



# MINUTES OF THE BOARD MEETING

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|------------------|--|
| <b>Date</b>      | 5 May 2018   |
| <b>Time</b>      | 5:25pm   |
| <b>Place</b>     | Pins Lincoln<br>199 Lincoln Road, Henderson  |
| <b>Attendees</b> | Craig Nevatt (Chair), Allan Heald, Stephen Penney, David Davies,<br>Keith Rankin (by conference call), Ivena Heald |
| <b>Apologies</b> | none   |

## 1. Roll Call / Apologies

## 2. Appointment of Chairperson

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

## 3. Minutes of the previous meeting

Allan moved that the minutes of the previous Board meeting held 3 March 2018 be accepted. Seconded David. Carried

## 4. Matters arising from previous meeting

Nil

## 5. Action Plan

- 1803-1 Updated 2018 budget reviewed, and approved subject to further amendments required for meeting travel costs.
- 1803-2 Outsourcing of administration responsibilities deferred as Ivena has been appointed as CEO. Still need to review current organisation structure over next twelve months to ensure viability of TBNZ long term.
- 1803-3 Banking documentation to be redone now that existing signatories have been confirmed.
- 1803-4 Lane Machine Tender documentation to be prepared.
- 1803-5 Insurance updated to remove lane machine and increase contents insurance. Now approximately \$1,000 per annum.
- 1803-6 Letter was sent to athletes who attended Australian Youth Teams Challenge. No further correspondence has been received on the matter.
- 1803-7 Still seeking selectors for Senior Squad – now a priority as selections need to be made.

## 6. Financial Report

Allan moved that the 2018 Budget moved be approved subject to minor increases in meeting and AGM expenses. Seconded Craig. Carried.

The current bank balance is \$49,591.55.

Craig moved that Keith's airfares to attend the AGM of \$662 be approved for reimbursement. Seconded Allan. Carried.

Steve will chase centres for Sponsor Centres Fees once Senior Nationals is finished.

Craig confirmed that the funding application to Infinity for \$3,313.04 for medals and trophies has been approved and will be paid over the next couple of weeks.

## **7. CEO Update**

Ivena Heald was appointed as CEO effective of 1 May 2018.

Ivena presented proposals regarding the 'pathway' from participant in our sport to NZ Squad member.

Ivena provided an update on the progress of the Sub-Committee working on the Rankings & Team Selection Policy. The Board advised that they were concerned whether the timeline would be able to be met. Ivena to discuss with the Sub-Committee and advise.

## **8. Volunteer Positions**

### **6.1 Administration Manager**

Ivena has two people who are interested in the role that she is still negotiating with.

### **6.2 Finance Manager**

Ivena has been approached by one person who is interested in the role. The appointment is yet to be confirmed.

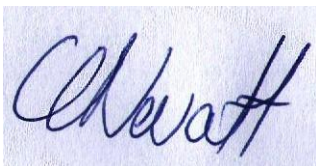
## **9. Annual General Meeting**

Meeting is all organised. Room has been booked at Allenby and all information is on the TBNZ website.

**With no further matters, the meeting closed at 6:35pm**

**Next meeting: Conclusion of Annual General Meeting, 1 June 2018**

**Certified as true record of meeting held on the 5<sup>th</sup> May 2018**

A handwritten signature in blue ink on a light blue background. The signature is cursive and appears to read 'C Nevatt'.

**Craig Nevatt (Chair)**