



## Minutes of the TBNZ Management Team Meeting

**Date/Time:** 09 April 2016, 5:45pm

**Place:** Pins Lincoln Bowling Centre

**Attendees:** Annabelle Swain (Chair), Donna Fletcher, Jim Roberts, Shorty Madeley,  
David Davies, Ivena Heald, Roger Tucker, Terry Mustchin

**Apologies:** Josie Adams, Pete Richardson, Tinelle Sullings, Tim Swain

### 1. Welcome

Annabelle welcomed everyone to the meeting in particular the first time attendees – Ivena, Roger and Terry

### 2. Minutes of the Previous Meeting

The Minutes from the previous meeting held on the the 5<sup>th</sup> of March 2016 have already been accepted and now posted in the TBNZ website

**MOVED:** Annabelle Swain **SECONDED:** Shorty Madeley **CARRIED**

### 3. Matters arising from the previous meeting minutes

David Davies noted that his name was not spelt right in the previous meeting minutes. It should be Davies and not Davis.

Shorty asked if the email from Gary O'Neill had been acted upon. Annabelle advise yes.

### 4. Correspondence

Information about the Seniors Asian Zone to be held at Korea

### 5. Finance Manager Report (from Jim Roberts)

#### ▪ BANK BALANCES

The total bank balance was \$29,255 as at 31 March 2016 consisting of:

- Current Account \$1,537
- Online Saver Account \$27,718

The Online Saver balance includes \$4,765 of entry fees for upcoming tournaments.

#### ▪ DEBTORS

Total at 31 March 2016 was \$770 of which \$640 was current and \$130 31-60 days. Reminder has been sent to the overdue debtor. Invoices and/or reminders will be sent to those centres paying their sponsor fee in instalments as the second one is due this month

- **GRANTS**

Our submission to Infinity Foundation was successful and we received the total amount that we applied for (\$6,625)

- **TOURNAMENTS**

NTC will show a small surplus taking into account the funds received from Infinity Foundation for medals. The final balance is subject to any outstanding expense claims.

- **PAYPAL**

No further progress to report on our application for non profit status

- **2015 ANNUAL ACCOUNTS**

Waiting on feedback from the auditors. Hope to have the audit completed for signing by the end of April.

- **PAYMENTS**

The list of payments for March 2016 is attached and for approval.

**MOVED for the report to be accepted and payment be approved:** Jim Roberts

**SECONDED:** Shorty Madeley **CARRIED**

## **6. Technical Administrator's Update (Shorty)**

Following centres have been inspected and certificates issued;

- 01 - 2016 Kapiti 10 Pin Bowling
- 02 - 2016 Strike Lower Hutt
- 03 - 2016 Bowlarama Newtown
- 04 – 2016 Manukau Super Strike
- 05 - 2016 North City Ten Pin
- 06 - 2016 Bowlarama Palmerston North
- 07 - 2016 Pins Lincoln
- 08 - 2016 Tenpin Tauranga
- 09 - 2016 Bowl Line Dunedin
- 10 - 2016 Super Bowl Invercargill

Two more centres are to be sanctioned soon they being;

- Xreme Entertainment Botany and Xtreme Entertainment Wairau.
- Botany inspection will be carried out by Joseph Jun. Waiting for papers.

Wairau inspection will be later as they have work to be completed before inspection.

As Arron King has not at the present completed the required number of lane inspection he will do measurements and I will be his scribe to insure all is correct.

I will not be available for any TBNZ matters from the 20<sup>th</sup> April to the 20<sup>th</sup> May as I will be away on holidays overseas.

## **7. Sponsor Centres & Membership (reported by Annabelle)**

- Two new centres in the pipeline – Xtreme Entertainment Wairau and Xtreme Entertainment Botany
- Josie working on the paper work for the Sponsor Centre Agreement
- For the membership – target date to have all centre members in the database is 30th of June (**Action assigned to Josie and Tinelle to complete**)

## **8. Webmaster's Report (David)**

- On-going support for the committee members and sponsor centres for updates required to the TBNZ website

## **9. Tournaments Update (Pete)**

- Steady entries coming in for the Seniors Nationals – as of date of report 59 singles, 51 doubles and 17 teams – total of 229 entries.
- Open Nationals – only been online for four days, but already have 22 singles, 31 doubles, 12 teams – total of 142 entries.
- NYTC and SNTC information now available

## **10. National Squad Update (Terry)**

- Request for expressions of interest sent to eligible squad members for the Open and Seniors tournaments
- Responses due on 17<sup>th</sup> of April
- Will send out the request for expressions of interest for the Youth Team Challenge around May/June

## **11. Education Officer (Ivena)**

Plans in place to develop education modules for bowlers and coaches so there is a stronger foundation prior to moving to National level. Ivena and Annabelle will work together to develop a strawman for review with the other coaches.

## **12. General Business**

**Coaching** – we are still waiting for TBA on this. The “train the coaches” to be trainers is still to happen. The three coaches who will attend this are Ivena Heald, Craig Nevatt and Jason Waters.

Some of our **TBNZ Policies** are out of date. We will review this year all the remaining policies to ensure they are current and aligned to the direction that TBNZ is heading.

**(Assigned to Roger, Josie, Annabelle)**

**The review of all the Job Descriptions** is now complete and this has been endorsed and approved by the Board to be the “roles required” for the day to day management of TBNZ. The roles and responsibilities are geared to have clarity as to who's doing what (one person one role), remove single points of failure in certain roles and resources, provide continuity and also utilise the

resources based on their core skill set (i.e. Where they are best suited based on the skills they have to offer).

Key changes:

- Have disestablished the Statistician, Awards, Funding Officer, Skill Manager, Anti-Doping roles as the duties can be included in other roles.
- Combine Ranking & Statistician roles as one role
- Awards work will fall under Administration Manager
- Funding is combined effort of CEO, Finance and Administration Manager
- Skills Manager – now Education Officer
- Anti-Doping – should be part of the education requirements for bowlers
- New Role of Club Liaison Officer
- Website Manager limited to website administration and tools development (as per current job description) and made clear the separation between the execution and the support of the tools for TBNZ-run events. Intent is to have a back-up for this role or provide development support in other areas of the website
- Reinstated the role of Tournament Coordinator to support National Tournament Manager. Long term, they will be the team that will manage TBNZ-run tournaments, including publishing of results.
- The Board also reviewed and made current the CEO's and the Director's Job Descriptions. We did not review any of the coaching roles (e.g. National Coach or National Development Manager). We will only do this when we know exactly what we need, hopefully soon once the TBA agreement is signed

Next steps:

1. Provide all to Annabelle emails used by each person for their TBNZ volunteer work **(Assigned to: ALL)** - completed
2. Consolidate/review of all emails used and which are to be cancelled or redirected once (1) is completed. **(Assigned to: Annabelle/David)**
3. Request Vivid for cancellation or redirection of emails where required to the right person once (2) is completed **(Assigned to: David)**
4. Communication will be sent to the centres and to all members – i.e. Who to contact for certain topics based on the Job Descriptions together with their contact details once (3) is completed. Examples are:
  - Anything to do with tournaments – please contact Pete
  - Anything to do with the national squad – please contact Terry
  - Anything to do with website functionality – please contact David
  - Etc..... And where it's NOT one of the above to contact the CEO**(Assigned to: Roger)**
5. Send all job descriptions to David to be uploaded to the TBNZ website together with the committee members primary emails **(Assigned to: Annabelle)**

Confirmed Jobholders:

- Administration Manager – Josie Adams
  - Club Liaison Officer – Donna Fletcher (caretaker of the role)
  - Education Officer – Ivena Heald
  - Finance Manager – Jim Roberts
  - Media Officer – Roger Tucker
  - Membership Coordinator – Tinelle Sullings
  - National Tournament Manager – Pete Richardson
  - National Squad Manager – Terry Mustchin
  - Ranking & Statistics Officer – Tim Swain
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- Technical Manager – Shorty Madeley
- Website Manager – David Davies

Volunteer roles to look for:

- Tournament Coordinator
- Back-up Website Manager
- National Coach or Development Manager - once we know what's needed

There being no other business the meeting closed at 7:30pm

Next meeting: TBA

Certified true record

A handwritten signature in black ink, appearing to read 'A Swain', is centered on a light gray rectangular background.

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Annabelle Swain, CEO

TBNZ Cheque, DD & TT Payments  
March 2016

Date	Payee	Amount	Reason
Main Account			
DD	10/03/2016 Asian Bowling Federation	1,549.79	Annual Membership Fee
DD	15/03/2016 P Richardson	198.00	Airfares Senior Nationals
DD	29/03/2016 Inland Revenue	2,427.91	GST
DD	31/03/2016 P Richardson	263.90	Accommodation Senior Nationals
DD	31/03/2016 D Davies	336.50	Web hosting costs & Airfares Senior/Open Nationals
DD	31/03/2016 Manukau Superstrike	12,760.00	Lane fees for National Team Championship
DD	31/03/2016 Westpac Bank	20.00	T/T fee
		17,556.10	
Squad Account			
DD	10/03/2016 M Stretton	476.13	Balance re AYTC trip
DD	10/03/2016 J Kelly	13.00	Sale of entertainment books
DD	10/03/2016 C Nevatt	129.00	Sale of entertainment books
		618.13	

Signed

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CEO

