



## Minutes of TBNZ Management Team Meeting

- Date/Time** : 04 November 2017, 10:15am
- Place** : Pins Lincoln, Henderson
- Attendees** : Jim Roberts, Donna Fletcher, Shorty Madeley,  
Pete Richardson, Belle Swain
- Apologies** : Josie Adams

This is the management team meeting and update on activities from the Auckland-based volunteers

### 1. WELCOME

### 2. FINANCE

- The bank balance as at 31 October 2017 was \$42,684 comprising of:
  - Current Account \$ 1,952
  - Squad Trust Account \$ 5,843
  - Online Saver Account \$34,889
- Debtors:
  - Total at 31 October 2017 was \$290 which was 31-60 days
- Tournaments:
  - Junior/Youth Nationals  
Provisional figures show this tournament with a loss of \$638 before taking into account grant funding of \$1,138 for medals/trophies.
  - NYTC  
Provisional figures show this tournament with a loss of \$824 before taking into account grant funding of \$324 for medals/trophies. This is partly due to the high number of 50/100 game plaques required this year 22 at a total cost of \$1,075.
- Payments:  
The list of approved payments from July to October is attached (Appendix 1)

**Jim moved** that his report be accepted. **Seconded by Shorty** **Carried**

- Reporting requirements prepared for the November Board Meeting:
  - Financial Statement for end of September 2017
  - Draft budget for 2018 (with Tournaments separate)

- With Jim stepping down as Finance Manager at the end of the year, Belle and Jim agreed that the following activities will be completed to close off 2017 as part of the hand-over to 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
  - Arrange the audit of accounts
- Any financial recording/payment required from January 2018 will have to be fulfilled by the new Finance Manager.

### 3. MEMBERSHIP

- Total number of members as at 31 Oct 2017 is 1735
  - 48% Seniors/Grand Seniors
  - 41% Adults
  - 11% Junior/Youth
- There are still some bowlers paying membership as late as the last quarter to do one tournament.
- From an administration perspective and to align with the lane sanctioning dates, it was agreed that membership fee received from the mid-October will be membership fee up to 31 December of the following year instead of reduced amount to end of current year. This business rule will take effect from 2018.  
**Action agreed:** Belle to present to the Board the team's proposal.

### 4. GENERAL ADMINISTRATION

- With Josie stepping down at the end of the year and Belle focusing on hand-over activities, Belle will advise the Board that the following activities will have to be initiated by the incoming Administration Manager and CEO:
  - 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

### 5. TECHNICAL ADMINISTRATION

- Shorty advised that the notice reminder for the lane sanctioning for 2018 was sent out to the centres and only three responded to date: Newtown, Kapiti and Pins Lincoln.
- Shorty noted that if the centre is not sanctioned means that tournaments run in the centre cannot be ranked.  
**Action:** Send a follow up email to the centres
- Peter Kelly and Shorty Madeley are stepping down in their role as Lane Inspectors at end of year.
- The Inspector's Course should still be run and a maximum of 10 for a weekend course. The current issue is the time and confirmation of attendees.  
**Action:** Belle to work with Shorty on the costings, then advertise for next year. Will only proceed if we get the numbers required.

## 6. TOURNAMENTS

- By now the other tournaments since last reporting is complete:
  - National Senior Team Championships – very good numbers with 10 men’s and 9 ladies’ teams
  - Junior/Youth Nationals – very successful with 60 bowlers participating.
  - National Youth Team Championships – 8 teams and it was down to the last game to determine the winner.
- The 2018 NTC rules document has been updated and will be published in the asap so regions/centres can start their preparations for the tournament.
- Pete has gathered the dates for the centre-run events for 2018. Though some still need to be confirmed, the 2018 Tournament Calendar will be loaded to the TBNZ website as soon as possible

	<b>Cert #</b>	<b>Tournament Name</b>	<b>Venue</b>	<b>Dates</b>	<b>Notes</b>
1		Tauranga Classic	Tenpin Tauranga	9-11 February	
2		Wellington Open	North City Tenpin	23-25 February	
3		Manukau Open	Manukau Superstrike	9-11 March	
4		Tauranga Senior Cup	Tenpin Tauranga	17-18 March	
5	1802	TBNZ National Teams Champs	Tenpin Tauranga	29 March - 1 April	
6		Kapiti Classic & Senior Shield	Kapiti Tenpin	13-15 April	
7		TBNZ Senior Nationals	Pins Lincoln	3-6 May	
8		Auckland Classic	Pins Lincoln	19-20 May	
9	1801	TBNZ Open Nationals	Manukau Superstrike	1-4 June	
10		Hutt Valley Open	Strike Lower Hutt	16-17 June	
11		North City Seniors Cup	North City Tenpin	23-24 June	
12		Coke Classic	Bowlarama Newtown	6-8 July	TBC
13	N/R	Strike High Roller	Strike Lower Hutt	4-5 August	
14		Wellington Senior Classic	Bowlarama Newtown	28-29 July	TBC
15		Manukau Senior Cup	Manukau Superstrike	11-12 August	
16		World Cup Qualifying	Pins Lincoln	24-26 August	
17	1806	TBNZ Senior Teams	Manukau Superstrike	7-9 September	
18	N/R	Strike Championships	Strike Lower Hutt	15-16 September	
19		Kegel Classic	North City Tenpin	21-23 September	
20	1804	TBNZ Junior/Youth Nationals	Hastings	1-3 October	
21	1805	TBNZ National Youth Teams	Hastings	4-6 October	
22		Madeley Senior Cup	Pins Lincoln	3-4 November	
23		Manawatu Cup	Bowlarama Palmerston North	10-11 November	TBC
24		Canterbury Open	AMF Garden City	16-18 November	TBC
25		Lincoln Cash Grab Challenge	Pins Lincoln	24 <sup>th</sup> November	
26		Waitakere Masters	Pins Lincoln	30 Nov - 2 Dec	

## 7. GENERAL DISCUSSION

- With Jim, Josie and Belle stepping down from their respective roles at the end of the year, there are things that require to be handed over to the Board or things requiring immediate action:
  - Handover printer, laptop, manuals, TBNZ pins, etc
  - Change of address for TBNZ office in the Companies Office, in all membership forms and document rules for TBNZ-run events, website, Facebook page
  - Email redirections
- Belle advised that there are various policy changes and proposals to be tabled at the next Board Meeting and encourage the management team to provide any other matters they wish to be included in her report to the Board.

Meeting closed at 12:15pm

CERTIFIED TRUE RECORD:



---

Annabelle Swain,  
CEO

**APPENDIX 1 (JULY – OCTOBER 2017 APPROVED PAYMENTS)**

TBNZ Cheque, DD & TT Payments  
July 2017

Date	Payee	Amount	Reason
<b>Main Account</b>			
DD	5/07/2017 C Rota	300.00	NTC prize money Manukau Meteors
DD	24/07/2017 Inland Revenue	1,028.36	GST March to June
DD	24/07/2017 A Heald	218.00	Reimbursement air fare for board meeting
		1,546.36	
<b>02 Account</b>			
T/T	13/07/2017 World Bowling	4,407.62	Entry fees World Senior Championships
DD	22/07/2017 Consigny Branding Shop	2,836.48	Shirts for World Senior Championships
DD	31/07/2017 Westpac Bank	50.00	T/T Fees
		7,294.10	

Signed \_\_\_\_\_  
CEO

TBNZ Cheque, DD & TT Payments  
August 2017

Date	Payee	Amount	Reason
<b>Main Account</b>			
Draft	11/08/2017 USBC Bowling Store	3,592.25	Lane measuring equipment
DD	14/08/2017 Graphix Explosion	87.40	Printing membership cards
DD	14/08/2017 J Roberts	72.99	Postage & Stationery
T/T	17/08/2017 Tenpin Bowling Australia	233.41	Coaching fees
DD	28/08/2017 Pins Lincoln	8,022.40	Lane hire BWG qualifying tournament
DD	28/08/2017 Graphix Explosion	87.40	Printing membership cards
DD	30/08/2017 UPS Filway	565.26	GST and Customs fees on Lane measuring equipment
DD	31/08/2017 Company Branding Shop	1,830.57	Shirts for Coaches/Committee members
		14,491.68	

Signed \_\_\_\_\_  
CEO

TBNZ Cheque, DD & TT Payments  
September 2017

Date	Payee	Amount	Reason
<b>Main Account</b>			
DD	5/09/2017 Papatoe Cosmopolitan Club	3,194.50	50th Anniversary Function
DD	15/09/2017 Manukau Super Strike	10,378.00	Lane hire NSTC
DD	18/09/2017 A Swain	310.50	50th Anniversary Function additional attendees
DD	19/09/2017 D Fletcher	141.30	Reimburse purchase of balloons for 50th Anniversary Function
DD	22/09/2017 Cosgrave Awards	1,912.74	Medals/Trophies for NSTC
		15,936.04	
<b>02 Account</b>			
T/T	20/09/2017 Quest Apartments	13,590.43	Accommodation balance Rachuig Team
DD	22/09/2017 Company Branding Shop	740.03	Shirts for Aus Senior team
DD	22/09/2017 B Hunt	130.00	Refund Rachuig deposit
DD	22/09/2017 S Howell	390.00	Refund Rachuig payments
		14,850.46	

Signed \_\_\_\_\_  
CEO

TBNZ Cheque, DD & TT Payments  
October 2017

Date	Payee	Amount	Reason
<b>Main Account</b>			
DD	6/10/2017 K Rankin	719.00	Reimburse airfare board meeting
DD	6/10/2017 MD Caterers	2,968.00	Catering for 50th Anniversary function
DD	6/10/2017 A Heald	238.00	Reimburse airfare board meeting
DD	6/10/2017 Cosgrave Awards	1,237.17	50/100 Game Plaques for NYTC
DD	6/10/2017 Cosgrave Awards	2,036.77	Medals/Trophies for Junior Nationals/NYTC
DD	10/10/2017 A Swain	248.00	Reimburse airfare board meeting
DD	10/10/2017 North City Tenpin	10,410.00	Balance of lane fees for Junior Nationals/NYTC
DD	20/10/2017 I Klein	243.00	Reimburse for toner cartridge
DD	20/10/2017 J Adams	495.74	Reimburse travel/accommodation expenses Junior Nationals
DD	30/10/2017 P Richardson	230.00	Reimburse petrol expenses NSTC and Junior Nationals
DD	30/10/2017 Spinnaker Motel	805.00	Accommodation P Richardson Junior Nationals/NYTC
		19,630.68	
<b>02 Account</b>			
DD	6/10/2017 F Housham	550.00	Rental car re Aus Senior trip
DD	6/10/2017 D Adshhead	550.00	Rental car re Aus Senior trip
T/T	6/10/2017 Tenpin Bowling Australia	6,310.54	Entry fees Senior Challenge & Walter Rachuig tournaments
DD	9/10/2017 T Mustchin	8,245.80	Balance of funds for Aus Senior to cover accommodation etc.
DD	10/10/2017 Company Branding Shop	1,412.78	Shirts for Rachuig teams
		17,069.12	

Signed \_\_\_\_\_  
CEO