



<b>Meeting:</b>	<b>TBNZ Management Meeting Minutes</b>		
<b>Date of Meeting:</b>	28/10/18	<b>Start time:</b>	3.00 pm
<b>Location:</b>	Zoom Online Mtg	<b>End time:</b>	4.30 pm
<b>Chair:</b>	Ivena Heald	<b>Minute taker</b>	Vanessa Tomlinson
<b>Attendance</b>			
<b>Present</b>			<b>Apologies</b>
Ivena Heald	Roger Tucker	Shorty Madeley	Pete Richardson
Vanessa Tomlinson	Ian Klein		Donna Fletcher

## Agenda / Discussions

### Topic Discussion Notes

1. **Welcome** – Welcome to Shorty his first Zoom meeting

2. **Minutes from Last Meeting**

Acceptance proposed by Ian, seconded by Ivena – Passed

3. **Matters Arising from the Minutes**

- Check with Keith if the sponsorships are carried through to next year - Ivena
- Terms of Reference still under review by the Board of Directors

4. **Finance - Ivena**

The Bank Balances provided by CEO as follows:

**As at 30/9/18**

- 000 Main Account \$31,295.97
- 002 Adult Squad Trust \$9,444.11
- 025 Online Saver \$34,920.80

Invoices received:

- Correspondence Reimbursement for Keith for flight today \$614.00
- Course attended by Ivena \$100 reimbursement approved by Craig
- Ness for stamps \$24.00
- Invoice for NSTC \$9,064

5. **Administration - Ness**

Membership

Based on the current spreadsheet there are 1,795. Tauranga has yet to submit their Members List (cannot update the TBNZ List of Members)

Correspondence in

- Announcement for the first Junior World Championships held in France 2019.
- Cosgrove invoice for payment from Pete
- Tenpintec Oct 18
- 2018 World Men Championship Update



- 2018 World Bowling Coaching Conference
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## 6. Technical - Shorty

Shorty to create another "No Balance Hole Notice" and send to all the Centre's to be passed on to their Ball Drillers if they have one. Just a reminder that nothing has come through World Bowling yet.

## 7. Club Liaison - Donna

As from 2019 Donna has agreed to change her position to DFSNZ Drug Free Sport New Zealand

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

Ian sent out reminders for Centre's with upcoming tournaments to keep sending him updates of their squad lists. If people cannot see the lists, then they will not book fights if they think the tournament is going to be cancelled.

Ian will start doing the cards and loading the process up on the Website for the Membership Nationwide. The Centres to have access to only half the data for from the process. We shall only be giving out Names, Life Membership numbers, gender, division any age transitions.

## 9. Media – Roger

At the Youth Nationals, 2/3<sup>rd</sup> of the bantams & juniors came from Wellington region, Interest is growing in the sport and Roger contacted all the Centre's to ask if they could add a junior and bantam section in one of their tournaments to help keep the children engaged. They only have one tournament a year.

There is a big interest in bringing the Team photo book back to the tournament as one was displayed at the tournament and was well received and well read. Bring back the Book.

## 10. Education – Ivena

Still waiting on the rest of the papers from one of the centres for their level 1 Course and payments.

The TBZ Coaching Contract is being updated and will be signed off and more coaching clinics will start early January 2019. Tenpin Bowling Australia require that every two years renewal of registration must be every two years to remain active and valid as a coach. This is for Bronze and Silver Coaches only. Will Start 2020.

The Policy for Child Protection has been created and will be put to the Board for approval.

Kevin Chapman has passed Level 1 course.

## 11. General Business

Roger – the Kids tournament is too late. Need something better to happen earlier in the year. It is too late to get funding and fundraising going. We would like to select the team at the end of the Youth Team Championships and select the team with an Announcement at the Banquet.

Following up on the Minutes of the Board of Directors dated 14 October 2018 #6.2 Tournament Management there was some discussion of what would be required to fix some of the problems. Draft Procedures shall be created for perusal. Presentation Medals; Lane Pattern Choice; Tournament Committee, the handling of incidents and complaints (to be logged) review cash handling procedures.

Ian suggested that we put the Calendar Schedule out to the Proprietors in July as there are so many tournaments now. These shall all be discussed with Pete and the rest of the Management Team at the December Meeting

Vanessa and Ivena to check Calendar and Dates for the 2019 Management Meetings.



- Management Team Meetings: (Wellington Region)
  - 2018 Monthly meetings where possible – trialing Online Skype/Zoom Meetings

• Meeting Closed 4.30 pm					
<b>Next Meeting</b>					
<b>Date:</b>	16/12/18	<b>Time:</b>	7.00pm	<b>Location:</b>	Zoom Online Meeting

Approved by CEO for Publishing

A handwritten signature in black ink, appearing to read 'A. Hald', is written below the approval text.



## 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	Completed	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. 29/10 Ivena will create a simple procedure and a complaint/incident form over Christmas/New Year	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. 10/18 Ivena still to get in touch with Harry. Ian will mention to Harry	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. 10/18 see GB	Not Started	Up to Dec 2019
11	Health and Safety review to be done detailing including NZ Legislation	Ivena	28/7 Ongoing 10/18 Ivena has some follow up.	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 Ian and Ness review 29/10 Belle has circulated a link for Ian and Ness to review.	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