

# Meeting Minutes



<b>Meeting:</b>	<b>TBNZ Management Meeting</b>		
<b>Date of Meeting:</b>	23/6/18	<b>Start time:</b>	4.45pm
<b>Location:</b>	North City Tenpin Porirua	<b>End time:</b>	6.30 pm
<b>Chair:</b>	Ivena Heald	<b>Minute taker</b>	Vanessa Tomlinson
<b>1. Attendance</b>			
<b>Present</b>			<b>Apologies</b>
Ivena Heald	Donna Fletcher		Pete Richardson
Vanessa Tomlinson	Wayne (visitor) towards end of mtg		Roger Tucker
Carole Adshead			Shorty Madeley
Ian Klein			Tim Swain
<b>2. Agenda / Decisions</b>			
<b>Topic Discussion notes</b>			
<b>1. Welcome</b> – extended to those new and returning.			Ivena
<b>2. Minutes from last meeting</b> accepted by Donna Fletcher who was at the last meeting in November. These are the latest minutes published on the Web Site.			Donna
<b>3. Matters arising from the minutes</b>			All
<ul style="list-style-type: none"> <li>New Memberships from mid October will continue to the end of the following year. Committee suggested 1<sup>st</sup> of October, previous minutes mention mid October. Ivena to follow up with the board.</li> <li>Ivena to follow up with Shorty in his Technical role who he's handing over too. There was mention of 10 people required to make the next certification course worthwhile. We need a plan of action to train those that are interested and ensure there is a succession plan for Shorty. Is there any appetite for those that are interested to pay for the course to have more buy in and then they invoice the centres as they sanction the lanes.</li> </ul>			
<b>4. Finance</b>			Carole
<p>The total bank balance as at 31/5/18 is <b>\$55,359.11</b></p> <p>This is made up of Current Account \$20,449.79</p> <p>Online Saver Account \$34,909.32</p> <ul style="list-style-type: none"> <li>Carole is in the process of getting up to speed with the role. As yet she has no access to the bank account to confirm incoming payments or outgoings. She has confirmed with Jim there are no books or folders to be handed over. There is a laptop that has financial information which is with Stephen Penney in Auckland.</li> <li>Craig is in the process of getting Xero up and running. Stephen Penney is on a Business Trip attending the Tenpin Bowling Expo in Las Vegas, as the "stand in" Finance Manager he will catch up with Carole on his return.</li> <li>Debtors <ul style="list-style-type: none"> <li>Invoice received from Wayne Booth for Mail/Stationery given to Carole for reimbursement.</li> </ul> </li> </ul>			



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3. Agenda / Decisions	
Topic/ Discussion notes	Discussion led by
<p><b>5. Administration</b></p> <ul style="list-style-type: none"> <li>Action for Ness to get the Companies Office address record updated.</li> </ul> <p><b>Membership</b> – Based on the current spreadsheet there are 1,651 members.</p> <ul style="list-style-type: none"> <li>Ness will confirm numbers once she has finished tidying up the latest spreadsheet.</li> <li>Recently received membership information from Tauranga has also been received for processing.</li> <li>Carole has 6 notifications of new members but as yet not able to confirm if they have paid.</li> <li>There was a discussion on the lifetime allocation of TBNZ numbers. The last correct record of these numbers was 2017. Ness to do a compare with latest spreadsheet and return to this system of allocating numbers.</li> </ul> <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Letter from World Bowling regarding review of bowling specifications.</li> <li>World Bowling Newsletter issue 10</li> <li>2018 World Men Championships Bulletin 2</li> <li>Hong Kong Tenpin Bowling Congress Official hotels tele transfer details</li> <li>Bowling World Cup Sams Town Tournament Schedule and Hotel Reservation Form</li> <li>NZ Olympic Committee – General Assembly Minutes</li> <li>Letter from Xtreme Entertainment Garden City advising of the name change from the AMF brand.</li> </ul>	Ness
<p><b>6. Technical</b></p> <ul style="list-style-type: none"> <li>Apologies from Shorty</li> <li>Shorty sent through the latest new Record (Individual Honours) updates for Gregorio Nicolas 300 Game and 800 Series at the Hutt Valley Open at Strike Lower Hutt 17<sup>th</sup> June 2018.</li> </ul>	Shorty
<p><b>7. Club Liason</b></p> <ul style="list-style-type: none"> <li>Donna currently does a lot of grants for NZ representatin for travel through the Manakau club. This includes both local and international utilising two different trusts. Belle does grants for Wellington and Ian takes care of Porirua and Lower Hutt.</li> <li>It was highlighted that International funding for overseas trip should perhaps go through the board and tbnz not through the Manukau club. New action item added.</li> </ul>	Donna
<p><b>8. Tournaments</b> – apologies from Pete for Wellington based meetings. See below</p>	Pete
<p><b>9. Tournament and Web Support</b></p> <ul style="list-style-type: none"> <li>Ian reported the Youth nationals NTYC entry forms are out and have been distributed. It's noted however the Youth Nationals pricing on the web site needs adjusting. Action item raised.</li> <li>For Centre run tournaments the Board have advised this wont be advertised on the website until lane pattern information is supplied. There seems to be an anomaly with TBNZ publishing lane conditions 4 weeks out from a tournament but a centre must give their lane condition straight away.</li> <li>Squad listing updates are working effectively with the new process to direct these through Ian.</li> </ul>	Ian



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<b>10. Rankings</b> Committee agreed that based on Tims' role working on the rankings behind the scenes he is excused from attending these meetings but is welcome to do so anytime in the future.	Tim	
<b>11. Media</b> <ul style="list-style-type: none"> <li>• Apologies from Roger</li> <li>• It was noted that Roger is looking for a facebook savvy volunteer that knows the ins and outs for keeping information up to date and relevant.</li> </ul>	Roger	
<b>12. Education</b> <ul style="list-style-type: none"> <li>• Refer to General Business</li> </ul>	Ivena	
<b>13. General Business</b> <ul style="list-style-type: none"> <li>• <u>Job Description Work Instruction Process for Procedures</u>            Going forward we need to document what we do and how we do it. This will ensure consistency, reliability and repeatability. At present those new to their roles are on a steep learning curve. It should includes things such as timeframes on tasks like publishing minutes from the AGM, how and where do you organise replacement TBNZ cards etc.</li> <li>• <u>Draft Proposal for Pathway</u> – Ivena presented the guiding principles of the pathway programme created from the Coaching Program belonging to Sports NZ and the proposal of the direction of growing the sport.</li> <li>• The push would be to involve parents – they and their children are controlling most sports today. The start would be to work from the bottom up at centre level and from the top down at National Team/Squad Athletes level. Including the Coaches and anyone else that wants to help to steer the future.</li> <li>• Ivena will talk to silver/bronze level coaches through camps. Plus Helpers.</li> <li>• A sub committee will be formed to drive this Pathway Project initiative further.</li> </ul>		
<b>General Business cont'd</b> <ul style="list-style-type: none"> <li>• <u>Use of Yellow and Red Cards – Action item added. Tournament Committee may administer as per TBNZ Inc Rule Book: Rule 210</u></li> <li>• <u>Visibility of what TBNZ does</u> – it was discussed that the membership is not always aware of what we do. There should be more visibility so we are held accountable and build stronger relationships with the membership.</li> <li>• Ivena mentioned she will be drafting a policy for Health and Safety, acceptable NZ Legislation around acceptable behaviours + more, which include overseas team travel. This is part and parcel of her Contract. She will be taking direction from the Board.</li> <li>• Wayne Booth popped in to hand over TBNZ cards to Ness and brief her on the spreadsheet and potential membership form improvements</li> </ul>		
<b>14. Meeting Closed 6.30 pm</b>		
<b>4. Action Items</b>		
<b>Action</b>	<b>Responsible</b>	<b>Due Date</b>
23/6 Discuss with Jim and Stephen what other information needs to be passed to Carole as the Finance Manager. Including a user id and password.	Ivena/Donna	asap
23/6 Ivena to discuss with board, onus seems to be on clubs to apply for grants for NZ representatives. Shouldn't this be a TBNZ function?	Ivena	tbc



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23/6 Ian to update website for Youth Nationals pricing	Ian	29/6/18
23/6 Ian to explore what's required arrange for drug testing to occur at a national event	Ian	28/7/18
23/6 Ness to amend the address for the Companies Office record	Ness	29/6/18
23/6 Tidy up the current membership spreadsheet and align people with the life time numbers	Ness	28/7/18
23/6 Tournament Committees may create their own cards	Ian	28/7/18
23/6 Clarify with the board the cut off date for memberships paid from October is it the 15 <sup>th</sup> or is 1 <sup>st</sup> of October agreeable?	Ivena	28/7/18
23/6 With the role that Shorty does and will eventually hand over need to confirm who is certified to sanction lanes. Also understand who knows the process for how to deal with awards for the 300 game and series.	Ivena	tbc

## 5. Next Meeting

<b>Date:</b>	28/7/18	<b>Time:</b>	After last squad	<b>Location:</b>	Newtown Bowlarama
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