



<b>Meeting:</b>	<b>TBNZ Management Meeting Minutes</b>		
<b>Date of Meeting:</b>	14/04/2019	<b>Start time:</b>	7.00 pm
<b>Location:</b>	Zoom Online:	<b>End time:</b>	8.50 pm
<b>Chair:</b>	Ivena Heald	<b>Minute Notetaker</b>	Vanessa Tomlinson
<b>Attendance</b>			
<b>Present</b>			<b>Apologies</b>
Ivena Heald	Roger Tucker	Ian Klein	Donna Fletcher
Vanessa Tomlinson	Shorty Madeley		
Jim Roberts	Pete Richardson		

## Agenda / Discussions

### Topic Discussion Notes

- Welcome**
- Minutes from Last Meeting - 03/03/2019**  
*Ivena moved Jim seconded passed*
- Matters Arising from the Minutes**  
Nil
- Finance**

#### Bank Balances

The total bank balance was \$59,199 as at the 31 March 2019 consisting of:

- 000 Current Account: \$24,261
- 002 Adult Squad Trust: \$0
- 025 Online Saver: \$34,938

#### Debtors

Total at 31 March 2019 was \$1,786 of which \$1,235 was current, \$506 one month and \$45 over 3 months. \$490 has been paid in April.

#### Sponsor Centres

Initial invoices for first instalment/full fees for 2019 have been issues to those centres that were sponsor centres in 2018 (except Xtreme Wairau), a total of 10 centres and to date 9 have paid. Second instalment invoices will be issued this month.

#### Tournaments

Senior Nationals currently 77 entries total \$10,620, of which \$6,845 has been paid.

NTC: Confirmed Teams are 10. Received full entry payment from 3 teams and 1 partial payment.



### Audit

Draft Accounts for 2018 submitted to the Auditors for completion of Audit.

### Laptops

Two laptops approved by the board have been purchased. Waiting on response from Microsoft as to whether we can pay a reduced subscription for Office 365 as a Non-Profit Organisation. subscription for Office 365.

### Payments

A List of payments for February/March 2019 is **attached** as Appendix A.

*Finance Report: Moved by Jim and Seconded by Pete.*

## **5. Administration**

### Membership

2019 Membership lists received from Waitakere, Manukau, Tauranga.

Electronic online Cards in use now and can be sent to Centre's and members on request

Physical card stock shall be used, TBNZ will not be purchasing any more paper cards.

### Correspondence in

- Club55 request for award badges
- HKTBC 20<sup>th</sup> Asian School Tenpin Bowling Champs bulletin 1
- World Bowling Tour Thailand 2019
- 55<sup>th</sup> Qubica AMF Bowling World Cup – Palembang, Indonesia
- Kapiti Tenpin sponsorship

### General

Preparations underway for the AGM scheduled for Friday 31 May 2019 at 8pm.

Venue to be advised once quotes come in.

## **6. Technical**

### Centre Compliance Certificates March 2019

01-2019 Manukau	06-2019 Strike Lower Hutt
02-2019 Xtreme Garden City	07-2019 Kapiti
03-2019 Super Strike Hastings	08-2019 North City Porirua
04-2019 Pins Lincoln	09-2019 Tenpin Tauranga
05-2019 Bowlarama Newtown	10-2019 Strike Zone Rotorua

### Honour Board

299 Game

- Finn Curtis, 26 March 2019, Tenpin Tauranga
- Sonny Reguerra, 27th March 2019, Manukau

## **7. NZ Drug Free**

Donna meeting with Ivena at 2019 Senior Nationals for Anti-Doping Instructions.



## 8. Tournament and Web Support

- This year's NTC has 10 teams: Waitakere x2, Counties/Manukau x4, North City x2, Lower Hutt and Hawkes Bay.
- Senior Nationals entries are up by 10% from previous years. Most squads are full, with just a few partners required to be filled.
- NYTC and NSTC documentation emailed to the center's, uploaded on website, with an event posted on Facebook too.
- Open Nationals entry is almost finished and ready to be distributed.

### Tournament Support

Ian supporting NTC Teams scoring at Manukau

### Rankings

Jim has officially taken over the rankings with support from Ian as required.

## 9. Media

TVNZ who will be doing a 10-15 mins piece on the team championships next week. They will be following two younger bowlers as individual bowlers participating in the NTC.

Details will be published once schedule is known of when it will appear on TV.

## 10. Education

### Coaching Register Update

#### **Level 1:**

Kevin Chapman – Lower Hutt  
Kerrie Dee - Lower Hutt  
Michael McGrigor - Hastings,  
Stephen Catlow - Kapiti  
Nelson Navalta SNR – Tauranga

#### **Silver:**

Raymond Keith Rankin - Invercargill

### STA-Travel

Resend to Management Team.

## 11. General Business

- a) AGM Friday 31<sup>st</sup> May 2019 at 8pm – Venue to be advised on Website Post
- b) Roger suggests we drop the junior age division in grade 2 and 3 tournaments from under 18 to under 15. Logic being that 12-year olds won't turn up to compete against 17/18-year olds.



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.

- c) Ivena to check if TBNZ pays for International Tournament Fees; if grant funding declined. And when the "Hall of Fame" is getting started.

• Meeting Closed 8.50 pm					
Next Meeting					
Date:	May 12 <sup>th</sup>	Time:	7.30pm	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.

9	Committee to work on documenting process and procedures for their respective roles for future proofing.	Committee	<p>14/4 This will be less formal and will be called work instructions</p> <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 to see what could be improved	Ivena, Pete, Ian	<p>14/4 Pete is working on preparing the list.</p> <p>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.</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>	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	14/4 In progress. 3/3 Ivena is looking for data entry admin help for one thing. Pending interest from an administrator. 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. Smoking and drinking and code of conduct also included 29/9 Carried over to next meeting for update. 28/7 Ongoing	In Progress	Target Date: 31 July 2019
12	Design, build and trial a system to make membership information accessible to centres	Ian	14/4 In progress. Dbase up and running. Will be tested out as 2019 data is loaded. 16/12 Annabelle has sent info to Ian and Ness. Ian is progressing and testing. 29/9 Belle has sent a link to Ian and Ness to 28/7 Annabelle to complete design and test.	In Progress	Tbc
16	Roger to create a proposal to seek a budget to promote the TBNZ Facebook page	Roger	14/4 Carried over 3/3 Roger to document 16/12 Newly created	Not started	By next board mtg.
18	Wairu to be removed from Sponser Centre Agreement list because they are now a String Centre	Ness/Ivena	14/4 Close because only one centre on strings at the moment. 3/3 Newly created. CEO to follow up.	Closed	Immediate
19	Laptops for Finance and Admin Manager – Jim seeking approval to go and make the purchases.	Ivena	14/4 Closed, done. 3/3 Newly created. CEO to follow up.	Closed	Immediate
20	Dispensation for those Bowling in the Hong Kong tournament that isn't sanctioned by World Bowling Association	Ivena	14/4 Closed, done. 3/3 Newly created. CEO to follow up.	Closed	Immediate



	Action	Owner	Comment	Status	Due Date
21	Where it is written that rules and lane patterns must go up at the same time for ALL tournaments.	Ivena/Ian	14/4 Closed. Resolved. 3/3 Newly created. CEO to follow up.	Closed	Immediate
22	Remove club liaison role from TBNZ website and replace with NZ Drug Free Sport Liaison Officer	Ian/Ness	14/4 Ness / Ian to do over the next week. 3/3 Newly created.	To be started	19/9/19
23	Create Job Description for NZ Drug Free Support Officer	CEO	14/4 Created by CEO for Board to review. 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



## Appendix A - List of payments for February and March 2019

### TBNZ Cheque, DD & TT Payments February & March 2019

Date	Payee	Amount	Reason
Main Account			
5/02/2019	V Tomlinson	24.00	Reimburse postage 2018
5/02/2019	Drumm Nevatt & Associates	47.44	Monthly Xero fee
5/02/2019	Cosgrave Awards	194.58	Engraving shields & 300 game plaque
14/02/2019	V Tomlinson	24.00	Reimburse postage
15/02/2019	Asian Bowling Federation	1,514.47	Membership fee ABF/World Bowling USD1,010
28/02/2019	Westpac Bank	20.00	T/T fee
6/03/2019	Drumm Nevatt & Associates	47.44	Monthly Xero fee
6/03/2019	Epplatt & Co	172.50	Room hire for coaching course
6/03/2019	Superstrike Hastings	225.00	Lane hire for coaching course
6/03/2019	Cosgrave Awards	1,756.11	Medals/Trophies for NTC and Senior Nationals
14/03/2019	PB Technologies Ltd	2,685.16	Purchase of laptops
		6,710.70	