



## Minutes of TBNZ Management Team Meeting

Date/Time: 11 March 2017 at 7.30pm

Attendees: Annabelle Swain (Chair), Roger Tucker, Tim Swain, Jim Roberts, Donna Fletcher and Josie Adams

Apologies: Terry Mustchin, Pete Richardson, Shorty Madeley, Ivena Heald and Ian Klein

### 1. WELCOME

### 2. MINUTES OF THE PREVIOUS MEETING

The Minutes of the last full meeting have already been accepted and posted on the website.

### 3. MATTERS ARISING FROM THE PREVIOUS MEETING MINUTES

There were no matters arising.

### 4. GENERAL CORRESPONDENCE

Inwards:

- Email from HKTBC on 9 February attaching an updated ABF Calendar
- Invitation to tournament in Panama – Annual Black Friday tournament
- Emails from Hastings, Tauranga and Kapiti regarding membership data
- Notification for World Cup

Outwards:

- Return emails to various centres as above re membership data – asking for details of centre contact
- Various emails to direct members confirming renewal and advising membership numbers
- Response to the proposed Players Association
- Certification of affiliation for WCBA

## 5. FINANCIAL REPORT (including approvals and funding applications, where required)

### a) BANK BALANCES

The total bank balance was \$38,316 as at 28 February 2017 consisting of:-

Current Account \$1,308  
Squad Trust Account \$0  
Online Saver Account \$37,008

### b) DEBTORS

Total at 28 February 2017 was \$1,692 of which \$657 is current and \$1,035 31-60 days.

### c) SPONSOR CENTRES

Total of 13 centres - 1 has paid full year fee, 7 have paid the first instalment and 1 has been invoiced full fee and 2 the first instalment but not yet paid. In addition, fees for the two Xtreme centres were carried over from last year.

### d) TOURNAMENTS

NTC - No change from the position in last month's report still only one payment received the deposit from Masterton. Also, received membership applications online for 5 Masterton bowlers

Deadline for full payment of entry fees is 31 March.

Senior Nationals - At 28th February there were 67 bowlers registered with part/full entries total \$8,235 in entry fees of which \$3,820 was outstanding.

### e) PAYMENTS

The list of payments for February 2017 is attached. Proposed by Jim Roberts that this report be accepted. Seconded: Tim Swain

Discussed need for further lane measurement technical equipment as required by Technical Administrator Shorty Madeley. (Refer to Shorty's Report)

**Motion** put forward by Annabelle Swain: Quotes to be obtained by Technical Administrator from specialist sources and we should apply for funding to obtain this equipment.

Seconded: Jim Roberts PASSED

Administrative equipment (e.g. laptop) to support work within the management were also discussed. A couple of actions from this discussion:

- Belle to check if the previous CEO laptop can be used.
  
- **Motion** put forward by Josie Adams: We should investigate the most appropriate funding source and apply for funding for the required administrative equipment if needed.  
Seconded: Jim Roberts

## **6. TOURNAMENT MANAGER'S REPORT (Pete Richardson)**

### **NTC:**

12 teams now with Tauranga withdrawing this week. As Pete is bowling in the Tournament, he will not be part of the tournament committee. The tournament committee will be:

- Steve Pelling (Tournament Director) with support from Shorty Madeley
- Tim Swain
- Ian Klein

### **Senior Nationals:**

Entries are excellent up 18% so far with over 300 entries received so far with a month still to go. With only a few singles, doubles, and team spots available from the tournament being completely full.

### **Open Nationals:**

Entry Form & Rules are now online from last Wednesday, received the first entry on Thursday. I expect entries to dribble in over the next couple of months.

### **NSTC and NYTC:**

These documents will be reviewed over the next couple of weeks, to be available by early April.

### **General tidy up of information:**

I will also be doing a review of the ages of Juniors and Youth to ensure they are in the correct listings for the Rankings and this will be provided to Tim.

## **7. TECHNICAL ADMINISTRATOR'S REPORT (Shorty Madeley)**

Centres already sanctioned as at meeting date:

1. Garden City AMF Christchurch Sanctioned 14<sup>th</sup> Oct 2016 Sanctioned No12-2016
2. North City Porirua
3. Kapiti
4. Bowlarama Wellington
5. Manukau
6. Strike Lower Hutt
7. Palmerston North
8. Pins Lincoln
9. Tenpin Tauranga
10. Strike Zone Rotorua

Centres not yet sanctioned as of the 2nd March are as follows:

1. Invercargill
2. Dunedin
3. Xtreme Botany
4. Xtreme Wairau
5. Hastings (waiting for installers scheduled in May 2017)

It has been a difficult time for me, with having major hip and knee replacements, to carry out the inspections, do paper checks and issue of lane Certificates. It all takes time with correcting any mistakes, contacting Inspector concerned regarding re-checking and adjusting paperwork before issue of Certificate.

My thanks to all Inspectors for a great job well done:

- Albert Saw in Wellington who made adjustments with his businesses to carry out inspections of the following centres: Bowlarama Wellington, Kapiti, Strike Lower Hutt and Palmerston North.
- Errol Pedersen and Ron Morgan: inspections of Tauranga and Rotorua.
- Harry Foster: inspection at North City Porirua.
- Mike Lomas: inspection at AMF Garden City Christchurch.
- Bert Cook: inspections when they ready at Dunedin and Invercargill
- Peter Kelly and myself: inspections of Manukau and Pins Lincoln.

As for the two centres in the South Island, we are still waiting for instructions from them but will keep an eye on the scheduled ranked tournaments so I can pursue them.

I am making a request to have another lane measuring set purchased so that we have spare for when one (1) is required outside those that are in areas that have them.

- Currently Tauranga have a set, which they own, and is used to sanction Tauranga and Rotorua.
- One (1) set in Wellington (TBNZ) for the sanction of five (5) centres used by two (2) inspectors.
- One (1) set Dunedin, (possibly own by TBNZ but not sure) for sanction two (2) centres.
- One (1) set Christchurch which they own.
- Currently Xtreme have a set, which they own, to sanction two (2) centres in Auckland.
- One (1) set Lane administrator (TBNZ) for two (2) centres. Also, to be used to inspect other centres as required.

A new set which would be held by Lane Administrator and issued to Inspectors as required if no set available at time in their area.

Cost is approximately NZ\$2,509.07 which includes freight, insurance, customs.

The total above is what was paid for the last one in July 2011.

As this is only a draft application, it is requested that application be made after we have quotes for funding.

**(This was discussed earlier in the meeting and the necessary Motion is in place.)**

## **8. RANKING & STATS OFFICER'S REPORT (Tim Swain)**

- Ranking for the period ending February now published in the TBNZ website
- Working on the scoring facility for the NTC and the Senior Nationals
- We will need to find out who can help from the centres with scoring when we are all bowling:
  - Roger suggested to talk with Rob Pollock for the Senior Nationals as what we want is to have the volunteers from the clubs of the centres involved in the process. Belle to talk with Rob about this.
  - Tim will also have a chat with other bowlers from Kapiti if they can help.

## **9. SQUAD MANAGER'S REPORT (Terry Mustchin)**

Terry reported that everything is under control. He has sent a reminder to the Youth bowlers in the National Training Squad about the Code of Conduct after an incident was reported during the Wellington Open.

## **10. CLUB LIAISON OFFICER (Donna Fletcher)**

Will be contacting Affiliated Organisations and obtain updates on the names of officers and other information. Also, have been providing information to some bowlers who are considering forming clubs in their region.

## 11. GENERAL BUSINESS

- Joel Crack has been co-opted as a Board Member up to the AGM this year.
- Celebration of the 50 years anniversary of Tenpin Bowling in NZ of will go ahead:
  - Donna to help with checking out likely venues available in Manukau area.
  - Discussions with Superstrike Manukau on their possible involvement.
  - The 9<sup>th</sup> of September set as date for the Anniversary function.
  - Continuing to seek out likely attendees and finding suitable items for display.
  - Discussing possibilities of having the foundation bowlers being involved in presenting medals at Seniors Teams Tournament on the same weekend.
- Belle advised that her exchange of emails with Preston Epplert (President of the 55+ group) was very encouraging
- Ensure that medals are ordered early for NTC and the Senior Nationals
  - Request Pete to send the medals to Steve Pelling for the NTC one week prior so these can be checked for completeness.
  - Pete to check the medals for Senior Nationals and bring them down to Wellington.
- Need to look at TBNZ Rewards as a service rather than by application

**Meeting closed at 9pm.**

CERTIFIED TRUE RECORD:

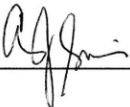
A handwritten signature in black ink, appearing to read 'A Swain', is centered on a light gray rectangular background.

---

Annabelle Swain, CEO


TBNZ Cheque, DD & TT Payments  
February 2017

	Date	Payee	Amount	Reason
Main Account				
DD	17/02/2017	Internet Services Group	17.25	Web hosting monthly fee
DD	17/02/2017	J Roberts	183.89	Stationery, postage & courier
DD	17/02/2017	Tenpin Bowling Australia	738.59	Bronze & Level 1 coaching fees
DD	21/02/2017	D Ellis	92.80	Reimburse lane fees coaching course
DD	28/02/2017	I Heald	350.00	Coaching course presenter fee
			1,382.53	

Signed \_\_\_\_\_ 11/03/2017  
CEO 

TBNZ Cheque, DD & TT Payments  
January 2017

	Date	Payee	Amount	Reason
Main Account				
DD	9/01/2017	I Heald	125.00	Airfare coaching course Christchurch
DD	9/01/2017	Inland Revenue	41.11	GST
DD	18/01/2017	Internet Services Group	17.25	Web hosting monthly fee
DD	18/01/2017	Wellington Indoor Sports	150.00	Lane hire coaching course Bowlarama Newtown
DD	27/01/2017	I Heald	350.00	Coaching course presenter fee
			683.36	

Signed  11/03/2017  
\_\_\_\_\_  
CEO