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|-------------------------|--|-------------------------|-------------------|
| Meeting: | TBNZ Management Meeting Minutes | | |
| Date of Meeting: | 12/05/2019 | Start time: | 7.30 pm |
| Location: | Zoom Online | End time: | 9.35 pm |
| Chair: | Ivena Heald | Minute Notetaker | Vanessa Tomlinson |

Attendance

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

Agenda / Discussions

Topic Discussion Notes

1. Welcome

2. Minutes from Last Meeting - 14/04/2019

Minutes accepted: Moved - Ivena, Seconded - Jim. Passed.

3. Matters Arising from the Minutes

Nil

4. Finance

Bank Balances

The total bank balance was \$68,776 as at the 30th April 2019 consisting of:

- 000 Current Account: \$33,535
- 002 Adult Squad Trust: \$300
- 025 Online Saver: \$34,941

Debtors

Total at 30 April 2019 was \$3,089 which was all current. \$552 has been paid in May.

Sponsor Centres

All first instalment invoices have been paid. Second instalment invoices have been sent and three have paid leaving five outstanding. Wairu have confirmed they will continue their sponsorship for this year.

Tournaments

NTC – Payment of all entry fees were received prior to the start of the tournament. The provisional financial result for this tournament is a very small surplus.

Senior Nationals – All entry fees were eventually collected by the end of the tournament although not without some difficulty. More education of the bowlers is needed to ensure payment before the start of the tournament also we need to revisit whether TBNZ should lease/buy an Eftpos machine to ease collections. Payment of the balance of the lane fees remains outstanding due to invoice



errors however a provisional financial result for this tournament indicates a surplus of approximately \$2,400 which is partly due to sponsorship of the medals.

Jim will continue to investigate different pricing options for leasing an eftpos machine.

A key learning from the Senior Tournament is to ensure we have a written agreement in place regarding costs associated with a TBNZ tournament i.e. lane fees and whether there are GST inclusive or exclusive. What services and equipment will TBNZ provide at the Centre. This includes asking the centre to provide costings.

New action to follow up on what's the agreed arrangement for the Open Nationals.

Payments

A List of payments for April 2019 is **attached** as Appendix A.

Finance Report: Moved - Jim, Seconded - Ness.

5. Administration

Membership

Continue to work through validating membership details and lifetime numbers.

936 memberships received thus far. Taking longer than expected as more information to verify when details are received incomplete such as DOB to determine whether they are a Senior, Grand Senior, Youth or Adult bowler and their transition date to the next category.

Of the 1136 records, 44 are from direct memberships. There has been a 100% increase in direct memberships from last month.

Correspondence

May 2019

- NZ Olympic Committee General Assembly 2019 AGM
- Director Nomination
- 3rd PBF Philippine International Open 2019 invitation
- 45th Hong Kong International Open
- Tenpintec – May 2019

April 2019

- Cosgrave Awards for processing
- Oil Pattern for 2019 Macao Open
- World Bowling Secretariat Suspension of Participants, 15 International Senior Classic 2019
- 2019 World Bowling Congress invitation for 1 September 19
- 2019 World Senior Championship Bulletin, 2, 2019 WWC Bulletin 2 and WB Newsletter#14
- 10th Anniversary Qubica AMF BPC Tour 2019 Roster Information



AGM

The AGM has been confirmed for May 31st at 8pm at Settlers Motor Lodge in Lower Hutt. One Board Nomination has been received, two responses from members planning to attend the meeting and four notices of motion.

6. Technical

No update.

7. NZ Drug Free

The Job Description has been passed. This will be put up on the website as soon as possible. Ivena is working through modifying the process document for clarity for the Liaison Officer.

8. Tournament and Web Support

Tournament Support

- Ian is working through the scoring spreadsheet in preparation for the Open nationals. The Tournament Director is Steve Pelling from Lower Hutt and the Tournament Committee is Ian Klein, Vanessa Tomlinson and Dion Leslie.
Moved - Ivena, Secoded - Ness
- Contact to be made with Pete on medals ordered for the Open Nationals and how these will be delivered to Wellington and reconciled.
- Next Tournament is the Waitakere Masters 18th and 19th May.
- Discussion around quick updating of new tournament entries for squads; be elevated for TBNZ Tournaments enabling new entrants and watchers for partners, a chance to secure bowlers to fulfil a vacant spot. It was noted that the closer we get to the Tournament the more critical the service is needed, then updates must be placed online when they are received. A message shall be sent to the Tournament Director by the CEO.
- A Tournament Sub-Committee has been initiated by the Board of Directors to look at Tournaments going forward and how TBNZ can improve consistency and information. The Committee are: Roger Tucker, Ian Klein and David Davies
- The Posting of TBNZ Operational Information on the TBNZ Facebook page shall only be handled by the Media Officer Roger Tucker.

Rankings

The rankings are current as of the Senior Nationals and will next be updated after the Waitakere Masters.

9. Media

'TVNZ has done a short documentary on the National Senior Champs'
Roger hoping we will have a copy of it by 20 May.

10. Education

Nothing to report.



11. General Business

- a) STA travel proposal for the management team to view Ivena to resend
- b) Ian – passed and item to Jim where Kiwi Beverages supporting the Women’s team to Vegas need a document with a GST number on it.
- c) CEO has approved Ian’s expenses for reimbursement.
- d) The Tournament Committee is reviewing the rules and they will be updated in due course.
- e) Proposal to update the Board Minutes referring to the Milo Tournament to ensure there is no ambiguity. TBNZ have made the decision not to provide financial assistance. Individuals can still attend using their own initiative. Ceo will follow up with the Board to change a word in the paragraph from ‘attend’ to ‘assist’.
- f) Laptop battery needs to be replaced for an older lap top. *Moved - Ivena, Seconded - Shorty*

| | | | | | |
|--------------------------|--------------|-------|---------|-----------|-----------------------|
| • Meeting Closed 9.35 pm | | | | | |
| Next Meeting | | | | | |
| Date: | June 30 June | Time: | 7.30 pm | Location: | Zoom and/or Zoom Room |

Approved by CEO for publishing
16th May 2019



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.

| Nbr | Description | Owner | Comments | Status | Due Date |
|-----|---|------------------|--|-------------|----------------|
| 9 | Committee to work on documenting process and procedures for their respective roles for future proofing. | Committee | 12/5 ongoing 14/4 This will be less formal and will be called work instructions 3/3 Still in progress. 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 | 12/5 Sub-committee formed Roger Tucker, Ian Klein and David Davies | In Progress | Up to Dec 2019 |



| | Action | Owner | Comment | Status | Due Date |
|----|--|----------|---|-------------|------------------------------|
| 11 | Health and Safety review to be done detailing including NZ Legislation | Ivena | <p>12/5 Carried over.</p> <p>14/4 In progress.</p> <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>12/5 2019 memberships will be posted on website by 17/5</p> <p>14/4 In progress. Dbase up and running. Will be tested out as 2019 data is loaded.</p> <p>16/12 Annabelle has sent info to Ian and Ness. Ian is progressing and testing.</p> <p>29/9 Belle has sent a link to Ian and Ness to</p> <p>28/7 Annabelle to complete design and test.</p> | In Progress | Tbc |
| 16 | Roger to create a proposal to seek a budget to promote the TBNZ Facebook page | Roger | <p>12/5 Roger to submit his expenses</p> <p>14/4 Carried over.</p> <p>3/3 Roger to document</p> <p>16/12 Newly created</p> | Not started | By next board mtg. |
| 22 | Remove club liaison role from TBNZ website and replace with NZ Drug Free Sport Liaison Officer | Ian/Ness | <p>12/5 Ian has changed on the main page. To confirm if any other links need changing</p> <p>14/4 Ness / Ian to do over the next week.</p> | In Progress | 19/9/19 |



| | Action | Owner | Comment | Status | Due Date |
|----|---|-------|--|---------------|-------------|
| | | | 3/3 Newly created. | | |
| 23 | Create Job Description for NZ Drug Free Support Officer | CEO | 12/5 Ivena to send JD to Ian to post on the website 14/4 Created by CEO for Board to review. 3/3 Newly created. CEO to follow up. | In progress | Immediate |
| 24 | Does TBNZ pay for International Tournament Fees; if grant funding declined. | Ceo | 12/5 TBNZ are going to apply for funding. 14/4 Newly created | Ongoing | tbc |
| 25 | When is the 'Hall of Fame' getting started | Ceo | 12/5 Ivena to raise at next board meeting. 14/4 Ivena to discuss with the board at the next board meeting 5/5 | To be started | tbc |
| 26 | Discuss and investigate suggestion to drop the junior age division in grade 2 and 3 tournaments from under 18 to under 15. Logic being that 12-year old won't turn up to compete against 17/18-year old's. If we want to encourage younger bowlers to compete, we need to give them a chance of winning. Our focus needs to be on increasing the number of younger bowlers. | Roger | 12/5 Roger to discuss at AGM in General Business. 14/4 Newly created to discuss further within management team and board | In Progress | AGM 31/5/19 |
| 27 | Full list of Medals and Trophies | Pete | 12/5 Ivena to follow up with Pete where the list is at especially with Open Nationals only two weeks away. 14/4 Pete is working on preparing the list. 3/3 Ivena has asked for a list of all trophies. Board The Board has requested that Trophies and Medals be purchased in Auckland or Wellington when TBNZ Touraments are in that Area. 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 | In progress | 31/5/19 |



| | Action | Owner | Comment | Status | Due Date |
|----|---|---------------|---|---------------|----------|
| | | | Stock. Also a list of the Perpetual Shields. 16/12 Ongoing action. 29/9 Ongoing 28/7 Board has ratified that review to be done. | | |
| 28 | Provide GST number to Dion for Las Vegas Sponsorship | Jim | 12/5 Newly created | To be started | 31/5/19 |
| 29 | Notices of motion to prepared and put on website | Ness and Ian | 12/5 Newly created. These will be posted by COB Monday | In progress | 13/5/19 |
| 30 | Board minutes for Milo Tournament require wording change | Ceo and Ian | 12/5 Newly created. Ivena to talk to Craig | To be started | 17/5/19 |
| 31 | Review Senior Teams rules with upcoming tournament approaching | Roger and Ian | 12/5 Newly created. Review and feedback underway | In progress | 31/5/19 |
| 32 | Investigate and recommend Eftpos Options for TBNZ run tournaments | Jim | 12/5 Newly created. | In progress | Tbc |
| | | | | | |



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 |
| 5 | Membership cards will be issued electronically. Cards will not be issued from remain stock unless specifically requested. (currently ~150 cards left over from 2018) | 2019 Management Team. | | 14/4/19 |



Appendix A - List of payments for April 2019

| TBNZ Cheque, DD & TT Payments April 2019 | | | |
|---|-----------------------------------|-----------|---------------------------------|
| Date | Payee | Amount | Reason |
| Main Account | | | |
| 10/04/2019 | Drumm Nevatt & Associates Limited | 48.02 | Conference call costs |
| 10/04/2019 | Drumm Nevatt & Associates Limited | 47.44 | Monthly Xero fee |
| 16/04/2019 | Ivena Heald | 356.00 | Airfare for board meeting |
| 23/04/2019 | Manukau Super Strike | 6,420.00 | Balance of lane fees for NTC |
| 30/04/2019 | Cosgrave Awards | 337.41 | NTC game plaques |
| 30/04/2019 | Bowlplex Limited | 227.78 | Refund payment made in error |
| 30/04/2019 | Chris & Ally Haynes | 885.00 | NTC prize money |
| 30/04/2019 | James Kelly | 880.00 | NTC prize money |
| 30/04/2019 | Manukau Tenpin Bowling Club | 985.00 | NTC prize money |
| 30/04/2019 | Manukau Tenpin Bowling Club | 70.00 | NTC prize money |
| 30/04/2019 | James Kelly | 450.00 | NTC prize money |
| 30/04/2019 | Bianca Tofilau | 280.00 | NTC prize money |
| 30/04/2019 | Manukau Tenpin Bowling Club | 360.00 | NTC prize money |
| 30/04/2019 | Mike Gibbs | 124.08 | 2018 Aust Nationals prize money |
| | | 11,470.73 | |