



# MINUTES OF THE BOARD MEETING

<b>Date</b>	25 November 2017
<b>Time</b>	10:40am
<b>Place</b>	South Auckland Research Centre Meeting Room Level 1, 3 Osterley Way Manukau
<b>Attendees</b>	Belle Swain, Craig Nevatt, Allan Heald, Stephen Penney, David Davies, Keith Rankin
<b>Apologies</b>	none

## 1. Roll Call / Apologies

## 2. Appointment of Chairperson

Everyone agreed that Keith will carry on as the Chairperson up to the AGM in June 2018.

## 3. Minutes of the previous meeting

The minutes of the previous Board meeting held 22 July 2017 were already noted as a true record as signed by Keith and subsequently published on the TBNZ website with some clarification as stated in point (4).

Moved by Belle. Seconded by Allan. Carried

## 4. Matters arising from previous meeting

David noted the following as clarification:

- The statement about the Appointment of Chairperson's position was clarified that the intent is to have a longer term rather than on a rotation basis.
- The proposal from North City Tenpin identifying a way to fund the youth programme was presented by David and was missing from the minutes

## 5. Financial Report

The Financial Statement for January – September 2017 was reviewed by the meeting and accepted as an accurate reflection of the financial position as at end of September. This can now be uploaded to the TBNZ website.

Craig asked Stephen (in his position as Proprietor Representative) if the \$50 per lane for the Sponsor Centre Agreement is still the right amount given that TBNZ now pay \$7 per game rather than \$5 per game.

- Stephen advised that when the Agreement was first thought of the intent was to support TBNZ financially to run its operations, however it shows that TBNZ's financial position is sound so does not warrant an increase.
- Stephen also advised that should there be projects run by TBNZ to promote the sport then the centres can be approached to support the initiative

Belle proposed the following to be added to the draft budget for 2018. Seconded by Craig. Carried

- Subsidy for the Inspector's course
- Three (3) face to face Board Meetings.
- Two or three Bronze Coaching Courses

## 6. CEO Update

**6.1 Rule enforcement for TBNZ tournaments** – changes made to the tournament rules to make things clearer with the help of Stephen Penney re: NYTC and NSTC. There were no dispensations granted prior to the start of the two tournaments. There were dispensations during the tournament in the Seniors due to bowlers getting ill and replacements found only a few days before or during the tournament dates.

### 6.2 CTBF (Oceania Zone Representative)

- A request was received from CTBF for someone from TBNZ to be the Oceania Zone Representative.
- After a thorough discussion, all agreed that Craig will be the Board Member to take on this role. Craig accepted this position.
- The revised budget, to include expense for travel to attend bi-annual meeting where practical.

**Action:** Belle to advise Lynne Clay.

### 6.3 World Cup Qualifying (QubicaAMF requirement – discussion in progress)

A World Cup Qualifying/Finals tournament must be held in a QubicaAMF Centre. With the changes to Pins Lincoln, the centre may not be eligible to hold the event.

- There are three (3) QubicaAMF centres in NZ: Kapiti10Pin, Bowlarama Palmerston North, Superstrike Hastings
- Stephen has been in touch with QubicaAMF about the situation, but has not received a reply to date. He will also give back the tournament to TBNZ if the answer is not in their favour.

**Action:** Stephen to advise the Board once he receives a reply from QubicaAMF so the appropriate action can be taken

### 6.4 TBNZ Oiling machine

Pins, the current lessee, of the machine have advised that they have purchased a new lane oiler and will be ending the lease of the machine owned by TBNZ. The CEO has checked with the Lion Foundation which provided the original grant to purchase the machine to see if it could be sold and if so would the proceeds need to be returned. Belle was advised TBNZ would need to go back to the original grant documents to see what the conditions were. However neither Lion Foundation nor TBNZ have these as the original organisation which became TBNZ was the Auckland Go Bowling Union. Therefore the Board determined that it was best to re lease the machine to another sponsor centre given the doubt over whether any sale proceeds could be retained.

**Action:** The meeting agreed that Belle and Keith will contact sponsor centres that may wish to lease the lane oiler to establish their interest.

It was noted that any centre leasing the machine would need to pay the cost of transportation from PINS to that centre.

### 6.5 Membership Fees

There are a small number of members joining towards the end of the year to bowl one or two tournaments.

All agreed that the membership fee where a bowler joins from 01 November will be \$10 to cover the period for the remainder of the calendar year. Carried

## **6.6 End of Year Management Team Update**

With Belle stepping down as CEO at the end of the year, she provided an update of what's happening in the Management Team with complete functions on the roles for each volunteer stepping down at the end of 2017.

### **Finance Manager's end of year 2017 activities**

Jim Roberts is stepping down as Finance Manager at the end of the year 2017. Belle and Jim agreed that the following activities will be completed to close off 2017 as part of the hand-over to the Board and/or the new Finance Manager:

- Reporting for all the grants received for the financial year
- Tidy up of the Squad Account (02 account) before end of the year
- Complete end of year 31 December Financial Report
- File the GST for the last period (December 2017)
- Arrange the audit of accounts

Any financial recording required for 2018 will have to be performed by the Board or the new Finance Manager.

### **Administration Manager's end of year 2017 activities**

Josie Adams is stepping down as Administration Manager at the end of the year. Belle advised the Board that the following activities will have to be started in December 2017/January 2018:

- Membership cards for 2018 and its administration (renewals)
- Preparation of the Sponsor Centre Agreements (for the Board to send to the sponsor centres)
- Confirmation of sponsorship by NZTBS for bowling balls for the NTC for the three age groups
- Funding applications for medals/trophies for TBNZ-run events

**Action:** Belle to give Keith all the information for the above items so these can be actioned

It was discussed that some of the activities can be performed by "short-term" volunteers – e.g. managing the bulk membership renewals. There were a few names mentioned who may be interested to help and will be followed up.

**Action:** For ALL Board Members to contact their prospects and any others who may have some spare time to help and advise Keith

### **National Squad Management**

Terry Mustchin stepped down as the National Squad Manager at end of October.

However, Terry volunteered to wrap up the year 2017 by compiling the list of bowlers eligible for the National Squad for 2018 based on the current policy once the ranking after the Canterbury Open is published.

It was agreed to discontinue the position of National Squad Manager and Belle recommended that the plan is for each age group to have their own Manager/Coach who will be responsible for the selection (together with an independent selector). This gives the Coach/Manager an opportunity to provide input to the selection of the travelling team

For 2018, the following are the squad management volunteers:

- Open: Stephen Penney (Manager), Mark Stretton (Coach), Jason Waters (Independent Selector)
- Youth: Belle Swain (Manager), Chris Haynes (Coach), Pete Richardson (Independent Selector)
- Seniors: Don Adshead (Coach/Manager), Independent Selectors (TBA)

### **Technical Manager**

Shorty Madeley and Peter Kelly are stepping down as Lane Inspectors at the end of 2017. Other inspectors are due to step down as well due to their age.

The Inspector's Course is critical and needs to be run in 2018 to provide continuity for this function.

The Lane Certification will have to be followed up as there are tournaments scheduled as early as February in 2018.

**Action:** Keith to include reminder about Lane Certification when the Sponsor Centre Agreement is sent out.

### **Coaching and Education**

Belle advised the following:

- She met with Mike Griffith in Melbourne about the coaching in NZ. They are happy to continue with TBNZ being under their contract with USBC.
- Discussions amongst the management team of the need to get new bowlers (especially the youth) into tenpin bowling and how our registered coaches can help. The group was focused on what needs to be done.
- Ivena is to put together a framework on how to utilise the resources (coaches) we have for a structured regional based coaching and how they can support each other. The draft will be sent to all Silver Certified Coaches for feedback. Will need buy-in from everyone before it can be rolled out.

**Action:** Belle to follow up with Ivena and provide the information to Board

### **Who are staying on as Volunteers in the Management Team?**

- Pete Richardson (National Tournament Manager)
- Ian Klein (Tournament & Web Support)
- Donna Fletcher (Club Liaison Officer)
- Tim Swain (Ranking & Stats Officer)
- Shorty Madeley (Technical Manager)
- Roger Tucker (Media Officer)
- Ivena Heald (Education Officer)

David requested that the Job Descriptions be published on the website.

**Action:** Belle to have this actioned.

## **7. CEO Role**

After considering alternatives for the on-going running of the organisation it was decided that with no volunteer for this role, Keith Rankin will be the Acting CEO until a suitable applicant is appointed.

Keith accepted this role but requested full support and assistance from the other Board Members and that the vacant positions continued to be advertised.

**Action:** Belle will arrange a handover session with Keith

## **8. Review of Policies**

With no volunteers for three (3) of the core management functions – CEO, Finance Manager and Administration Manager, the Board determined that it is not the right time to introduce key policy changes. It was agreed that a review of the National Team Squad and Ranking policies be deferred. Proposals for new Social Media and Code on Conduct are also deferred. The required review of the Privacy Policy was confirmed as there was no change.

Moved by Craig. Seconded by Belle. Carried

## 9. International Tournaments for 2018

The following is the list of tournaments that TBNZ intend to send teams to be based on the existing policies:

Division	Tournament	Venue	Date (2018)
Open	Walter Rachuig (6 men & 6 women)	Melbourne, Australia	October
	Men's World Bowling Champs (6 men)	Hong Kong	Nov 24 - Dec 5
	Asian Zone Champs (6 men & 6 women)	TBA	TBA
	Commonwealth Champs (2 men & 2 women)	TBA	TBA
Seniors	Senior Team Challenge (4 men & 4 women)	Melbourne, Australia	October
	Asian Seniors Champs 2 seniors team (4 men & 4 women per team) 2 grand seniors team (4 men & 4 women per team)	Okinawa, Japan	Dec 9 - Dec 18
Youth	World Youth Champs (4 men & 4 women)	USA	July/August
	Milo International Tournament (minimum of 8 under-21 bowlers)	Malaysia	Nov/Dec
	Youth National Champs (4 men & 4 women)	Australia	January 2019

## 10. Input to the NTS Policy Review

### Terms of Reference

The Board expressed concern at the number of continuing changes being made each year to key policies e.g. the Ranking Policy and the National Team Squad and Selection Policy. It was agreed that a review of these, with the intention of framing policies that will remain in place and not need correction, would be best done by a committee outside the Board and Management Committee.

- The meeting agreed that as far as possible the committee should be made up of persons who are independent of selection for national teams. There should be a regional spread, both men and women and also senior and adults represented and one Board member who was not to chair the committee.
- This group will present their recommendation to the Board for approval
- A Terms of Reference will be written to cover the following:
  - Consultation with interested parties
  - Lane Condition Policy
  - Number of ranked events
  - Competitive pressure
  - 2020 Plan (definition of success)

**Action:** Belle to write a first draft of the Terms of Reference, if there is time before end of year

### 11. Year 2020 Plan/Target

What does success look like for the three age grades?

Youth	Open	Seniors
<ul style="list-style-type: none"> <li>▪ Medal in Australian Youth Team Challenge (AYTC) in 2019</li> <li>▪ Team Medal in AYTC in 2020</li> <li>▪ Top 50% AE finish in the WYC in 2020</li> <li>▪ Grow squad to create selection pressure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Medal in the Overall Rachuig in 2019</li> <li>▪ Top 50% individual AE finish in the Womens World Champs in 2019</li> <li>▪ Men to qualify through the Asian Zone in 2020 for the Combined World Champs</li> <li>▪ Ladies to finish in the top 10 of the Asian Zone in 2020 to qualify in the Combined World Champs</li> <li>▪ Grow squad to create selection pressure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Defend over-all title in Australian Senior Team Challenge in 2018</li> <li>▪ At least one male and one female to qualify in the masters in the World Senior Champs in 2019</li> <li>▪ Medal/s in the Asian Zone Seniors Champs in 2020</li> </ul>

A list of proposed committee members were identified during the discussion.

#### **Actions:**

- Keith to contact the proposed committee members about the position and advise the Board of their respective decisions
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### 12. Youth Tenpin Bowling in NZ

Belle went through the draft presentation of the findings from the research conducted with the help of Kaleb Allardyce.

**Action:** Keith to include the short presentation to the centres seeking further feedback when he sends the Sponsor Centre Agreement.

### 13. The following items were deferred

- Hall of Fame
- Bowler of the Year
- Disciplinary Process – formal investigation and recording
- Team Selection – replacement process

### 14. Other Business

David referred to his email about combining ranking averages for entering averages for ranked tournaments as there was an instance in the Canterbury Open where the number of combined games for a bowler between 2 grades exceeded the 21 game minimum, but the number of games in each individual grade was under the minimum. This necessitated moving one bowler from the Graded Division to the Open Division. David asked if a combined average document, regardless of grade, can be published by the Ranking Officer. This document would be used for entering averages only.

Craig advised that this is not good use of volunteer's time given the small number of cases to be addressed.

Conclusion: Agreed there will be no change to what is currently published for the rankings. It is up to tournament secretaries to do the work to investigate bowlers averages/games in the rankings, to ensure bowlers are placed in the correct grade.

**With no further matters, the meeting closed at 4:40pm**

**Next meeting: TBA**

**Certified as true record of meeting held on the 25<sup>th</sup> of November 2017**

A handwritten signature in black ink, appearing to read 'Keith Rankin', written in a cursive style.

**Keith Rankin (Chairperson)**