



MINUTES OF BOARD MEETING

Date	21 February 2016
Time	2:00pm
Place	Via Skype
Attendees	Marion Gunn, Keith Rankin, Belle Swain
Apologies	Fred Housham

1. Appointment of Chairperson

Keith remained as the Chairperson.

2. Minutes of the previous meeting

- The previous minutes were read and discussed. These were already noted as a true record as signed by Keith and subsequently published in 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 Financial Report prepared by Jim Robert for the period ending 31 December 2015 was tabled and reviewed.
- The Report will still be audited

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

5. CEO's Report

- Belle read out her report to the Board.

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

6. Key notes, decisions and/or actions from the CEO's Report

- Sponsor Centres

Progress report was provided and it was noted that there are still centres that Belle will need to have one-on-one sessions.

- Affiliated Clubs

Currency of affiliation were issued to the following active affiliated clubs as needed as Funding Organisations now require a current affiliation certificate from the national body:

- Wellington Tenpin Bowling Club (Bowlarama Newtown)
- Wellington Competitive Bowlers Association (North City Tenpin & Strike Entertainment)

- Waitakere City Go Bowling (Pins Lincoln)
- Rotorua Tenpin Bowling Club (Strikezone Rotorua)
- Manukau Tenpin Bowling Club (Manukau Superstrike)

Have not heard back from three areas who were interested in forming a club at end of 2015.

▪ National Training Squad

- The invitations for eligible athletes to the 2016 NTS were sent out two weeks ago together with the new NTS policy.
- The review of the NTS Policy was completed early this year and published early February 2016. However, there are some clauses in the policy which require amendments as they created contradicting statements across sections and also created an unfair situation for athletes. The affected paragraphs under Annual Requirements are shown below together with the proposed changes:

- b) ~~Must~~ **Encouraged to** support their region's/centre's team representative selection for either the Junior/Youth, Open or Seniors National Team Championship. For athletes who don't make the team or for athletes who resides in a region that that does not have a team ~~— must~~ **are encouraged to** make themselves available in the draft

~~There are no exemptions to the annual requirements.~~ Failure to meet the annual requirements **may** means that the athlete will have to re-qualify based on the Eligibility criteria.

Exemptions to any of the annual requirements will only be available in exceptional circumstances for those athletes who have extenuating circumstances such as, but not limited to, significant time competing overseas, injury or illness.

Applications for exemptions must be made as soon as practical when any of these events occur, and:

- **must be submitted in writing, with supporting evidence, to the CEO**
- **will be considered by the TBNZ CEO and the TBNZ Board**
- **all decisions made by the TBNZ Board will be final**

Belle moved that the proposed changes be accepted. Seconded by Keith. Motion carried.

▪ Proposed overseas tournaments for 2016

- Asian Zone Tournament (Qualifying Year) – Hong Kong
- Walter Rachuig – Australia
- Seniors Team Challenge – Australia
- Seniors Asian Zone Tournament – Korea
- Youth Team Challenge – Australia

Belle moved that the proposed overseas tournament be accepted. Seconded by Keith. Motion carried.

- Coaching capability at regional level
 - Meeting with Bianca Flanagan was held in Melbourne in January during Youth Team Challenge . Agreement in principle of what the direction of coaching in NZ so we have the capability to train our coaches locally.
 - Key notes:
 - We will be part of TBA’s contract with USBC. Given that we don’t have to negotiate a separate contract with USBC, TBA’s expectation is that TBNZ will contribute to the cost of the contract. From the exchange of emails you can see the ball park figure of their contract is around US\$2000 for two year for which they are seeking about 25% of that as our contribution.
 - The current TBA course fees are as follows:
 - Level 1 – AU\$75 (our cost to USBC – US\$40)
 - Bronze – AU\$350 (our cost to USBC – US\$85)
 - Silver – AU\$400 (our cost to USBC – US\$100)
 - So what occurred in the last few weeks:
 - Have arranged for 4 of our current USBC Silver coaches (AJ, Ivena, Craig, Jason) to be trained as presenters for the Bronze Course. AJ has done the Skype course and the other three will do theirs around mid-March.
 - An email was sent out to all coaches in our register as to what the plan is and they would have received a copy of this already.
 - 2016 is a transition year for coaches and we will give everyone a full year to change over to the USBC certification. This will also give TBNZ time to set up the coaching structure and education path for its coaches. Effective 01 April 2017 everyone should be on the USBC accreditation.
 - The following fee structure for coaches is also proposed:

Coaching Level	Rate per hour (1 on 1 session)	Group coaching per person per hour (3 – 5 athletes maximum)
USBC Silver	\$30 - \$50	\$25 per person
USBC Bronze	\$20 - \$35	\$20 per person
USBC Level 1	Up to \$20	\$15 per person
TBA Level 2 (incl HP1	\$25 - \$40	\$20 per person
TBA Level 1	Up to \$10	\$10 per person

Keith moved that the proposed approach and coaching fee structure be accepted.

Seconded by Marion. Motion carried.

- Next steps will be to gather input from the Silver coaches for the set up of the coaching structure and requirements and follow up on the schedule for the Bronze course.
- Funding application for medals & trophies
The funding application was lodged to Infinity Foundation on the 20th of February for medals and trophies for all our TBNZ-run events for 2016.
- Management Committee Structure (roles & responsibilities)
 - Review is in progress.
 - Key high level functions had been identified.
 - Focus is the separation of the front-facing from the back-end functions so there is no overlap in the responsibilities. This will remove the confusion as to who communicates externally to the members and the centres. Communication covers all media.
 - The target implementation date is the 1st of April 2016.

- A strawman was discussed and this will be presented to the Management Committee at the next meeting.
- TBNZ Rule Book Review
As a result of the new rules published by World Bowling effective 1st of January, Shorty Madeley reviewed the TBNZ Rule Book for alignment with the new set of rules.
- Dual role
Belle advised the Board that she is finding it hard and time consuming doing the dual role of CEO and National Squad Manager. These two roles are taking up about 15 – 20 hours a week. This is not sustainable given that she still works full time and have her own bowling to look after.
- Other items in the pipeline:
 - Review of all TBNZ policies for its currency and templates used
 - Website redevelopment
 - Succession planning

7. Date of next meeting – weekend of the Senior Nationals (22nd – 25th April) at Palmerston North (details to be finalised)

8. Meeting closed at 5:20pm

Certified true record of minutes held on the 21st of February 2016



Keith Rankin
Current Chairperson