



MINUTES OF THE BOARD MEETING

Date	23 April 2017
Time	11:25am
Place	Kapiti Tenpin
Attendees	Keith Rankin, Joel Crack, Allan Heald, Stephen Penney, Belle Swain
Apologies	

1. Appointment of Chairperson

Keith will carry on as the Chairperson.

2. Message from Keith

- Keith welcomed Joel Crack and Allan Heald to the Board. He spoke about certain protocol that Board Members must adhere to when taking on the role
- Keith also advised about the resignation of Marion Gunn from the Board and noted the service she provided TBNZ and how this will be missed

3. Minutes of the previous meeting

- These were already noted as a true record as signed by Keith and subsequently published on the TBNZ website
Moved by Stephen, Seconded by Belle. Carried

4. Matters arising from previous meeting

Any matters arising are covered in the agenda and/or the CEO's Report

5. Financial Report

The following were presented by Belle and reviewed by group

- a) Accounts for Year-end 31 December 2016
- b) Financial Statement for Jan – March 2017

6. CEO's Update and Discussions

Belle provided an update on the activities and the action points from the previous meeting. These are all noted under General Discussions and Other Business

7. General Discussion and Other Business

- Sponsor Centres:
 - 13 Sponsor Centres for 2017 and all have paid at least a deposit for the year
 - Bowlarama Palmerston North did not renew but it should be noted that their lanes were certified
 - Superstrike Hastings is a new Sponsor Centre

- Research on initiative for growing bowling at the regions
 - Kaleb Allardyce has offered some of his spare time to support Belle in the research work on how we can utilise the coaches we now have in our regions to promote tenpin bowling.
 - Once sufficient information is available, a plan will be formulated and this will be presented to the Board and the Management Team

- We now have about 30 USBC certified coaches.
 - This is a massive improvement from the numbers we had (5 coaches) prior to affiliating with TBA for USBC certification.
 - We are at the stage where the numbers have settled and we can now purchase the shirts for coaches who are at least Bronze Level. Belle moved that the purchase of the shirts be progressed. Seconded by Keith. Carried.
 - This is a form of promotion that tenpin bowling is a sport when the coaches provide coaching classes to their students

- The venue for the AGM is now confirmed and paid. Preparations for the AGM are in progress.

- The task to review the remaining policies and updated for currency is carried over to the next period. It was agreed at the meeting that these policies will be reviewed after the AGM. From the previous meeting, the remaining policies for review and actions were:
 - Advertising – levels are not right and this should be reviewed.
 - NZ Training & Team Squad Management – review, keep current and adjust that the manager must also be subsidised 100% for their expenses when travelling with a team. (Note that this motion was approved at the previous meeting)
 - NZ International Representation – review for relevance. Ensure that it is not limiting TBNZ with opportunities to participate in overseas tournaments that can be used as development
 - The following policies must align or refer to NZ standards rather than writing our own:
 - Anti-harassment
 - Anti-doping
 - Coaching Policy – with the interest in coaching starting to grow, a new policy is required to set guidelines for the coaching fees and requirements for coaches to maintain their qualifications.

- Facebook
 - The previous TBNZ Facebook Group is now closed and we now have a new TBNZ Facebook Page.
 - Administrators of the page is a combination of TBNZ Management Team members and Centre Manager/Proprietors:

TBNZ Management Team: <ul style="list-style-type: none"> ▪ Belle ▪ Roger ▪ Ian ▪ Pete 	Centre Manager and/or Proprietor: <ul style="list-style-type: none"> ▪ Chris Haynes ▪ Sarah Young ▪ Albert Saw
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 - Other centre managers can be set up as required if they want to promote their own events
 - National Team Managers and/or Coaches will be granted temporary admin rights so they can provide updates while overseas.

- TBNZ Website
 - The new website through RebornWeb is now live for the last four months.
 - Recovering the pages from the previous website proved to be a challenge given that the files are not named appropriately. At the next meeting, Belle will provide an update on how long it will take to structure the information recovered from the old website.
 - Belle suggested that we invest in an external drive (e.g. OneDrive for Business) where all our information is centrally stored. This was agreed by everyone that it's required.
 - Belle moved that we investigate and procure an appropriate external drive to hold TBNZ official records. Seconded by Joel. Carried

- TBNZ Equipment
 - The previous CEO laptop was given by Fred Housham to Belle.
 - Belle will arrange for the laptop to be checked if we can still use this. If yes, this can be used on a roster basis when required by the Management Team for presentations and/or running courses.
 - No progress to date with the investigation if we can sell the oiling machine and Belle will carry this action to the next meeting.

- TBNZ-run tournaments
 - The core Tournament Committee members for TBNZ-run events will comprise of Pete Richardson, Tim Swain and Ian Klein. Jim Roberts (part of the core team) will be responsible for the collection of entry fees. Other management team members are open to help when required.
 - Support will be requested from the centres holding the event.
 - Belle advised that the tournament committee shirts are due for replacement. All agreed to progress the purchase of new shirts. Carried

- Update on affiliation request from Hawkes Bay
 - Keith advised that he has sought advice how we can change the constitution to accommodate trusts.
 - Next step is for Belle and Keith to contact Preston and start working on the wording for the remit to update the constitution.

- Belle is still working on a short declaration form that will be required to be signed by Board Members and can be extended to the Management Team which will cover confidentiality, intellectual property, representing/speaking on behalf of TBNZ and sufficient notice for resignation to ensure continuity of service to its members. This should be available at the next Board Meeting for incoming Board Members to start with.

- The recently concluded NTC was discussed that there were some rules that we published that were not followed (1) team uniform requirements and (2) enforcing the bowler's conduct during the tournament. Action required: Belle to pass on the message to the Management Team and take the appropriate action and ensure that published rules are followed.

8. With no further matters to discuss, the meeting closed at 1:15pm

Certified as true record of meeting held on the 23rd of April 2017



Keith Rankin (Chairperson)