



## MINUTES OF THE BOARD MEETING

<b>Date</b>	24 April 2016
<b>Time</b>	12nn
<b>Place</b>	Gateway Motel, Palmerston North
<b>Attendees</b>	Marion Gunn, Keith Rankin, Belle Swain
<b>Apologies</b>	Fred Housham

### 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 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 was not yet available for the period ending 30 April. Once this is available, this will be sent to the Board for review prior to this being published in the TBNZ website as part of the information pack for the AGM

### 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

- Reliance on the webmaster's time to support upload of squad listings, special messages and results for centre-run tournaments to the TBNZ website
  - A facility will be developed so that authorised centre staff can upload information direct to the TBNZ website specific for their tournament
  - This will be tested in one or two centre-run tournaments before the facility becoming part of the standard service to the centres
- Date and time for AGM
  - Looking at holding the AGM on Friday 3<sup>rd</sup> of June
  - This will have to be at 8:30pm as the last squad for the day ends at around 8pm

- We cannot use the upstairs room at North City due to current renovations going on, so Belle has investigated the function room at the Porirua Club and this will cost \$150 to hire the place
- After discussions, it was agreed to book the function room at the Porirua Club from 7:30pm to allow for set up time  
Belle **moved** that the cost for the hire of the function room (\$150) be approved  
**Seconded** by Marion
- We have two centres in the pipeline becoming Sponsor Centres:
  - Extreme Entertainment Wairau
  - Extreme Entertainment Botany
  - The paper work is now with Dion Leslie who is acting as the representative for both centres. Shorty is liaising with the centres for the lane inspections
- National Squad Manager
  - Terry Mustchin is the new National Squad Manager
  - Belle has completed her hand-over to Terry
- Review of Job Descriptions
  - This task is now complete
  - We are now reviewing all the emails used by everyone for their respective TBNZ functions so this can be rationalised. Once completed, communication will be prepared for the centres and the members with focus on “who to contact” for each area to hopefully help with our communication with the centres and the members
  - The following roles are required to be filled:
    - Back-up OR second Webmaster
    - Tournament Coordinator
    - Club Liaison Officer – Note that Donna is currently the caretaker of this role but due to other priorities will not be in a position to continue with the role. However, she advised that she will support where she can whoever will take on this role
- Coaching capability
  - We are still waiting on TBA for us to move this forward
- Review of remaining policies
  - This has been noted as an action during the Management Committee meeting as some of our policies were last reviewed in 2008
  - There is a need to ensure that the policies align with the aims of the constitution
  - This task will be led by Roger, Josie and Annabelle
  - Once completed, this will be presented to the Board for review and ratification

## 7. Meeting closed at 2:06pm

Certified true record of minutes held on the 24<sup>th</sup> of April 2016



Keith Rankin  
Current Chairperson