

# CONFIRMED MINUTES

## NOVEMBER MEETING - FINAL FOR THE YEAR



At the **Feb TBNZ Management Mtg** on **16 Feb 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	TBNZ Management Team
<b>Date:</b>	Sunday, 24 November 2019
<b>Time:</b>	7:30 PM to 9:22 PM
<b>Location:</b>	Zoom online mtg, Zoom
<b>Committee Members:</b>	Pete Richardson, Ian Klein, Jim Roberts, Roger Tucker, Shorty Madeley, Vanessa Tomlinson, Ivena Heald

### 1. Opening Meeting

#### 1.1 Minutes from last meeting

**TBNZ Management Meeting 20 Oct 2019**, the minutes were confirmed as presented.



#### approved

approved

<b>Decision Date:</b>	24 Nov 2019
<b>Mover:</b>	Ivena Heald
<b>Seconder:</b>	Pete Richardson
<b>Outcome:</b>	Approved

#### 1.2 Matters arising from the minutes

### 2. Managements Reports and Updates

#### 2.1 Finance

- Outstanding invoice from Manukau has now been received. All invoices and debtor payments up to date.
- Refer to the attached for a full report.

#### 2.2 Administration

- Further to correspondence received from Phil Wright this has actioned by the TBNZ Management team and information sent to the board for consideration.
- Refer to the attached for a copy of the full report.



### **Phil Wright email follow up with the Board where response is at**

Ness to follow up with Craig where the board response is at.

**Due Date:** 6 Dec 2019  
**Owner:** Vanessa Tomlinson

## **2.3 Technical**

### **300 Games**

- A 300 game was bowled at Pins Lincoln by Dale Cassel on 17<sup>th</sup> Nov 2019. Notification will be sent later for placement on TBNZ Honours Board.

### **Lane Sanctioning**

- Harry Foster will be inspecting Invercargill for sanctioning of their lanes in December 2019.
- Waiting for Hasting to advise as to when they want the inspection to done (prior to the 31<sup>st</sup> December 2019).

### **Lane Inspection Course**

- The next course for Lane Inspectors will be held at Strike Entertainment Lower Hutt from 10/12 Jan 2020.
- Approximate cost is about \$3,490.00, this will be reduced by students paying \$200.00 each to attend the course and the total number of students is 5.
- Still trying to find a Technical Administrator replacement.



### **Funding of Lane Inspection Course**

TBNZ will fund the balance of running the lane inspection course after the students have paid their contribution for the course in early January 2020

**Decision Date:** 24 Nov 2019  
**Mover:** Ian Klein  
**Seconder:** Jim Roberts  
**Outcome:** Approved



### **TBNZ Rulebook amendment**

Shorty to propose a removing section 402 A of the TBNZ rule book to recognise athletes that bowl a perfect game during trials. This rule currently states that a 'trialist' is not recognised if they bowl a 300 game.

**Due Date:** 31 Jan 2020  
**Owner:** Shorty Madeley

## **2.4 NZ Drug Free**

- Refer to Ivena's report attached for an update.
- Ian to work on contacting 2019 squads to follow up who has completed the Drug Free NZ requirements



### **Athlete requirements that must be fulfilled**

Ivena to send Ian a list of what information we must record and make available to meet our obligations of governing bodies starting year 2020 plus a notice to sent to the squad.

**Due Date:** 8 Dec 2019  
**Owner:** Ivena Heald

## **2.5 Tournament**

- NTC: 17 teams from 10 centres have expressed an interest in attending the NTC in March, 2020. Final confirmation will be possible after the cut off date in mid December (15th) and the team registration at the end of January.
- The Australia Defense force and New Caledonia has also approached TBNZ to compete in the next NTC. With the change in tournament format and date TBNZ will look to extend an invite in 2021.
- A recent complaint regarding rules around missing the Masters check in time, but the payment was accepted has been received and processed. Preventative measures will be documented and complaints register updated.

## **2.6 Tournament and Web Support**

- During a tournament results will be linked on the Centres page and these will then be published to TBNZ after the Tournament is finished. Some people have reported issues seeing the results from a mobile phone. This is because if the tournament results filename doesn't change the phone thinks it's still viewing the most up to file. You need to refresh the phone. i.e disregard what you previously viewed and repeat the process again.

## **2.7 Rankings**

- The Manukau Seniors tournament is the last tournament of the year for rankings to be updated.
- For those that are aging out of a division unless the DOB is provided, in the membership database, it is difficult to determine where the ranking points are being calculated. TBNZ rely on the Centres and those submitting membership forms to provide the correct detail. Where details are missing then the general rule of thumb will apply.
- Discussions are in progress regarding a single tournament average regardless of divisions bowled.



### **Jim to send Ian the 3 Wellington Bowlers with missing details**

Jim to supply Ian details of 3 Wellington Bowlers to see if he can fill in the blanks with regards to their age and division.

**Due Date:** 29 Nov 2019  
**Owner:** Jim Roberts



### **Review ranking calculation Junior & Youth people doing both Tournaments**

Highlighted by Roger that Junior and Youth require calculations to be checked based on recent tournaments.

**Due Date:** 31 Dec 2019  
**Owner:** Jim Roberts

## 2.8 Media

- Nothing of particular note to report.

## 2.9 Education

- Two bronze level students passed their exams today in Hastings
- There are currently two level 1 and two bronze coaches that haven't completed the minimum requirements from 2018 after repeated reminders and follow-ups. Ivena to talk to Ian regarding how best to resolve this.

## 3. Other Business

### 3.1 Sponsor Centre Agreements for 2020

- Preparations are underway to draft the Sponsor Centre Agreements for 2020 before any invoicing can occur.



#### **Draft Centre agreements for Next Year**

Prepare agreements for Next Year.

**Due Date:** 17 Jan 2020

**Owner:** Vanessa Tomlinson

### 3.2 Funding Application for 2020 TBNZ Tournament Medals

- Need to arrange for a funding request to be submitted for medals and trophies for 2020.
- Note that Senior Nationals are already sponsored.



#### **Quotes for medals and trophies**

Pete to supply Ness with a list of medals required in 2020. Trophies has been done.

**Due Date:** 13 Dec 2019

**Owner:** Pete Richardson



#### **Submit funding request for 2020 Medals and Trophies**

Ivena to complete funding application as was done last year.

**Due Date:** 7 Dec 2019

**Owner:** Ivena Heald

### 3.3 Close down period for Xmas

- TBNZ will close for Xmas from Friday 20/12-12/01.



#### **Update Website with Xmas message**

Ian to update the website with TBNZ shutdown period between 20/12-12/1.

**Due Date:** 13 Dec 2019

**Owner:** Ian Klein

### 3.4 TBNZ Draft Strategic Plan

- Worked through document sent by Craig Nevatt for review. Feedback to be consolidated, sent to the Management team for checking and then sent back to Craig.



#### Consolidate feedback send back to Board by Wed 27/11

Ness to summarise discussion, send to team for review and then back to Craig.

**Due Date:** 27 Nov 2019  
**Owner:** Vanessa Tomlinson

### 3.5 Awards

- Followed up with Josie what has been done previously and received a copy of a template that can be reused.
- Not often that we receive requests will arrange to get some good quality card, print it and send to the centre to hand out.



#### Award Certificates reinstate - Document process and update template

Arrange to action current request. Document process for future.

**Due Date:** 13 Dec 2019  
**Owner:** Vanessa Tomlinson

## 4. Actions from Previous Meetings

### 4.1 Review Action Item List

Due Date	Action Title	Owner
31 Aug 2019	Health and Safety review to be done detailing NZ legislation <b>Status:</b> In Progress	Ivena Heald
8 Nov 2019	Full List of Medals and Trophies <b>Status:</b> In Progress	Pete Richardson
6 Dec 2019	Pete / Roger to respond to DFA regarding participating in NTC <b>Status:</b> Not Started	Roger Tucker
13 Dec 2019	Committee to work on documenting process and processes s for future proofing <b>Status:</b> In Progress	Vanessa Tomlinson
31 Dec 2019	Implement a process for Anti-Doping compliance within NZ <b>Status:</b> Not Started	Ian Klein
31 Dec 2019	Process for granting temporary access to Website <b>Status:</b> Not Started	Vanessa Tomlinson
31 Jan 2020	Live streaming of the AGM to be investigated <b>Status:</b> Not Started	Ian Klein
31 Mar 2020	Hall of Fame <b>Status:</b> On Hold	Ivena Heald

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

## New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
2.2	Phil Wright email follow up with the Board where response is at <b>Due Date:</b> 6 Dec 2019	Vanessa Tomlinson
2.3	TBNZ Rulebook amendment <b>Due Date:</b> 31 Jan 2020	Shorty Madeley
2.4	Athlete requirements that must be fulfilled <b>Due Date:</b> 8 Dec 2019	Ivena Heald
2.7	Jim to send Ian the 3 Wellington Bowlers with missing details <b>Due Date:</b> 29 Nov 2019	Jim Roberts
2.7	Review ranking calculation Junior & Youth people doing both Tournaments <b>Due Date:</b> 31 Dec 2019	Jim Roberts
3.1	Draft Centre agreements for Next Year <b>Due Date:</b> 17 Jan 2020	Vanessa Tomlinson
3.2	Quotes for medals and trophies <b>Due Date:</b> 13 Dec 2019	Pete Richardson
3.2	Submit funding request for 2020 Medals and Trophies <b>Due Date:</b> 7 Dec 2019	Ivena Heald
3.3	Update Website with Xmas message <b>Due Date:</b> 13 Dec 2019	Ian Klein
3.4	Consolidate feedback send back to Board by Wed 27/11 <b>Due Date:</b> 27 Nov 2019	Vanessa Tomlinson
3.5	Award Certificates reinstate - Document process and update template <b>Due Date:</b> 13 Dec 2019	Vanessa Tomlinson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_