



# MINUTES OF THE BOARD MEETING

<b>Date</b>	3 March 2018
<b>Time</b>	9:30am
<b>Place</b>	Pins Lincoln 199 Lincoln Road, Henderson
<b>Attendees</b>	Craig Nevatt (Chair), Allan Heald (by conference call), Stephen Penney, David Davies, Keith Rankin (by conference call)
<b>Apologies</b>	none

## 1. Roll Call / Apologies

## 2. Appointment of Chairperson

Stephen moved that Craig continue as Chair. Seconded David. Carried.

## 3. Minutes of the previous meeting

David moved that the minutes of the previous Board meeting held 25 November 2017 be accepted. Seconded Keith. Carried

## 4. Matters arising from previous meeting

Nil

## 5. Financial Report

The draft Financial Statements for the year ended 31 December 2017 were reviewed. These are currently being audited.

Jim Roberts has provided a report on a sum of money still sitting in the National Squad bank account which has existed since he took over the Finance Manager role in early 2014. Craig will review his records from pre-2014 to see if they provide any insight into who the funds belong to.

2018 Budget is yet to be updated from adjustments requested at last meeting.

Payments will be made through the online banking website with two of Craig, Stephen or Keith to approve all payments. Appropriate documentation is to be completed and signed to ensure necessary authorisers have authority.

Steve confirmed that Bowline Dunedin and Xtreme Botany have withdrawn from the Sponsor Centre Program for 2018.

## 6. Volunteer Positions

### 6.1 CEO

No candidates have stepped forward to take on the role. Consideration needs to be given to restructuring the role and outsourcing the administration component. This would require a change in the current organisation structure which would need to be tabled and considered at an AGM. Craig to make enquiries with Sport Auckland and NZOC about availability of contracted administrators who provide support to Sports.

## **6.2 Administration Manager**

No interest in this role at the current time.

## **6.3 Finance Manager**

Stephen will continue in an interim role for the time being until replacement can be found.

## **7. TBNZ Lane Machine**

### **7.1 Lease**

Interest in leasing the TBNZ Lane Machine, at a NIL lease was received from one Sponsor Centre with some conditions. The Board agreed that those conditions are not tenable for TBNZ. It was noted that the machine is now 20 years old, and whilst it has been maintained and upgraded leasing it is fraught with potential issues surrounding maintenance and up keep.

With most Sponsor centres now having more modern lane machines it was agreed to put the machine up for tender on an as is where basis to all centres regardless of whether they are a Sponsor Centre or otherwise. The highest tender will purchase the machine with the proceeds to be paid to Lion Foundation.

### **7.2 Insurance**

The machine is currently insured for \$55,000, with insurance costing \$1,400 per annum. The estimated value of the machine is much less than the insured value and should it be destroyed or sold the proceeds would be payable to Lion Foundation.

Steve moved that insurance on the Lane Machine not be renewed for 2018. Seconded Craig. Carried.

Craig moved that general contents insurance of \$5,000 be retained to cover the other assets of TBNZ along with General and Statutory Liability Insurance. Seconded David. Carried.

## **8. New Zealand Team**

### **8.1 9th QubicaAMF Bowling Promotion Cup Tour**

It was agreed to advise the National Squad members of the opportunity to attend this event on a fully self-funded basis.

## **9. New Zealand Youth Team**

### **9.1 AYTC Incident**

An incident that occurred at the Australian Youth Teams Challenge has been reported by the Team Management to the Board. The Board reviewed all available information and agreed Craig will prepare a letter reminding the athletes involved in the incident of their obligations whilst travelling as part of a New Zealand team.

### **9.2 Youth World Championships**

At the request of the Youth Squad Manager and Coach the Board reviewed their discussion to send a team to the 2018 Youth World Championship and agreed that a team will be sent, and if only a partial team is available to travel those athletes wishing to attend will be permitted to do so.

## **10. New Zealand Senior Team**

### **10.1 Selectors**

There are currently no selectors for the Senior Team. Craig and Allan are to approach potential candidates.

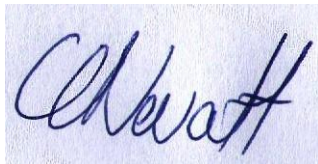
### **10.2 Asian Senior Championships**

There are insufficient women available in the squad to complete a full team. Management will be requested to approach athletes outside the squad to form a full team. If none of the identified athletes are will to travel then a partial team will be sent.

**With no further matters, the meeting closed at 11:40am**

**Next meeting: TBA**

**Certified as true record of meeting held on the 3<sup>rd</sup> March 2018**

A handwritten signature in blue ink, appearing to read "C Nevatt", is written on a light blue textured background.

**Craig Nevatt (Chair)**