



## MINUTES OF THE BOARD MEETING

<b>Date</b>	10 December 2016
<b>Time</b>	9:30am
<b>Place</b>	Bowlarama Newtown (52 Hall St. Newtown, Wellington)
<b>Attendees</b>	Marion Gunn, Keith Rankin, Belle Swain, Stephen Penney
<b>Apologies</b>	

### 1. Appointment of Chairperson

Keith will remain 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 Annabelle. Carried**

### 3. Matters arising from previous meeting

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

### 4. Financial Report

- The following were presented by Belle and reviewed by the meeting
  - Interim financial report for November 2016
  - Interim budget for 2017
  - Interim budget for 2017 TBNZ-run tournaments
- Final reports will be sent to the Board once completed in the new year

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

### 5. CEO's Update

- 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. Proprietor Representative's Update

- It was agreed during the meeting that no separate update/report will be provided, but anything that Stephen would like to cover will be included under General Business.

## 7. General Business

### ▪ **TBNZ Office Holiday Period**

TBNZ office will be closed from 19<sup>th</sup> of December and re-open for business on the 16<sup>th</sup> of Jan 2017

### ▪ **Sponsor Centre Agreement**

- Keith had sent out the emails to current Sponsor Centres for their renewal for 2017
- Discussed whether the \$50 per lane was still the right level given that this was set more than 10 years ago, and if this model is still the right model
- Various options were discussed but at the end of it the existing model is still viable and the best option. However, we need to monitor whether the \$50 per lane was still the right amount.
- Centres would need any increase to be on an agreed project basis.

### ▪ **Differentiating Sponsor Centres and non-sponsor centres running ranked tournaments**

- We want to encourage non-sponsor centres to run tournaments but we need to protect the interests of the Sponsor Centres.
- Sponsor centres will be given preference of dates in the tournament calendar in the event of a clash
- It was agreed at the meeting that for a ranked tournament to be run in a non-sponsor centre the following guidelines will apply:
  - The organiser of the tournament to be held in a non-sponsor centre need to apply to TBNZ and will be the point of contact for TBNZ
  - The tournament rules must explicitly state the ranking fee per bowler which the organiser must collect and pass on to TBNZ.
  - The organiser must ensure that all bowlers who participate in the tournament are TBNZ members.
  - The results of the tournament will only be processed and included in the Ranking System after the tournament ranking fee is received by TBNZ.

### ▪ **Working with the Sponsor Centres**

- It was agreed at the meeting that we need to work together to grow the sport.
- Looking at the membership statistics, it shows that the focus should be on youth development and the majority who do not bowl regularly in tournaments
- An action plan needs to be developed on how we can have a programme across the country for services in the centres and creating marketing/campaigns for encouraging new bowlers.
- Next steps: Put together a high-level action plan which should include how we can work with the sponsor centres in developing more awareness in the youth about tenpin bowling. **Belle to approach centre managers and coaches to get started**

### ▪ **2017 AGM details agreed as follows:**

- Date : Friday 2<sup>nd</sup> of June 2017
- Time : 7pm
- Venue : Macy's Motor Inn & Conference Centre  
Cnr 11<sup>th</sup> Avenue & Edgecumbe Road, Tauranga, Bay of Plenty 3110

Note: The last squad for the Open Nationals for Friday must finish no later than 6:30pm to allow bowlers to travel to Macy's.

- **End of year review of TBNZ Policies and actions required:**
  - **Advertising** – levels are not right and this should be reviewed.
  - **NZ Training & Team Squad Management** – review and keep current. It was also agreed at the meeting that the managers must also be subsidised 100% for their expenses when travelling with a team. **Moved by Keith. Seconded by Marion. Carried**
  - **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**
  - **National Team and Squad Policy** – No further changes required
  - **Ranking Policy** – though this policy was reviewed around Aug/Sept, a final review was completed to simplify the rules further. Key notes/discussions:
    - With the introduction of the multiplier in the ranking, there will only be two scales - one for ranked TBNZ-run events and one for centre-run events
    - No limit to the number of ranked tournaments per centre on the proviso they meet the criteria for a ranked event
  - **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.

Target completion date of the actions is March/April 2017.

- **General Discussion on Tournament Dress Code**
  - TBNZ-run events will follow the dress code as stipulated in the TBNZ Rule Book.
    - The rationale for this is that these tournaments are used to select bowlers for National Representation which has the same dress code.
    - This will be monitored and reviewed as required.
  - For Centre run events:
    - Can follow TBNZ dress code **OR**
    - Can have a neat and tidy dress code and it will be outlined in their tournament rules what is acceptable.

Note: Centres will be requested to enforce the dress code

- **TBNZ Website**
  - A demonstration of the new TBNZ website was presented by Andrei Nicolas. Further suggestions were given to Andrei but overall the Board was pleased with what was presented.
  - Agreed to go live with the new website before the TBNZ office closes for the Christmas break as the members need to be informed what's going on.
  - All emails and domain transfers can be done in the New Year if not achievable before the Christmas break.
  - Future enhancement of the website will be outsourced through Andrei Nicolas' Reborn Web Development company. Ian Klein will provide the maintenance and support of the website. Other members of the management committee requiring access to the website will be set up as needed (e.g. Ranking, Media, Admin, Tournament).
  - The previous TBNZ websites (including the TBNZ Results/Shop and its functions) will be decommissioned once information is extracted.

- **Funding applications for the following:**
  - Medals and trophies for TBNZ-run events
  - New shirts for core members of the Tournament Committee (Tournament Manager, Ranking Officer, Tournament & Web Support, Finance Manager & Admin Manager)
  - Shirts for Coaches who are at least Bronze level

**Marion moved** that the funding application for the items listed above be made to Infinity Foundation. **Seconded by Keith. Carried**
  
- **TBNZ equipment**
  - TBNZ had purchased equipment in the past that is no longer used extensively or is becoming a burden to maintain.
  - The meeting agreed that a full inventory of the small items be done and the items can either be sold or donated to schools. **Keith moved** that the projector can be donated to a school. **Seconded by Marion. Carried**
  - TBNZ Oiling Machine – *(at this point Stephen Penney stepped out of the room)*
    - The intention for TBNZ to have its own machine was good, but what was not foreseen was how practical is it to maintain and move around the country if needed. The oiling machine had been leased to Pins Lincoln since TBNZ's inception in 2005.
    - The constitution was checked and there is nothing in there which defines how TBNZ should dispose of its assets. It was agreed that as long as there are no other implications that the oiling machine will be sold with Pins Lincoln offered first option to purchase.
      - Moved by Marion. Seconded by Keith. Carried.**
    - Next steps: Belle to get the oiling machine appraised and valued and check for any other conditions that may prevent us to move forward on this matter

*Stephen Penney returned to the meeting*

- **Communication with TBNZ Members**
  - The official source of information will be the TBNZ website and we must do our best to keep it up to date
  - The current "TBNZ Facebook public group" was set up by a bowler and was adopted by the management committee back in 2012/2013 as a communication tool but it is no longer serving its purpose. It is now becoming a forum for bowlers.
  - Should bowlers have any concerns/questions, they will be advised to use the feedback facility in the new TBNZ website.
  - Next steps:
    - To request assistance from a third party to set up an official TBNZ Sports Page for announcements managed by one or two TBNZ administrators and have Centre Managers as Editors so they can post on the page to advertise their tournaments and other activities related to the promotion of tenpin bowling. This new page will be linked to the new website.
    - The current TBNZ Facebook Public Group will be closed. Should bowlers want to continue with a discussion forum, a separate group (not managed by TBNZ) can be established by the bowlers with its own moderator

- **Request for affiliation to TBNZ**

- Email received from Preston Epplett from Hawkes Bay Tenpin Bowling Foundation about affiliation to TBNZ and proposed changes to the constitution to allow Trusts to be affiliated.
- Matters discussed:
  - TBNZ constitution affiliates Clubs only and not Trusts as Trusts don't have members. Clubs are required to have its members as TBNZ members
  - Even if the Trustees become TBNZ members, it is not clear how the Trustees can enforce that the beneficiaries of any activities they do are for bowlers who are TBNZ members for which the affiliation and support is extended to.
  - It was also noted that Hawkes Bay is not a Sponsor Centre and not all bowlers in their region are TBNZ members.
- Prepare a response to Preston and encourage further dialogue how this can be resolved.

- **TBNZ volunteer roles and responsibilities**

Though we are all volunteers, we are still technically TBNZ employees and it was agreed that all Job Descriptions will be reviewed and updated to include standard clauses on intellectual property, representing/speaking on behalf of TBNZ and sufficient notice for resignations to ensure continuity of service to its members.

**Moved by Stephen. Seconded by Keith. Carried**

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

**Certified as true record of meeting held on the 10<sup>th</sup> of December 2016**



**Keith Rankin**  
Current Chairperson