



Meeting:	TBNZ Management Meeting Minutes		
Date of Meeting:	16/12/18	Start time:	3.00 pm
Location:	Zoom Online Mtg	End time:	4.30 pm
Chair:	Ivena Heald	Minute taker	Vanessa Tomlinson

Attendance

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

Agenda / Discussions

Topic Discussion Notes

1. **Welcome** – The team welcomed back Jim who has taken on the role of Finance Manager since we last met.

2. Minutes from Last Meeting

Acceptance proposed by Ian, seconded by Ivena – Passed

3. Matters Arising from the Minutes

Roger clarified that the point he made for the last minutes with regards to producing the booklet/program was a request that this is done. Roger is suggesting doing it across all groups. Board has agreed will be done for Junior and Youth.

4. Finance - Jim

A copy of Jim's report is included at the end of the minutes. Summary of bank balances is:

As at 17/12/18:

- 000 Main Account \$16,262
- 002 Adult Squad Trust \$2,962
- 025 Online Saver \$34,927

Overdue debts Jim to talk Craig re debtors

The financial year end is 31/12/18 Jim needs any debts to be submitted urgently.

Ivena has a bill for the board meeting that she will submit and there is another bill for Super Strike Hastings.

5. Administration - Ness

Membership

Memberships now at 1,802. Ivena is attempting to get up to date membership records from Tauraga. Still receiving a steady stream of membership requests directly.

Clarification required on whether cards are required for 2019 if it's likely that an online portal is the way to go. Consensus was not to order a new batch of cards reuse what's left over and explore an electronic option.

Correspondence in

- Email regarding the outcome of the champions of the 54th Bowling World Cup
- Two yearly Bronze and Silver Coaches re-registration form
- Query from British Tenpin Bowling Association on fees changed



- 2019 WJC Bulletin 2

6. Technical – Shorty

Report provided by Shorty.

7. Drug Free Sport NZ

The management team will have an anti doping assistant who will guide and assist members how and where to go to learn about Anti-Doping rules and regulations on a National level and World Bowling.

8. Tournament and Web Support - Pete/Ian

Next week Pete will email a draft copy of 2019 Senior Nationals Tournament information for feedback from the team. There have been some radical changes to the format based on feedback received thus far.

There are so far 14 teams for this year's NTC. Masterton is putting in 2 teams. Hawkes bay will be joining for the first time.

Discussion held on who to contact and how to go about the producing of a tournament book. People still running trials so there should be time to arrange. Who did Sarah use at Pins in Auckland? Could we get a copy of the format used when Pins did there booklet several years ago? Peter to talk to Sarah.

Going forward it was agreed that a register would be set up to keep track of any instances of inappropriate behavior at tournaments as observed by the tournament committee. This will include information such as what the infringement was and how this was handled.

9. Media – Roger

Facebook page is up to 750 likes. This is the way to promote in future. Intention to get up to 1000k by next year. Aussie have 5,000 what can we do to replicate this.

To promote our sport more Roger wants the board to approve a budget of up to \$50 per month so Facebook posts can be boosted and in so doing our sport reaches a wider audience. An example of how successful boosting has been was when Blake scored a 300 November 22nd, Roger boosted the post twice (total cost \$16) and had nearly 3000 views in the first week..

Agreed the way forward is for Roger to put up a proposal to submit to the board in the new year.

10. Rankings and Transition required.

The Management Team wanted to acknowledge all the hard work Tim has done over the years dealing with the Rankings. He has been the quiet achiever in the background always ensure the records are as accurate as possible. Tim officially finishes in the role 31/12/18 and has agreed to transition to Ian until a new person is available.

We also need to ensure we have another person that can also perform the task, so each role has a backup.

11. Education – Ivena

The TBA and TBNZ, USBC Coaching Program Ambassador Agreement has been signed by the Board Chair. The Agreement term is 2 years and renewal is 2020. At the start of 2019 there shall be more Level 1 Coaches and some transitioning over to the Bronze.

The point was also made that any volunteer needs training. Our role is to help facilitate this. More people are to be put through a coach's course in January.



12. General Business

- a) review action register
- b) Sponsor centres and impact on members – Sponsor form needs to be rewritten i.e cards, each centre has someone that looks after the membership in the centre and collect the data. Ivena will ask each center if they can nominate someone. Jim can't invoice anything until he knows who sponsor centres are.
- c) STA Travel – Ivena will send a flyer around for everyone to consider
- d) Rankings policy - any feedback regarding introducing grade 3 which is going to make it hard to make the transition. We are enforcing this policy from 1/1/19.
- e) Sponsor center pays for the lanes, affiliated doesn't pay. Youth get 15 months, Senior get 8 months. Doesn't seem fair? Training squad is a generic policy. Junior procedure will specify the how of the ranking.

The management team have serious concerns regarding the policies that have been finalised. We all thought that the policies were coming to us for review and discussion at this meeting. Nobody was aware that these are finalised until now. Roger suggested that these aren't published.

As a management team we are less than satisfied. Ivena has been requested by the management team to go back to the board to say 'as a management team we don't want to accept the policies. Or the method by which they were deemed finalised. Further discussion and resolution on this matter is required. The team are more than happy to discuss this in person.

- f) Policy around growing sport. Parked by the board and we'd like to see that picked up again.

• Meeting Closed 4.30 pm					
Next Meeting					
Date:	tbd	Time:		Location:	Zoom Online Meeting

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	Completed	28/8/18



	Action	Owner	Comment	Status	Due Date
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	16/12 Agreed that a register will be created to report on incidents the Tournament committee is aware of. 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 16/12 Ivena has done some research. Proposal just add to spreadsheet. Red card more info Names, what happened. Keep a log. And info kept with tournament manager and committee. Hope centre follow the same logic. Pete to keep a log. Collaborate with the centres. Pete right a report from each tournaeye	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. 10/18 Ivena still to get in touch with Harry. Ian will mention to Harry 16/12 Shorty willing to continue on with tech reportign and courses. Still looking for someone to take on.	In Progress	Dec 2018



	Action	Owner	Comment	Status	Due Date
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 16/12 ongoing	WIP	Up to Dec 2019
10	Review of Tournament Process and Procedures to see what could be improved	Ivena, Pete, Ian	16/12 Ongoing action. In progress 28/7 Board has ratified that review to be done. 10/18 see GB 16/12 Ivena to make some suggestions and send Pete.	In Progress	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. 16/12 H&S program got anti doping, child protection policy. Ivena to create a procedure. Smoking and drinking. Code of conduct	Started?	Tbc
12	Annabelle to design, build and trial a system to make membership information accessible to centres	Ian	16/12 Annabelle has sent info to Ian and Ness. Ian has been testing this out. Still requires more investigation 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	
14	Roger to create a proposal to seek a budget to promote the TBNZ facebook page	Roger	16/12 Newly created		
15	Ness to request Website access of Annabelle to have the ability to post key information and act as a backup to Ian	Ness	16/12 Newly created		



	Action	Owner	Comment	Status	Due Date
16	Seek feedback from management team on the draft copy of the 2019 Senior Nationals Tournament information	Pete	16/12 Newly created		
17	Ian receives training from Tim on the Rankings process until a replacement can be found.	Ian	16/12 Newly created		
18	Feedback provided to the board on the managements teams disappointment with how policies are being implemented without review and consideration of the management teams opinions	Ivena	16/12 Newly created		



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
3	Membership cards will not be printed for now as we use up last years stock and decide on whether we go fully electronic or not.	2018 Management Team.	Pending outcome of work to validate an online portal.	16/12/18



Finance Managers Report

17 December 2018

1. BANK BALANCES

The total bank balance is \$ 54,151 as at 17 December 2018 consisting of:-

Current Account \$ 16,262

Squad Trust Account \$ 2,962

Online Saver Account \$ 34,927

2. DEBTORS

Total at 17 December 2018 is \$ 2,257 of which \$1,562 is overdue.

3. AUS NATIONALS PRIZE MONEY

Total of AUD 4,628 received and distributed to the lucky winners.

4. AUDITORS

Mclaren Guise have agreed to continue as auditors and have been confirmed by the board.

5. FINANCIAL YEAR END

This is 31 December so if anyone has costs/expenses for reimbursement would they please submit asap.

6. PAYMENTS

00 Account

Drumm Nevatt & Associates 142.32 – 3 months Xero accounting fees

Superstrike Hastings \$15,692.00 – lane fees & banquet costs Jnr/Yth Nationals

Omni Fire & General \$1,271.10 – annual insurance premium

02 Account

Various payments for :-

Australian Senior team \$11,046.89

Asian Seniors team \$34,184.00



Australian Nationals Prize Money distribution \$4,701.41
Australian Youth Challenge team \$2,075.00