



Meeting:	TBNZ Management Meeting Minutes		
Date of Meeting:	29/09/18	Start time:	2.04 pm
Location:	Online Zoom session	End time:	3.04 pm
Chair:	Ivena Heald	Minute taker	Vanessa Tomlinson

Attendance

Present		Apologies	
Ivena Heald	Roger Tucker		Donna Fletcher
Vanessa Tomlinson	Ian Klein		Shorty Madeley
			Pete Richardson

Agenda / Discussions

Topic Discussion Notes

1. Welcome – extended to those new and returning.

Meeting was conducted Online using Zoom.

2. Minutes from Last Meeting

Accepted.

3. Matters Arising from the Minutes

Future meeting dates discussed and agreed we would pencil in the last Sunday of each month to hold our management meetings. If a tournament is on, then we will attempt to organize a meeting around this.

Committee members required to send reports to CEO and Management Team in preparation for the meeting are from the Tournament Manager, Technical Manager, and Education Officer. Discussed and agreed reports should be sent through 1 week prior to the meeting. Ness to send reminders.

4. Finance – As at 31/08/18

The total bank balance is \$56,251.28 this is made up of the Accounts below:

- 000 Main Account: \$19,732.66
- 002 Adult Squad Trust: \$1,600.50
- 025 Online Saver: \$34,918.12
- Bank account access shall be completed this coming week:
Administrators: Ivena and Craig
Authorisers: Keith, Ivena and Craig
Creator/Viewers: Vanessa for Membership + One other pending.

- Debtors

Invoices received:

- \$100 for Room and Lane Hire at Strike Entertainment for Bronze Presentation
- \$350 for Bronze Course Presentation and Student Lane Assessment + Administration by Education Officer: Ivena Heald
Ness moved, Ian seconded.
- \$24 from Ness for reimbursement of 2 packs of stamps.



5. Administration - Ness

Membership

Memberships continue to be received. The membership base now stands at 1,747 an increase of 53 since the last report.

CEO is working with Tauranga to confirm membership numbers. New memberships continue to dribble in.

Correspondence in

- 2018 World Bowling Coaching Conference
- Reminder Grassroots Trust System Shut down from Thurs 30/8 to Mon 3/9
- Request from Miguel in Portugal for adding to his pin collection
- NZCO Request to complete a survey on use of Inc Societies Register Website
- Updated North City Tenpin Membership Database
- Eighty Countries expected at the 2018 Qubica AMF Bowling World Cup
- Asian Bowling Federation – Commercial entities wanting to organize international tournaments need to get sanctioned by ABF and World Bowling
- Massey Uni Harbour Sport Excellence awards nominations open
- 54th Qubica AMF World Bowling Cup request for bowler information

6. Technical – Shorty

- Shorty has sent through his report.
- There have been two 299 games to process for Craig Nevatt and Daniel Simon.
- Xtreme Entertainment Canterbury shall be presenting the Open Tournament this year and Shorty has been liaising with Mike Lomas in the Lane Certification which should be completed well before the tournament.
Action: Ivena to check with Annabelle whether sponsorship will carry through into next year.
- Shorty will stay and do the running of the Technicians courses until someone takes over. ~~The~~
- A letter has been received around new rules and regulations for String Pin setters in Australia. No action is required from TBNZ at this stage, however it may be a thing of the future and the report is submitted for those wanting to read it.

7. Club Liaison - Donna

Nothing to report.

8. Tournament and Web Support - Pete/Ian

Junior and Youth Nationals underway with a very high number of entries which is great to see. Membership numbers for those bowling at the tournament and without a number to date have been resolved as they all play in Centre Leagues.

Ian has been in touch with Dion regarding James and Suzanne's attendance at the World Cup. This is all being taken care of by Dion. No further action for TBNZ.

9. Media – Roger

Roger keen to keep the website up to date as possible. Hard to do with Squad Listing information from Centres not being frequently updated. This can mean squads are over prescribed inconvenience for bowlers. Roger has been in touch with Pete regarding contacting individual centres.



10. Education – Ivena

A window of opportunity arose with a free weekend due to a cancelled tournament. 1st weekend of August.

Strike Entertainment Lower Hut have had five (5) students waiting to do the Coaching Courses. They have been five (5) Students Applications for the USBC Level 1 Course completed and details have been sent to Australia at the TBA Coaching – Coordinators behest.

We are permitted to follow the process of TBA and immediately transition the students over to the Bronze. Only four (4) took up the Bronze Course immediately as the 5th was relocating to the Hawkes Bay the same weekend.

The Attendees from Lower Hutt were: Lynnaire Churchill, Kerrie Dee, Brent Hardy and Kevin Chapman. Hamish McGrigor shall take his USBC Bronze Course at a later date.

11. General Business

- Annabelle has sent a link through to test online membership. Ian will have a play while he's up in the Hawkes Bay
- Donna Fletcher will be assisting the Education Officer with Drug Free Sport NZ next year. Donna will point people in the right direction of what to do. Donna will be able to go online and order books and materials. She will be under a learning program first before attending to duties next year.
- Safe Sport for Children by Sport NZ, Ivena to send information to the Management team for consideration and review.
- Update with the TOR/Terms of Reference: The CEO and one of the Board Sub Committee members finalizing the last bits of data for the sub-committee and Chair to peruse a group discussion shall be carried out prior to the Sub-Committee chair sending in a report to the Board of Directors.
- Meeting was successfully held by using the Online Forum of Zoom. This is something we could continue to use in future regardless of people's locations. We would continue to have the physical meetings around tournaments as much as possible. In 2019.

• Meeting Closed 3.05 pm					
Next Meeting					
Date:	28 th October 2018	Time:	TBC	Location:	Via Computer

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 29/09 Spreadsheet updated. Now in ongoing maintenance.	Completed	28/8/18
6	23/6 Centre Tournament Committee's 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. 29/9 Work continues in this space. Ian will be reporting any infractions he sees whilst volunteering at the Junior / Youth Nationals.	In Progress	Dec 2018



7	23/6 Clarify with the board the cut off date for memberships paid from October is it the 15 th or is 1 st 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. 29/9 In Progress. Discussions continuing.	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 29/9 Ivena and Ness have made a start in their areas. Ian to also put something together.	In Progress	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. 29/9 Ongoing	Not Started	Up to Dec 2019
11	Health and Safety review to be done detailing including NZ Legislation	Ivena	28/7 Ongoing 29/9 Carried over to next meeting for update.	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 test. 29/9 Belle has sent a link to Ian and Ness to	In Progress	Tbc
13	Constitution submitted to Companies Office	Ivena	28/7 Done	Completed	
14	Ivena to check with the Board what is entailed in the Sponsor Centre Agreement and the sign offs. A review pending.	Ivena	29/9 Newly raised	Not Started	
15	Ness to work out meetings for the next year and publish to the management team.	Ness	29/9 Newly raised	Not Started	28/10/18



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