



Meeting:	TBNZ Management Meeting Minutes		
Date of Meeting:	30/06/19	Start time:	7.30 pm
Location:	Zoom Online	End time:	9.22 pm
Chair:	Ivena Heald	Minute Notetaker	Vanessa Tomlinson
Attendance			
Present			Apologies
Ivena Heald	Roger Tucker		Donna Fletcher
Vanessa Tomlinson	Shorty Madeley		Pete Richardson
Jim Roberts	Ian Klein		

Agenda / Discussions

Topic Discussion Notes

1. Welcome

2. Minutes from Last Meeting - 12/05/2019

Minutes accepted: Moved - Ian, Seconded – Roger. Passed.

3. Matters Arising from the Minutes

Nil.

4. Finance

Bank Balances

The total bank balance was \$73,872 as at the 31th May 2019 consisting of:

- 000 Current Account: \$35,878
- 002 Adult Squad Trust: \$3,050
- 025 Online Saver: \$34,944

Debtors

Total at 31 May 2019 was \$1,012 which has been paid in June.

Sponsor Centres

All second instalment invoices have been paid and the 3rd instalment letters have gone out.

Tournaments

Open Nationals – Payment of entry fees was poor with 38 still outstanding at deadline day and 22 remaining only two days out from the tournament. Reminders were emailed and eventually only 4 were left owing by the start of the tournament. The Eftpos options have been investigated and a solution will be proposed under general business at the next management meeting.

Payments

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



Finance Report: Moved - Jim, Seconded - Ivena.

5. Administration

Current membership stands at 1,480. Up to date membership data remains the challenge with many email addresses out of date. Insufficient data from Tauranga to ascertain correct bowler divisions. A league bowler from Tauranga has volunteered to work on this.

It was highlighted at the AGM the Sponsor Centres don't necessarily know that they need to provide details. Suggest that emails are sent at the start of the year reminding the centres.

Correspondence

- Enquiry regarding enrolling in Level 1 coaching course
- 2nd ISC Grand Seniors Bowling Extravaganza
- U22 5th Fukuoka Summer Cup Tournament sponsored by STORM
- Reminder to file 2019 Annual Financial Statement filing
- Open Letter to the Global Bowling Community Philippine Bowling Congress
- Tenpintec June 2019 – part 2
- Update on Suspension of Participants in Unsanctioned Tournament – 15th International Senior Classic
- Jo Slowinski calling for Potential women college bowlers, Fall 2020 start
- Cosgrove invoices for payment
- Invoices from venue for AGM hire
- 19th Chinese Taipei International Open Bowling Championship 2019
- Query on Senior Team Selection announcement
- Major release from Sporty for 2019

Ivena working on obtaining quotes for medals for the Senior Tournament. Noted that when applying for medals, trophies for we should start the process about October each year and get the application in before December for the year. Any money not spent can be returned. Need to make some assumptions about what needs to be ordered.

Question raised on how to deal with Facebook correspondence. Roger normally responds and will pass information on if it needs to be referred to someone else.



6. Technical

Awards have been updated.

7. NZ Drug Free

Information all online. This will enable squads and teams to find out what they need to do before they go overseas. This just needs to be enabled, Ian to let Annabelle know.

8. Tournament and Web Support

Tournaments

Ten teams have registered their interest to participate in the National Senior Teams. They are:

- Waitakere Muriwai
- Waitakere Te Henga
- Counties Manukau
- Tauranga Kauri
- Tauranga Kahikatea
- Rotorua
- Hawkes Bay
- Wellington
- Hutt City
- North City, plus an extra Men's team.

Team registrations close this week, followed by the draft process to fill those teams that require it. The Tournament schedule can then be completed as well.

A review of the NYTC and NSTC rules documents have now been completed and are online. Currently the Youth Nationals entry form is under revision and near completion.

Tournament Support

- From the recent Board Meeting there has been a decision that lane patterns set for National Tournaments will move away from being World Bowling patterns which will make them slightly easier for bowlers.
- The lane pattern for the National Senior Teams Championships (NSCT) is due to be published by 7/7/19.
- Youth Nationals lane patterns are to be finalised and published.
- Need to ensure that management meeting is scheduled around Pete's availability as there are lots of tournaments coming up.

Rankings

Are all up to date.

9. Media

It was great to see the media segment put together from the NTC available On Demand. There was also a longer version put together and Roger is seeking permission to access this.

From the recent Adult Nationals, messaging was put out on Facebook for members to check whether their details were online if they were from a Sponsor Centre. This generated a flurry of



activity and is worth reminding bowlers regular to check your membership online and if you're not there, contact your local Sponsor Centre.

10. Education

Education Officer to source the next Bronze Coaching Course for Auckland, contact to be made with Craig and Jason first to decide date regarding presentation of the Bronze Course.

Tenpin Bowling Australia have passed the Registration Updates over to New Zealand.

All New Zealand Coaches trained in Australia now need to be re-registered under the New Zealand 2 Year Registration Program, Ivena to follow up with the completion of this program and have the Agreement approved and then ratified by the Board of Directors.

11. General Business

- AGM minutes. Various team members have been fielding queries on when the AGM minutes will be posted. It's been over a month since the meeting. The process needs to be streamlined and improved.
- Eftpos for Tournaments. Jim to document the options for providing an Eftpos machine at National Tournaments to the board. There are two options:
 - Short term hire - of nominal fee for week which would be needed 3 times a year. This includes couriering the unit, providing SIM card, 24hr support etc the other alternative;
 - 12-month rental. This involves an initial purchase of the machine and a monthly charge regardless of how often it's used. There would also be a need to set up a Merchant Id with the bank.

There is also a 5% surcharge for using credit cards. The use of this machine would be the exception not the rule as entry fees should be paid in advance. This is primarily to handle master's entries. If a bowler entered by the deadline but hadn't paid, then there would be a handling fee for processing their entry at the tournament.

- Reimbursements: Ivena to be reimbursed \$190 for additional AGM expenses. Moved – Jim, Seconded – Ian
- The Tournament Rules committee comprising of Ian, David and Roger have been asked to go through next year's calendar and work on scheduling tournaments based on the Major Tournaments first and then stagger the remaining tournaments based on their grades working closely with the centres. Aim would be to publish this by December.

David is in the process of writing guidelines for the committee.

- The management team have been asked to consider any suggestions they'd like to make for the TBNZ Plan / Vision for the future. The first step is to read the AGM minutes when they are published and provide feedback to Ivena in time for next month's Board Meeting at Bowlarama Newtown on 28/7/19.
- It was agreed it is worthwhile investigating how to live stream events such as the AGM in future. Action to be added to Action Register



- TBNZ Board Pro for Minutes this is currently being used by the board and between Ian and Ness this will be set up for the Management Team as well.

• Meeting Closed 9.22 pm					
Next Meeting					
Date:	tba	Time:	tba	Location:	Zoom and/or Zoom Room

A handwritten signature in black ink, appearing to read 'A. Hedd', is written over a light grey rectangular background.

Approved by CEO for publishing
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	30/6 NYTC has been completed. Youth Nationals is next. 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>30/06 In Progress</p> <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>30/6 Ian investigated a separate database option but this was clunky. A process has been put in place that processes the memberships faster which is then published online.</p> <p>Item closed.</p> <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>	Closed	
16	Roger to create a proposal to seek a budget to promote the TBNZ Facebook page	Roger	<p>30/06 Carried over</p> <p>12/5 Roger to submit his expenses</p>	Not started	tba



	Action	Owner	Comment	Status	Due Date
			14/4 Carried over. 3/3 Roger to document 16/12 Newly created		
22	Remove club liaison role from TBNZ website and replace with NZ Drug Free Sport Liaison Officer	Ian/Ness	30/6 Ness to arrange for a new email address to be created and updated on the website. 12/5 Ian has changed on the main page. To confirm if any other links need changing 14/4 Ness / Ian to do over the next week. 3/3 Newly created.	In Progress	19/7/19
23	Create Job Description for NZ Drug Free Support Officer	Ceo	30/06 Done. Action closed. 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.	Closed	
24	Does TBNZ pay for International Tournament Fees; if grant funding declined.	Ceo	30/06 Closed on the basis that TBNZ is applying for funding. 12/5 TBNZ are going to apply for funding. 14/4 Newly created	Closed	
25	When is the 'Hall of Fame' getting started	Ceo	30/6 Moved to next year based on effort. 12/5 Ivena to raise at next board meeting. 14/4 Ivena to discuss with the board at the next board meeting 5/5	On Hold till 2020	
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 olds	Roger	30/6 Close as discussed at AGM. 12/5 Roger to discuss at AGM in General Business. 14/4 Newly created to discuss further within management team and board	Closed	
27	Full list of Medals and Trophies	Pete	30/6 Ness to work on. Some information has been	In progress	31/5/19



	Action	Owner	Comment	Status	Due Date
			<p>supplied</p> <p>12/5 Ivena to follow up with Pete where the list is at especially with Open Nationals only two weeks away.</p> <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>		
28	Provide GST number to Dion for Las Vegas Sponsorship	Jim	<p>30/06 Done. Closed</p> <p>12/5 Newly created</p>	Closed	
29	Notices of motion to prepared and put on website	Ness and Ian	<p>30/06 Done. Closed.</p> <p>12/5 Newly created. These will be posted by COB Monday</p>	Closed	
30	Board minutes for Milo Tournament require wording change	Ceo and Ian	<p>30/6 Close. No longer relevant.</p> <p>12/5 Newly created. Ivena to talk to Craig</p>	Closed	
31	Review Senior Teams rules with upcoming tournament approaching	Roger and Ian	<p>30/6 Done and published.</p> <p>12/5 Newly created. Review and feedback underway</p>	Closed	
32	Investigate and recommend Eftpos Options for TBNZ run tournaments	Jim	12/5 Newly created.	In progress	28/7/19



	Action	Owner	Comment	Status	Due Date
33	Live streaming of the AGM to be investigated	TBA	30/06 Newly created	Not started	TBA
34	Schedule next meeting around Pete's availability	Ness	30/06 Newly created		



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 May 2019

TBNZ Cheque, DD & TT Payments May 2019

Date	Payee	Amount	Reason
Main Account			
2/05/2019	Jim Roberts	282.28	Reimbursement part travel expenses to Senior Nationals
8/05/2019	Keith Rankin	306.00	Reimbursement AGM airfare
8/05/2019	Ivena Heald	727.37	Coach presenter fee, travel costs & Zoom upgrade fee
10/05/2019	Drumm Nevatt & Associates Limited	47.44	Monthly Zero Fee
10/05/2019	Starline Hotels Ltd	200.00	Room hire for AGM
15/05/2019	New Zealand Olympic Committee Inc.	172.50	Annual membership fee
15/05/2019	Ian Klein	180.01	Travel expenses for NTC
15/05/2019	McLaren Guise Associates Limited	1,380.00	Audit fee part payment
20/05/2019	Dabo Ltd t/a North City Tenpin	9,147.00	Balance of game fees for Senior Nationals
24/05/2019	Cosgrave Awards	943.92	Medals for Open Nationals
29/05/2019	Jim Roberts	188.00	Laptop battery & Office365 annual subscription
31/05/2019	Westpac	45.00	T/T fee (recovered from trust account)
		13,619.52	
Trust Account			
2/05/2019	Amanda Oliver	300.00	Transfer of WWC fundraiser receipts
8/05/2019	Megan Fletcher	300.00	Transfer of WWC fundraiser receipts
15/05/2019	Kerrie Dee	350.00	Transfer of WWC fundraiser receipts
20/05/2019	Amanda Oliver	500.00	Transfer of WWC fundraiser receipts
20/05/2019	World Bowling	4,164.70	Entry fee for Womens World Champs
24/05/2019	Suzanne Howell	500.00	Transfer of WWC fundraiser receipts
24/05/2019	Megan Fletcher	150.00	Transfer of WWC fundraiser receipts
29/05/2019	Christine Rota	50.00	Transfer of WWC fundraiser receipts
		6,314.70	