

# CONFIRMED MINUTES

## TBNZ MANAGEMENT TEAM MEETING



At the **TBNZ Management Team Meeting** on **6 Dec 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	TBNZ Management Team
<b>Date:</b>	Sunday, 18 October 2020
<b>Time:</b>	8:00 pm to 9:30 pm
<b>Location:</b>	Zoom online mtg, Zoom
<b>Committee Members:</b>	Ian Klein, Ivena Heald, Jim Roberts, Pete Richardson, Roger Tucker, Shorty Madeley, Josie Adams

### 1. Opening Meeting

#### 1.1 Minutes from last meeting

**August Management meeting 16 Aug 2020**, the minutes were confirmed as presented.



#### Approve Previous Minutes

Approved Previous Minutes

<b>Decision Date:</b>	18 Oct 2020
<b>Mover:</b>	Roger Tucker
<b>Seconded:</b>	Ivena Heald
<b>Outcome:</b>	Approved

#### 1.2 Matters arising from the minutes

None

### 2. Managements Reports and Updates

#### 2.1 Finance



#### Approve Finance Report

Approved Finance Report

<b>Decision Date:</b>	18 Oct 2020
<b>Mover:</b>	Jim Roberts
<b>Seconded:</b>	Roger Tucker
<b>Outcome:</b>	Approved

#### 1. BANK BALANCES

The total bank balance was \$87,092 as at 30 September 2020 consisting of:-  
Current Account \$50,778

Squad Trust Account \$1,343

Online Saver Account \$34,971

The current account includes \$31,066 received for national tournaments to be held later in the year also lineage for Junior/Youth Nationals total \$12,120 to be paid from the balance

## 2. DEBTORS

Total at 30 September 2020 was \$4,867 all current and \$4,732 since paid.

## 3. TOURNAMENT FINANCIALS

Junior/Youth Nationals – Total fees were \$13,930 all of which have been paid and reconciled against the completed entries

Senior Nationals – Total entry fees \$13,725 due of which \$235 is outstanding

Open Nationals – Total entry fees to date \$9,162 of which \$2,045 is outstanding

## 4. 2021 BUDGET

I have started on the preparation of the budget for next year

## 2.2 Administration

### Memberships

There has been a flurry of new memberships to coincide with Tournament entries.

Making good progress with Tauranga and Strike Lower Hutt.

Category	Number
Grand Senior	386
Senior	342
Adult	561
Youth	40
Junior	134
Special Olympians	132
Unknown	4
<b>Grand Total</b>	<b>1,601</b>

### Correspondence

#### October 2020

- Tenpintec October 2020
- Sanctioning Response from North City Tenpin
- Contact from Dennis R via web contact form. “Just wanted to ask if you would be interested in getting external help with graphic design? We do all design work like banners, advertisements, photo edits, logos, flyers, etc. for a fixed monthly fee.”

#### Outgoing correspondence

Lane Certification – request to Centres to confirm if they want to have Certificate Inspections for 2021

## **2.3 Technical**

Letter sent to bowling centres re Lane certification 2021.

Two (2) centres have replied

I have approved an extension to Pins Lincoln 2020 Lane Certification Certificate extended it 1<sup>st</sup> March 2021.

Reason being is that they are having new pin decks and kickbacks installed February 2021.

They normally do them in January.

## **2.4 NZ Drug Free**

Nothing to Report

## **2.5 Tournament**

Report not sent in advance.

Successful Youth Nationals and National Youth Team Championships.

90 All Event entries in Youth Nationals

There are currently 92 All Event entries for the Senior Nationals in Hastings that starts on 23rd October

Open nationals are now getting more traction now that the Youth event has completed. Currently 70 All Event entries.

2021 TBNZ Tournaments have been decided

National Teams - March 26-28 at North City Tenpin

Senior Teams - April 30 - May 2 at North City Tenpin

Open Nationals - June 4-7 at Manukau Superstrike

Youth Nationals - Oct 4-6 at Tenpin Tauranga 13th Avenue

Youth Teams - Oct 7-9 at Tenpin Tauranga 13th Avenue

Senior Nationals Oct 22-25 at Tenpin Tauranga 13th Avenue

Tournament tender system does not seem to be working as intended. Review needed. Better communication to the centres needed.

In Future review moving Senior Teams away for Anzac weekend as this fails during school holidays

## **2.6 Tournament and Web Support**

Nothing to report

## **2.7 Rankings**

Updated after Youth Nationals.

Next update will be after the Open Nationals due to the Senior and Open Nationals only being a week apart.

Created a Sub committee to review the ranking policy and make recommended changes for 2021 if necessary.

Jim Roberts (convenor) , Roger Tucker , Peter Richardson.  
Output expected before 30 January 2021

## 2.8 Media

Not a lot to report.

Posting to Facebook as information is provided.

Posted link to current Weber Cup.

Number of people following TBNZ Facebook page is slowly increasing.

## 2.9 Education

Character Declaration form and a vetting for for NZ Police checks to be included in coaching application process.

Ivena and Josie to produce a coaching structure document to assist the Coaching Sub Committee.

From the Youth Nationals there was good interest from several parents and supported about becoming a coach



### Redesign Coaching page on TBNZ Web site

Ivena to redesign Coaching page on TBNZ web site to make it clearer on how people apply to become a coach, increase their coaching level or renew their current coaching certificate. Information to be given to Ian to update Web page.

**Due Date:** 30 Nov 2020

**Owner:** Ivena Heald



### NZ Police Vetting

Josie to investigate and apply for TBNZ to become an authorised group that can request NZ Police checks on coaches.

**Due Date:** 31 Oct 2020

**Owner:** Josie Adams

## 3. General Business

### 3.1 Financial Assistance from TBNZ for Coaching

Ivena asked if TBNZ would provide financial assistance for coaching.

If this is required then it was recommended that a business case and budget be presented to the Management team.

This would be reviewed and then forwarded to the Board for consideration and approval.

It was raised that we should remember to engage the Ten Pin Bowling centres, especially those that are successful with their Junior / Youth programs already.

### 3.2 Memberships

Jim raised that changes to the Incorporated Society Act will mean that TBNZ has to obtained signed approval from our mebers.

From the Constitution Builder on the Companies Office Web page "Every applicant for membership must consent in writing to becoming a Member."

The implications of this change will need to be investigated.

## 4. Other Business

### 4.1 Next meeting timing

Next Meeting set for 7:00PM on 6th December 2020

## 5. Actions from Previous Meetings

### 5.1 Review Action Item List

Due Date	Action Title	Owner
30 Jun 2020	Committee to work on documenting process and procedures for future proofing <b>Status:</b> Completed on 25 Aug 2020	Vanessa Tomlinson
30 Jun 2020	Survey to complete for World Bowling <b>Status:</b> Completed on 17 Sep 2020	Vanessa Tomlinson
30 Sep 2020	Implement a process for Anti-Doping compliance within NZ <b>Status:</b> Completed on 25 Aug 2020	Ian Klein
30 Nov 2020	Health and Safety review to be done detailing NZ legislation <b>Status:</b> In Progress	Ivena Heald
30 Nov 2020	Cosgrave estimates for Badges and Pins <b>Status:</b> In Progress	Vanessa Tomlinson
31 Mar 2021	Ian to record who has completed necessary course / paperwork for NZ squads <b>Status:</b> On Hold	Ian Klein

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** TBNZ Management Team Meeting - 6 Dec 2020, 7:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner
2.9	Redesign Coaching page on TBNZ Web site <b>Due Date:</b> 30 Nov 2020	Ivena Heald
2.9	NZ Police Vetting <b>Due Date:</b> 31 Oct 2020	Josie Adams

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

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