



## MINUTES OF THE BOARD MEETING

<b>Date</b>	5 <sup>th</sup> May 2019
<b>Time</b>	1.25pm
<b>Place</b>	Pins Lincoln and Zoom Conference
<b>Attendees</b>	Craig Nevatt, Stephen Penney, David Davies, Ivena Heald Allan Heald (by Zoom), Keith Rankin (by Zoom)
<b>Apologies</b>	None

1. **Roll Call / Apologies**
2. **Minutes of the previous meeting 8 December 2018**
  - It was moved that the minutes of the previous Board meeting held 8 December 2018 be accepted. Moved David, Seconded Ivena. Carried
3. **Matters arising from previous meeting**
  - Medal Funding – Has not been applied for as the tournament manager has not sent the quotes to Ivena.
  - Senior Cup – Format changes for next year’s Senior Nationals will mean there is insufficient time to run Senior Cup anyway so no further action needed.
4. **Financial Report**
  - Wairau can still be a sponsor Centre, they just cannot be sanctioned as they have string machines. Stephen to liaise with Wairau management.
  - General Profit/Loss Statement accepted.  
Moved Ivena, Seconded Keith. Carried
5. **CEO Report.**
  - Financial Statements need to be signed by Board. Report to be circulated and approved by Friday 10<sup>th</sup> May and then signed.
  - Drug Free Sport Liaison Officer Job Description to be posted to the TBNZ website. International team members have been told incorrectly to get drug tested before travelling overseas. This is not a requirement. They must do the Drug Free Sport training and exam that is available online with Drug Free Sport New Zealand/Education.

- Age grouping of Junior / Youth to be reviewed. World Bowling rules state what the age brackets are but these would only apply if we send athletes overseas.
- Youth Squad was announced on Facebook without clearance. Posts to Facebook should only be done by the TBNZ Media Officer. Roger Tucker was appointed convener of the Youth selection committee.
- Feedback from some bowlers that the World Bowling Lane Patterns selected for the National tournaments are too hard. The board's view is that the Nationals need to be more difficult than standard tournaments. This is to help athletes to be more prepared and competitive when they represent New Zealand and travel overseas to tournaments where they will face similar conditions.
- Feedback for some Centre's about the \$5 TBNZ tournament fee. Suggestion that this be a one-off annual fee. The board sees no issues with the current system. It is a direct user pays system. If you only play one tournament you pay \$5, if you play 10 tournaments you will pay \$50. There will be no change to the current process.

#### **6. Sponsor Centre – North City Enquires**

- Discussion about email questions received from North City Tenpin. Ivena to draft and circulate a response. An approved final version will then be sent to North City.

#### **7. World Bowling Suspension**

- Correspondence between Cara Honeychurch and Craig. No decision has been made yet. Craig to raise further questions with World Bowling.
- Affected bowlers to be informed of current status.

#### **8. Youth Development**

- Milo Tournament in Malaysia. Discussion about the value of attending this tournament. Funding money would be better spent on coaching or sending more teams to compete in Australia. The board does not feel it is appropriate to attend.
- Youth Team and Development funding. Discussion about the email received from the National Youth Coach. Agreed to attempt to apply for funding. If funding is obtained, then there would be requirements and expectations of the athletes that would need to be met.
- It was moved that TBNZ will make funding applications for the costs relating to New Zealand Junior / Youth teams travelling to international tournaments approved by TBNZ. There will be expectations placed on the athletes in those teams to ensure return on the investment that TBNZ will be making. Moved Craig, Seconded Keith. Carried
- It was moved that TBNZ contribute up to \$500 each for the Manager and Coach travelling with New Zealand Junior / Youth teams to international tournaments approved by TBNZ. This amount is to be deducted from the amount to be contributed by the athletes. Moved Craig, Seconded David. Carried
- Youth Coaching and Education Development. There is a nationwide plan. Start to roll out in a few Centre's to ensure that it works before introducing it nationally.

- By the end of May advise all athletes in the Youth squad the tournaments that are being planned for the year, with a budget, to allow them to start planning and saving.

**9. Tournament Rules**

- Numerous issues with TBNZ tournaments, medals and tournament rules.
- It was moved that a TBNZ tournament rules committee be formed and that committee to be Roger Tucker (convener), David Davies and Ian Klein. Moved Craig, Seconded Ivena. Carried.
- All TBNZ run tournaments rules to be reviewed and approved by the new committee.

**10. National Squads**

- Discussion about the process of squad selection and then team selection. Timing of when requests should be made to squad member for tournaments and when responses are required by. The process was reviewed. Recent issues were as a result of the CEO being under undue pressure and sickness. No issue with the process.

**11. Administration Support**

- Looking at getting a paid administrator to take up the day to day administration and paperwork. This will allow the current board and volunteers to focus on developing the sport.
- Job Description to be developed after discussion with TBNZ managers.

**12. BoardPro Software System**

- Discussion about purchasing and using BoardPro software to better manage Board and TBNZ Management meetings. Software stores and links all documentation in a single cloud-based space per meeting.
- It was moved that TBNZ purchase and adopt BoardPro software. Moved David, Seconded Keith. Carried (Craig abstained)

**13. Action Plan Register**

1803-2	Review of Organisation structure to determine if the current structure is still best practice for our sport. To be deferred to a sub-committee early next year. Carried Forward	Board
1805-1	Review National Squad Balance in TBNZ financial statements. Carried Forward	Craig
1807-1	Review cash handling procedures for entry fees at TBNZ tournaments. Review of what TBA is doing with online entries is still 12 or 18 months away. Enforce prior payments via internet banking. Investigate temporary hiring of a portable EftPos machine.	Board
1807-2	Stephen left the meeting.	Ivena /Ian

	Submit a funding application for CEO role. It was moved that TBNZ apply for \$10K to pay for the CEO role for 12 months from NZCT. Moved Craig, Seconded David. Carried. (Ivena abstained). Stephen returned to the meeting.	
1807-3	Source new Technical Manager. Ongoing to try and find someone for this position	Ivena
1905-1	Draft a response to North City Tenpin about Sponsor enquiries	Ivena

**14. General Business**

- Thanks to Allan Heald for his two years on the board as he is not standing for reelection at the AGM.

**15. Next Meeting**

**31 May 2019 (immediately after AGM concludes)**

**The meeting closed at 4.35pm**

**Certified as true record of meeting held on 5<sup>th</sup> of May 2019**

**Craig Nevatt (Chairperson)**