



## MINUTES OF THE BOARD MEETING

<b>Date</b>	02 October 2016
<b>Time</b>	2pm
<b>Place</b>	Via Skype
<b>Attendees</b>	Marion Gunn, Keith Rankin, Belle Swain
<b>Apologies</b>	

### 1. Appointment of Chairperson

Keith remained as the Chairperson.

### 2. 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 Keith, Seconded Marion. Carried**

### 3. Matters arising from previous meeting

- Matters arising are covered in the agenda and/or the CEO's Report

### 4. Financial Report

- The last quarter Financial Report was already reviewed by the Board. The end of quarter 30 September was not yet available and will be sent to the Board by the Finance Manager once he completed this. However, a snapshot of the bank balance was provided by the Finance Manager from his monthly report for September:

The total bank balance was \$67,244 as at 31 August 2016 consisting of:

- Current Account \$1,555
- Squad Trust Account \$20,875
- Online Saver Account \$44,814

Squad Account funds are from the teams travelling to Hong Kong and Australia.

The Online Saver Account includes \$4,020 in unused grants and \$16,960 in future tournament income.

### 5. CEO's Report

- Belle read out her report to the Board. Any matters arising from the report are discussed under General Business

**Keith moved that the report be accepted. Seconded by Marion. Carried**

### 6. Proprietors Representative

- An application for Proprietors Representative to the Board was presented by Keith. All the requirements that were outlined in the recently amended TBNZ constitution were met.

- The group unanimously endorsed the appointment of Stephen Penney to the position. **Carried**
  - **Next step:** The Board will have an informal catch up with Stephen to discuss general matters prior to the next Board Meeting which he will attend.
- 7. Communication from Alex Davis (Bowlarama Palmerston North)**
- Email was received from Alex Davies requesting information of several matters around tournament allocation of TBNZ-run events, TBNZ's general process.
  - An official response will be sent to Alex to address his request for information and queries.
- 8. Club Affiliation to TBNZ**
- Received an application for affiliation from Kapiti Tenpin Bowling Association (KTBA)
  - All the required documentation was submitted and reviewed. There were some areas in their constitution that the Board felt was quite restrictive so suggestions will be presented to the KTBA for consideration together with the official notification of affiliation.
  - **Belle moved that the affiliation application of KTBA be accepted. Seconded by Marion. Carried**
- 9. Key notes, decisions and/or actions from the CEO's Report**
- **Management Team members update**
    - **Ian Klein** has confirmed that he has some capacity to fill in the role of Tournament Coordinator and support webmaster.
      - Met with Ian face to face on the 8<sup>th</sup> of September together with Pete Richardson and David Davies
      - Discussed his role and how it interacts with the Tournament Director, the Webmaster and the Ranking & Stats Officer
    - **Donna Fletcher** has reconsidered and accepted the role of Club Liaison Officer
    - **Tinelle Sullings** has stepped down as Membership Coordinator due to personal reason.
      - Her functions were absorbed by the Administration Manager's role
      - Completed her hand-over and we thanked her for the five years of volunteer time she gave TBNZ
      - The work she has done is the foundation for the further enhancements for the single TBNZ number.
  - **Coaching Capability at the Regional Level**
    - Since the last Board Meeting, we have signed the agreement with TBA. We are now affiliated to USBC through TBA
    - The first Bronze Course was held on the 9<sup>th</sup>/10<sup>th</sup> of July where the presenter was Mike Griffith. Both AJ and Ivena attended this course which makes them fully qualified Bronze Course presenters for NZ.
    - We have four Bronze Coaches as of today – Albert Saw, Roger Tucker, Ricco Panapasa and Chris Haynes. Both Ricco and Chris are transitioning to Silver – they are currently studying for their next assessment.
    - We held the second Bronze Course on the 17<sup>th</sup>/18<sup>th</sup> of September at Pins Lincoln, Henderson with 7 attendees. Ivena is presenting the course.
    - Target date for the last Bronze Course for the year is the 3<sup>rd</sup>/4<sup>th</sup> of December. Preparations are in progress.
    - We have advertised the USBC Level 1 through all our Sponsor Centres.
    - Once the last Bronze Course is run, we intend to order shirts for the coaches who are at least Bronze level.

- **Review of TBNZ Rule Book, Ranking and National Selection Policies**
  - The review was completed and the documents updated, considering the feedback received from members coordinated by Roger Tucker
  - The review group were: Roger, Terry, Tim, Pete, Shorty and Belle
  - The key changes were presented by Belle and discussed and the principles of the changes were generally accepted
  - **Action:** Belle to finalise the draft copies, Keith to do a final review/Q&A ready for upload to the TBNZ website
  
- **The other policies will be updated in due course.**

## 10. General Business

- Review of Chris Haynes' 300 game  
Although we are all in agreement that it was the correct decision not to recognize the 300 as an honour score based on the version of the Rule Book in place at the time of the event, the NTC rules could have been interpreted two ways. The NTC rules were not clear as to the intent of the separation between sanctioning and ranking. The review of how the different rules relate to each other should have been done two years ago when the decision was made to have ranking points for non-qualifiers in the NTC, but unfortunately did not happen. Due to technicality, it was decided to include the '300 game' bowled by Chris at their NTC trials in December 2015 in the honour games list.
  
- TBNZ website refresh  
Initial discussion started with a website developer external to TBNZ. Update to this will be provided to the Board once a working test site is available. Long term support and maintenance of the website once developed will be passed on to TBNZ Webmaster, TBNZ Support Webmaster and other management committee members requiring access.

## 11. Meeting closed at 6pm

Certified as true record of meeting held on the 2<sup>nd</sup> of October 2016



Keith Rankin  
Current Chairperson