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| Meeting: | TBNZ Management Meeting Minutes | | |
| Date of Meeting: | 03/03/2019 | Start time: | 7.00 pm |
| Location: | Online Zoom session | End time: | 8.55 pm |
| Chair: | Ivena Heald | Minute t40aker | Vanessa Tomlinson |

Attendance

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

Agenda / Discussions

Topic Discussion Notes

1. **Welcome** – extended to those new and returning.

Meeting was conducted Online using Zoom.

2. **Minutes from Last Meeting**

3. **Matters Arising from the Minutes**

Ivena has some subsequent minor edits she'll send through for Ness to update.

4. **Finance** – As at 31/01/19

Bank Balances

The total bank balance is \$57,123 this is made up of the Accounts below:

- 000 Current Account: \$22,190
- 002 Adult Squad Trust: \$0
- 025 Online Saver: \$34,933

Debtors

Total at 31 January 2019 was \$3,539 of which \$66 was overdue.

Sponsor Centres

Initial invoices for part/full fees for 2019 have been issued to those centres who were sponsor centres in 2018. Bowlarama and Rotorua have paid in full. Payments also received from Hastings and Invercargill.

Collecting money for Senior Nationals is in progress.



\$24 invoice to reimburse Vanessa for stamp purchases was moved by Ivena and seconded by Roger.

Centre Agreements have been signed and returned by Pins Lincoln and Southland. Ness will take an action to follow up the other centres.

5. Administration - Ness

Membership

A template of the Membership card has been made to enable cards to be sent electronically. To date 24 memberships have been processed and emailed to individuals.

Spreadsheets for 2019 memberships have been received from two centres thus far.

Need to work through refining the process. Where details such as email may not be supplied and sending details to league representative.

TBNZ are phasing out cards due to new process of going electronic and having Membership Numbers on the website. Some Centre's are concerned and would need cards for SO and a few others.

Correspondence in

February

- WB Statutes and Playing Rules as at Feb 19
- 2019 Macao China International Open
- Ball Specification Rule from World Secretariat
- 15th International Seniors Classic – not sanctioned by HK Congress
- Signed 2019 Sponsor Centre Agreement from Pins Lincoln
- Tenpintec Feb Newsletter

January

- 40th Malaysian International Open Bowling championships
- 20th Asian Youth Tenpin Bowling championships
- World Bowling Statues and Playing Rules as at January 19
- World Bowling newsletter #13
- 2019 Oil Bank
- Request to provide a list of suspended athletes

6. Technical – Shorty

Lane inspectors have inspected ten (10) centres and compliance certificates have been issued as follows:

- 01-2019 Manukau
- 02-2019 Xtreme Garden City
- 03-2019 Super Strike Hastings
- 04-2019 Pins Lincoln
- 05-2019 Bowlarama Newtown
- 06-2019 Strike Lower Hutt
- 07-2019 Kapiti



08-2019 North City Porirua
09-2019 Ten Pin Tauranga
10-2019 Strike Zone Rotorua

Shorty was requested to do an inspection and sanctioning for Xtreme Entertainment Target Road Wairau by Chris Usher Lane Installer which has new lanes and string machines.

Due to a misunderstanding between installer and contractor and after starting was told that they were not going to have them certified.

Shorty was pleased to be able to get an insight into what they looked like. Shorty found that everything that we do for free standing pins for lanes and Pin deck are the same. The real difference is that pins are on string and not all the mechanical machinery.

Following on what is happening In Australia and the rest of the world re pins on strings

7. NZ Drug Free - Donna

Ivena has spoken with Donna about taking on this role specifically to deal with squads directly ensuring they have the information they need to meet NZ Drug Free requirements.

Ivena moved to delete the Club Liaison role and assign Donna to the NZ Drug Free role. Seconded by Ness.

Refer to action section for new actions as a result.

8. Tournament and Web Support - Pete/Ian

- National Teams Championships, number of Centres or teams entered are 13 with one still to confirm.
- Senior Nationals entries stand at 103 bowlers, with still six weeks till the close off. Overall numbers are similar to the past two years.
- Open Nationals information and entry is being discussed with Strike Hutt. Release by the end of the month.
- The tournament committee have been fantastic while working through these reviews.
- NSTC & NYTC documents to be available shortly, so this can assist centres that need to obtain funding.
- Quotes for Trophies & Medals have been organized, as requested.
- A number of centres have changed formats of their tournaments, which is refreshing.



Tournament Support - Ian

The tournament updates are going OK.

Couple of items that need clarification:

1. Due to a complaint 2018, TBNZ have realigned TBNZ Tournaments to the same process as the Sponsor Centre's. TBNZ will now post the Lane Pattern when information goes up on the Tournament Calendar. *CEO to follow up and provide evidence-based information for the changes.*

2. Due to a complaint 2018, whereby the TBNZ Tournament Committee where choosing TBNZ run Tournaments Lane Patterns, TBNZ now have a process in the Ranking Policy under "Lane Pattern Criteria". As an example: One centre has chosen several patterns under World Bowling that could be used with their Conditioning Machine and in relation to the Lane Type and the TBNZ Criteria, emailed to TBNZ to Choose the pattern from those selected by the Centre.

Rankings

The board approved the process proposed by Ian and Tim on 28th February, which was to apply the 2019 base points to the tournaments as they occur during the year rather than redoing all of last year's tournament to the 2019 points.

Ian will be doing the rankings as at the Wellington Open aim is to complete this by 17/3. Jim will also do the same exercise in parallel and compare results. Going forward Jim will pick up the rankings job.

9. Media – Roger

790 people are currently following the Facebook page. This number is almost double the old Facebook page. There is definitely a spike in 'likes' when a post is boosted. Not only do those that like the page see the post, their friends also see the post.

Roger will write a proposal seeking a budget for boosting items.

10. Education – Ivena

TBNZ Bronze Coaching Course 2019:

- USBC Bronze Level Course 16th & 17th February 2019
- Superstrike Hastings
- Attendees: Hamish McGrigor, George Lambert and transitioning from Level 1 to Bronze Murray Bicknell, Ian Baldwin, Jonathan Munro

TBNZ Managers Manual

In 2016 it was the intention (TBNZ) to fully immerse the coaching program country wide before taking on the upgrade of the Managers Manual.

It is time to now implement the National Managers Manual – send out for Board to critique.



11. General Business

- a) Action Register – reviewed and updated.
- b) Roger queried why the original policy where bowlers needed to bowl a certain number of away tournaments has been dropped. Is this an oversight or deliberate? Ceo to follow up with Board.
- c) Roger queried why double dipping has been reintroduced to rankings. Understandable for Senior/Grand Senior and Junior/Youth bowlers but not necessary for a senior bowler to get ranking points from an adult tournament, as the senior division is well contested.
- d) Upcoming Hong Kong tournament is not sanctioned by WBA. The 15th International Seniors Tournament in Hong Kong is now an unsanctioned tournament; all bowlers are in breach of World Bowling Statutes 3.8.4. The Ceo is to investigate and follow up with WB and NZ Athletes for the next step forward.
- e) Roger wants TBNZ to encourage centres to add a ‘junior division’ to their tournaments to encourage juniors to be involved. Juniors in Wellington out number youth bowlers and we need to provide regular competition for them, even if only regional. Hopefully centres will come on board.
- f) Discussion around centres that don’t pay the TBNZ fee will only be able to hold tournaments at a Grade 3.
- g) Laptops for replacement. Jim hasn’t heard anything back on whether this is progressing. Ceo to follow up laptops with Craig and the Purchase of said Laptops.
- h) The World Bowling Association doesn’t currently support centres that have strings. Wairua will need to be removed from the sponsorship agreement as a result. We will watch what happens with ‘strings’ as this is becoming more prevalent in Australia now as well.

| | | | | | |
|--------------------------|------------------------|-------|-----|-----------|-------------------|
| • Meeting Closed 8.55 pm | | | | | |
| Next Meeting | | | | | |
| Date: | April 14 th | Time: | 7pm | Location: | Via Computer Zoom |

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 |
|----|---|-----------|---|-------------|----------------|
| 6 | 23/6 Centre Tournament Committee's to create RED and YELLOW cards | Ian/Ivena | <p>3/3 Ness to follow up with Pete if the register has been created.</p> <p>16/12 Agreed that a register will be created to report on incidents the Tournament committee is aware of.</p> <p>29/9 Work continues in this space. Ian will be reporting any infractions he sees whilst volunteering at the Junior / Youth Nationals.</p> <p>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.</p> | In Progress | Dec 2018 |
| 8 | 23/6 With the role that Shorty does and will eventually hand over need to confirm who is certified to sanction lanes. | Ivena | <p>3/3 Shorty and Ivena are still looking for a replacement. Shorty will continue supporting for now.</p> <p>29/9 In Progress. Discussions continuing.</p> <p>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.</p> | In Progress | Dec 2018 |
| 9 | Committee to work on documenting process and procedures for their respective roles for future proofing. | Committee | <p>3/3 Still in progress.</p> <p>23/6 Ongoing as the new team members become familiar with their roles</p> <p>29/9 Ivena and Ness have made a start in their areas. Ian to also put something together.</p> | In Progress | Up to Dec 2019 |
| 10 | Review of Tournament Process and Procedures | Ivena, | 3/3 Ivena has asked for a list of all trophies. Board | In Progress | Up to Dec |



| | Action | Owner | Comment | Status | Due Date |
|----|---|-----------|--|-------------|------------------------------|
| | to see what could be improved | Pete, Ian | <p>The Board has requested that Trophies and Medals be purchased in Auckland or Wellington when TBNZ Touraments are in that Area.</p> <p>A List of Trophies and Medals for all TBNZ Tournaments to be given to TBNZ Administrator and logged under: TBNZ Stock as pending for each year. CEO update for all TBNZ Stock.</p> <p>Also a list of the Perpetual Shields.</p> <p>16/12 Ongoing action.</p> <p>29/9 Ongoing</p> <p>28/7 Board has ratified that review to be done.</p> | | 2019 |
| 11 | Health and Safety review to be done detailing including NZ Legislation | Ivena | <p>3/3 Ivena is looking for data entry admin help for one thing.</p> <p>Pending interest from an administrator.</p> <p>16/12 H&S program under way. The updated Anti-Doping Policy and Child Protection Policy has been passed by the Board. Ivena will be working on the Procedure for implementation.</p> <p>Smoking and drinking and code of conduct also included</p> <p>29/9 Carried over to next meeting for update.</p> <p>28/7 Ongoing</p> | In Progress | Target Date: 31 July 2019 |
| 12 | Design, build and trial a system to make membership information accessible to centres | Ian | <p>16/12 Annabelle has sent info to Ian and Ness. Ian is progressing and testing.</p> | In Progress | Tbc |



| | Action | Owner | Comment | Status | Due Date |
|----|---|------------|--|---------------|--------------------|
| | | | 29/9 Belle has sent a link to Ian and Ness to 28/7 Annabelle to complete design and test. | | |
| 14 | Ivena to check with the Board what is entailed in the Sponsor Centre Agreement and the sign offs. A review pending. | Ivena | 3/3 This has been done and agreements sent to centres. 29/9 Newly raised | Completed | |
| 15 | Ness to work out meetings for the next year and publish to the management team. | Ness | 21/10 Completed. 29/9 Newly raised | Completed | 28/10/18 |
| 16 | Roger to create a proposal to seek a budget to promote the TBNZ Facebook page | Roger | 3/3 Roger to document 16/12 Newly created | Not started | By next board mtg. |
| 17 | Ness to request website access and handover with Annabelle. This will enable Ness to be website back up. | Ness | 10/2 Done 16/12 | Completed | |
| 18 | Wairu to be removed from Sponser Centre Agreement list because they are now a String Centre | Ness/Ivena | 3/3 Newly created. CEO to follow up. | To be started | Immediate |
| 19 | Laptops for Finance and Admin Manager – Jim seeking approval to go and make the purchases. | Ivena | 3/3 Newly created. CEO to follow up. | To be started | Immediate |
| 20 | Dispensation for those Bowling in the Hong Kong tournament that isn't sanctioned by World Bowling Association | Ivena | 3/3 Newly created. CEO to follow up. | To be started | Immediate |
| 21 | Where it is written that rules and lane patterns have to go up at the same time for ALL tournaments. | Ivena/Ian | 3/3 Newly created. CEO to follow up. | To be started | Immediate |



| | Action | Owner | Comment | Status | Due Date |
|----|--|----------|--------------------------------------|---------------|-----------|
| 22 | Remove club liaison role from TBNZ website and replace with NZ Drug Free Support Officer | Ian/Ness | 3/3 Newly created. | To be started | Immediate |
| 23 | Create Job Description for NZ Drug Free Support Officer | CEO | 3/3 Newly created. CEO to follow up. | To be started | Immediate |



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. | Oct 18 |
| 3 | Left over 2018 membership cards will be reused for 2019 where a physical card needs to be issued otherwise we will move to an electronic version. | 2018 Management Team. | Procedure to be drafted | 15/12/18 |
| 4 | Minutes to be circulated within the week and reviewed by Ivena twice | Ceo | | 3/3/19 |