Finance Manager

Several possible candidates suggested and these will be approached shortly. Option of using Volunteer Wellington, but would prefer a bowler in the position

6.2 Tournament Management

6.2.1 Why were the All Stars trophies not presented at NSTC?

Trophies not ordered. Need a better process for tournament and perpetual trophies to ensure they are all available for presentations.

6.2.2 Illegal ball used at NSTC.

Warning only from Pete and athlete told not to use the ball again.

6.2.3 Who decided lane patterns for Junior Youth Nationals / NYTC?

The Tournament Committee decided to use the same pattern as used for Junior Nationals from Bowlarama Newtown in 2011.

6.2.4 Why were athletes ignored when comments were made that the lane machine may be faulty?

The Tournament Manager took the view that it was, what he believed to be, normal

complaints from bowlers about lane conditions when they bowl badly, so took no action.

6.2.5 Who sets TBNZ tournament dates?

Craig moved that all TBNZ tournament dates and locations must be approved by the TBNZ management team prior to them being released to the membership and that the annual Tournament Calendar must also be approved by the TBNZ management team prior to release.

Moved Craig, Seconded David. Carried

Stephen moved that TBNZ tournament run events and rules to be approved by the TBNZ management team prior to being published.

Moved Stephen, Seconded David. Carried

6.3 2019 Tournament Calendar

Ivena to talk to Pete before the 2019 tournament calendar is released.

Suggestion to start process earlier to allow for review by all proprietors. For example, First draft in July, review in September, publish in November. This will allow a more collaborative approach and moving tournament dates between centres if required.

6.4 2019 National Squads

Australian Youth Teams Challenge.

Are we sending a team? Need Coach and Manager appointed first then select the team

Adults

Stephen is standing down as manager. Need to talk to Mark to see if he is still going to be coach.

Need to advertise for positions

Seniors

Need to advertise for positions. Review the need for a traveling manager for smaller international squads

Junior /Youth

Josie and Roger appointed as selectors

7. Policy Sub-Committee Update

Updated Rankings, National Training squad and National Team Selection policies were reviewed by the group.

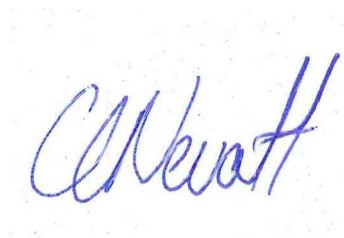
Further review need as the documents were only provided this week. All feedback to be submitted back to all board members by 26th October so it can be discussed and decided upon at the next board meeting

8. Next Meeting

8th or 9th December depending on flights for Keith for same day return

With no further matters to discuss, the meeting closed at 12:30pm

Certified as true record of meeting held on the 14th of October 2018



Craig Nevatt (Chairperson)

**Board Meeting Action Plan
14 October 2018**

No.	Action	Responsibility
1803-2	Review of organisation structure to determine whether the current structure is still best practice for our sport. To be deferred to a sub-committee early next year	Board
1803-3	Arrange banking documentation to ensure signatories and approvers can make payments on bank accounts. All Sorted	Completed.
1803-4	Finalise Lease for Lane Machine with Bowlarama Newtown. Leased signed. Machine is in use.	Completed.
1805-1	Review National Squad balance in TBNZ financial statements. Carried Forward.	Craig
1807-1	Review cash handling procedures for entry fees at TBNZ tournaments. Review what TBA are doing. Enforce prior payments via Internet banking	Board
1807-2	Submit Funding Application for costs associated with CEO role. Carried forward. Ian to assist with submitting application	Ivena / Ian
1807-3	Approach Harry Foster about Technical Manager role. No decision as Harry is away.	Ivena
1807-4	Identify key Policies for review and submit to next meeting. Drug Free NZ Policy Safe Sport for Children Training Policy Lane Pattern Policy	Ivena