



<b>Meeting:</b>	<b>TBNZ Management Meeting Minutes</b>		
<b>Date of Meeting:</b>	28/07/18	<b>Start time:</b>	5.15 pm
<b>Location:</b>	Bowlarama Newtown	<b>End time:</b>	6.30 pm
<b>Chair:</b>	Ivena Heald	<b>Minute taker</b>	Vanessa Tomlinson

#### Attendance

<b>Present</b>			<b>Apologies</b>
Ivena Heald	Roger Tucker	Carole Adshead	Donna Fletcher
Vanessa Tomlinson	Ian Klein		Shorty Madeley
			Pete Richardson

#### Agenda / Discussions

##### Topic Discussion Notes

1. **Welcome** – extended to those new and returning

2. **Minutes from Last Meeting**

Acceptance proposed by Ian, seconded by Carole – Passed

3. **Matters Arising from the Minutes**

None

4. **Finance - Carole**

At the time of the meeting bank account access is still outstanding for Carole and no information was available on bank balances.

This was provided the next day by Keith Rankin as follows:

##### **As at 29/7/18**

The total bank balance is \$44,558.88

- This is made up of Current Account \$9,646.79
- Online Saver Account \$34,912.09

##### Debtors

Invoices received:

- Correspondence Reimbursement for Keith for flight today \$614.00
- Course attended by Ivena \$100 reimbursement approved by Craig

5. **Administration - Ness**

##### Membership

Based on the current spreadsheet there are 1,694 members. Still awaiting a response from Tauranga regarding the current membership numbers they sent through.

##### Correspondence in

- Qubica AMF bowling world cup information
- Oil bank for 2018 World Mens Champs
- HTBC 19 Asian School



- Tenpintec Kegel Australia
- Secretariat World Bowling Organisation Playing Rules

#### **6. Technical - Shorty**

Shorty sent through his report. Noted there has been some discussion around the balance hole changes by USBC. TBNZ staying with the original specifications until World Bowling make a statement.

#### **7. Club Liaison - Donna**

No update to give.

#### **8. Tournament and Web Support - Pete/Ian**

The Youth National Championships and the Youth Team Championships being held at Superstrike Hastings in October are showing a good attendance.

The Senior Team Championships being held in North City Porirua in early September has 8 teams attending.

All Tournaments posted with the required documentation MUST have the Lane Pattern/s posted at the same time. For New Tournaments (never been held before tournaments) an exemption must be applied via the Tournament Committee and ratified by the Technical Manager.

As from 2019 All TBNZ run Tournaments will provide Documentation and the Lane Pattern/s at the time of posting on the website. The TBNZ Lane Patterns shall be chosen in consultation with the Technical Manager and "Specific Others" to be ratified by the CEO.

#### **9. Media – Roger**

- It's been quiet on the media front.
- Roger has asked the Management team to keep him in the loop so he can keep Facebook up to date.
- Roger is very interested in promoting the sport to people other than those immediately in the bowling fraternity e.g. friends and friends of friends and families to spread the word.
- Need someone young and tech savvy to work with Roger on growing a presence and to appeal to a wider audience.

#### **10. Education – Ivena**

- New coaches – Strike Entertainment Lower Hutt have 5 student coaches for the USBC Level 1 coaching course and transitioning to the USBC Bronze Course.
- New coaches – North City Porirua – are in the process of looking for more coaches and possibly will have names for the end of September.
- A calendar from August 2018 until the end of 2019 has dates put aside specifically for coaching courses for the coaches and for coaching and education in the regions for the new Pathway Education around NZ. And Education Forums.
- Starting with the Silver Level Coaches – Ivena to check again those that want to be involved with creating the TBNZ Pathway Program.
- Ivena / Ness to test best method for conferencing

#### **11. General Business**

- Annabelle has created a program to look at the ability for centers to access memberships online for their respective centres. This has been discussed with the Board and Annabelle will see this through to completion. Belle will run a trial. Management team to be kept apprised of how this is progressing and ask a number of questions around the design and process to be followed.
- CEO discussed with the Board of Directors the need for Management Team having Process/Procedures for each Job Description (where possible). The initial process has already started in draft form and will be collected over 12 – 18 months prior to being formally implemented. The data collection will start with the Executive Team and roll out over the next few months with the rest of the Management Team where applicable.



- Constitution now submitted to Companies Office.
- Management Team Meetings: (Wellington Region)
  - 2018 Monthly meetings where possible – trialing Online Skype/Zoom Meetings
  - From September onwards, all Management Team Reports required sent out to everyone 10 days prior to the meeting scheduled.
  - 2019 Monthly Meeting Dates will be published in December 2018

• Meeting Closed 6.30 pm					
<b>Next Meeting</b>					
<b>Date:</b>	Skype Meeting Process	<b>Time:</b>	TBC August	<b>Location:</b>	Ivena, Ness Online
<b>Date:</b>	15 <sup>th</sup> September 2018	<b>Time:</b>	Evening TBC		Strike Lower Hutt

Approved by CEO for Publishing



## Action Register

Purpose of the register is to record actions from the Management Meetings and track progress through to conclusion. As an action is completed it will be 'greyed' out and then removed from the next monthly meeting minutes.

	Action	Owner	Comment	Status	Due Date
1	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	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.	Completed	28/7/18
2	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	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? 28/7 Discussed at agreed Status Quo remains no change	Completed	28/7/18
3	23/6 Ian to update website for Youth Nationals pricing	Ian	23/6 Ian to update website for Youth Nationals pricing	Completed	28/7/18
4	23/6 Ness to amend the address for the Companies Office record	Ness	This was amended by Josie	Completed	29/6/18
5	23/6 Tidy up the current membership spreadsheet and align people with the life time numbers	Ness	23/6 Started. 28/7 Turned out to be bigger exercise than first thought 200 records out of 1641 still to completed	In Progress	28/8/18
6	23/6 Centre Tournament Committee's to create RED and YELLOW cards 23/6 TBNZ Tournament Committee to create RED and Yellow Cards	Ian/Ivena	28/7 Informed Board. A procedure needs to be created for the use of these cards and handed out to the centres via the TBNZ Official Proprietor.	In Progress	Dec 2018



7	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 Discussed with Belle and Board. Was minuted some time ago. Details to be recorded in Decision Register	Completed	28/7/18
8	23/6 With the role that Shorty does and will eventually hand over need to confirm who is certified to sanction lanes.	Ivena	28/7 All information for the Technical Manager has been send to CEO. Ivena working with Shorty on a New pathway for the Technical Manager.	In Progress	Dec 2018
9	Committee to work on documenting process and procedures for their respective roles for future proofing.	Committee	23/6 Ongoing as the new team members become familiar with their roles	WIP	Up to Dec 2019
10	Review of Tournament Process and Procedures to see what could be improved	Ivena, Pete, Ian	28/7 Board has ratified that review to be done.	Not Started	Up to Dec 2019
11	Health and Safety review to be done detailing including NZ Legislation	Ivena	28/7 Ongoing	Started?	Tbc
12	Annabelle to design, build and trial a system to make membership information accessible to centres	Annabelle	28/7 Annabelle to complete design and	In Progress	Tbc
13	Constitution submitted to Companies Office	Ivena	28/7 Done	Completed	



## Decision Register

	Decision	Decided by	Comments	Decided Date
1	RED and YELLOW cards available to Tournament Committees for enforcing tournament rules	Board and Management Team	Procedure to use these must be handed out to Centre & TBNZ Committees. Trained Process/Forms	28/7/18
2	Memberships applied for after 1 November will pay a reduced rate of \$10 that will cover the member until 31 December of the current membership year	2017 Management Team and Board	To be included in Process and procedure document.	Closed