

# CONFIRMED MINUTES

## TBNZ MANAGEMENT TEAM MEETING



At the **August Management meeting on 16 Aug 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	TBNZ Management Team
<b>Date:</b>	Sunday, 14 June 2020
<b>Time:</b>	7:30 pm to 9:00 pm
<b>Location:</b>	Zoom online mtg, Zoom
<b>Committee Members:</b>	Ian Klein, Ivena Heald, Jim Roberts, Roger Tucker, Shorty Madeley, Vanessa Tomlinson
<b>Apologies:</b>	Pete Richardson

### 1. Opening Meeting

#### 1.1 Matters arising from the minutes

#### 1.2 Minutes from last meeting

**TBNZ Management Meeting for May 20 17 May 2020**, the minutes were confirmed as presented.



#### Minutes moved

Minutes moved an accepted.

<b>Decision Date:</b>	14 Jun 2020
<b>Mover:</b>	Jim Roberts
<b>Seconder:</b>	Ivena Heald
<b>Outcome:</b>	Approved

### 2. Managements Reports and Updates

#### 2.1 Finance

##### BANK BALANCES

The total bank balance was \$62,241 as at 31 May 2020 consisting of:-

Current Account \$22,933

Squad Trust Account \$1,343

Online Saver Account \$34,965

Current account includes \$8,381 received for national tournaments to be held later in the year.

## 2. DEBTORS

Total at 31 May 2020 was nil.

## 3. TOURNAMENTS

Senior Nationals – Total entry fees due as of 11/6 is \$12,822 of which \$1,906 is outstanding and includes \$848 in respect of possible Australian entries.

Open and Junior/Youth Nationals – entry fees are beginning to be received for these tournaments.

## 4. AUDIT

The audit of the 2019 accounts has been completed and they have been forwarded to the board for signing.

## 5. PAYMENTS

A list of payments for May 2020 is attached.

## 2.2 Administration

### Memberships

There have been another 140 memberships processed since our last meeting. Predominately for Adults and Seniors. The aim is to have a complete list as possible by 30/6.

Row Labels	Count of Lifetime #	Change
Adult	356	88
Grand Senior	149	9
Junior	58	3
Senior	164	37
Youth	22	3
<b>Grand Total</b>	<b>749</b>	<b>140</b>

### Correspondence

- Strategic Membership Solution Consultancy post COVID-19 Australia.
- Invoice from NZ Olympic Committee Inc Membership 2020.
- IBX RFP Update Word Bowling Survey Pending.
- Asian Senior Bowling Championships cancelling 16 Asian Senior Champs agree or disagree.
- Strategic Membership Solution Consultancy post COVID-19 Australia who sponsoring associations this month.

- Email from Josie Adams to make herself available to assist in the Education Administrator Support role working with Ivena.
- World Bowling joins United Nations' Sports for Climate Action Framework.
- Asian Senior Bowling Championships cancelling 16 Asian Senior Champs cancelled.
- 26<sup>th</sup> Asian Tenpin Bowling Championships and 26<sup>th</sup> ABF General Assembly.
- Email from Josie feedback on the Coach Renewal instructions.



### **Survey to complete for World Bowling**

Subcommittee to be formed to complete a Survey for World Bowling. Ness to arrange a session where we can collectively complete.

16/8 This was to be done at the tale end of the last meeting. Missed the window for submitting. Will look at if we can submit the information after the fact.

**Due Date:** 30 Jun 2020  
**Owner:** Vanessa Tomlinson

## **2.3 Technical**

Nothing to report.

## **2.4 NZ Drug Free**

Ian to maintain the register or who has completed the online course.



### **Post list on Website**

Ivena to send Ian a list of whose participated already so this can be posted on the website.

**Due Date:** 30 Jun 2020  
**Owner:** Ivena Heald

## **2.5 Tournament**

Senior Nationals - now stands at just under 90 All Events entries, with a few more to come from local Hawkes Bay competitors. If it ends up over 90, it will one of the highest. The total is currently higher than last year's.

Open - approximately 20 people have entered so far. This event tends to have a rush of entries within the last month out from the tournament.

Youth - entries are flowing in steadily with almost 30 received so far. Many will come in groups as a number centres enter in bulk.

All in all entries are looking good for the three Nationals so far.

There has been a few events that have been cancelled in the past month.

- Canterbury Open
- Pepsi Manukau Senior Cup
- North City Senior Cup

## 2.6 Tournament and Web Support

Great to see so many entries for the upcoming National tournaments. The process for updating squad listings has changed and is working more efficiently especially with bowlers now needing to pay upfront for tournaments to be confirmed in a squad.

Still need to look at more efficient way to tell if tournament entries have paid and reduce the manual intervention to check and advise others.

An ideal future state to get to is to have an online ability to pay for tournament entries that could be integrated with squad lists. Because of the nuances with doubles partners and other team members registering this would require a custom solution instead of out of the box. Certainly something to be earmarked for investigation as a future project.

## 2.7 Rankings

Nothing to report until tournaments up and running again.

## 2.8 Media

Nothing of note. Information posted online as soon as it's received regarding tournaments or requests from the Board.

## 2.9 Education

- Email passed on to Ivena via TBNZ Administrator. Josie Adams offered to be Education Administrator for Coaches and Coaching. Ivena has accepted Josie's offer under the Education Officers Coaching Support Team.
- Health & Safety Draft Procedure sent out to Management Team for perusal, much of the information is from Sport NZ but consideration is tendered in favour of The ACC Sport Smart program. Some of which may be of use to the National Teams.
- Completion of the "Safe Sport for Children" implementation is to do with arranging to co-opt a group to consider sharing the development of the program. Still in Process.
- Coaching the Coaches plan is still underway Online and pushed forward to the end of this month. New Trial Presentation on Zoom and then at the Bowling Centre. Ivena will contact all Student coaches that have paid to realign their dates according to work schedules.
- In Response to the TBNZ Strategic Plan for TBNZ for the year ending 31 December. Feedback was received from the 8 Silver Coaches, 15 of the 20 Bronze coaches and 6 of the 18 Level 1 coaches. Due date for completion is the 22nd June 2020 and the Information shall be passed onto the Board.
- The following Volunteers have completed at least 1 of the 4 **Education Programs** on DFSNZ Website:

- Coach: Josie Adams Level 1 and Level 2.
- Management Team: Ian Klein Level 1 and Code 101.
- Coach & Management Team: Ivena Heald Level 1.

### 3. Other Business

#### 3.1 Dates and prep for AGM

Waiting for feedback from the constitution review team. No further action for the management team at this stage.

#### 3.2 TBNZ Administrator leave of absence 09/7-24/7

The TBNZ administrator will be off sick for a couple of weeks so will only sporadically checking emails and doing TBNZ duties. Any urgent will be escalated to other members in the team if needed.

### 4. Actions from Previous Meetings

#### 4.1 Review Action Item List

Due Date	Action Title	Owner
31 May 2020	Health and Safety review to be done detailing NZ legislation <b>Status:</b> In Progress	Ivena Heald
11 Sep 2020	Cosgrave estimates for Badges and Pins <b>Status:</b> On Hold	Vanessa Tomlinson
30 Sep 2020	Ian to record who has completed necessary course / paperwork for NZ squads <b>Status:</b> On Hold	Ian Klein

### 5. Close Meeting

#### 5.1 Close the meeting

**Next meeting:** August Management meeting - 16 Aug 2020, 7:30 pm

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

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