



Minutes of TBNZ Management Team Meeting

Date/Time: 24 September 2016 at 5.15pm

Attendees: Annabelle Swain (Chair), Pete Richardson, Donna Fletcher, Jim Roberts, David Davies, Shorty Madeley and Josie Adams

Apologies: Terry Mustchin, Tim Swain

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

Amendment to the absentees – Shorty was at the meeting however was shown in both attendees and absentees. Please note correction.

4. GENERAL CORRESPONDENCE

- 4.1. Outwards: notification on Lane Certification Policy sent out by Technical Administrator to all Sponsor Centres and also Hastings.
- 4.2. Inwards: Invitation to the Open Bowling Tournament Black Friday Panama 2016.
- 4.3. Letter from Swiss Bowling (via World Bowling) – Sport President advising that a member had been suspended for several reasons.
- 4.4. Invitations for Youth tournaments overseas – Milo and Junior Presidents Shield.

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

5.1. BANK BALANCES

The total bank balance was \$67,244 as at 31 August 2016 consisting of:

- Current Account \$1,555
- Squad Trust Account \$20,875
- Online Saver Account \$44,814

Squad Trust Account funds are from the teams travelling to Hong Kong and Australia.

The Online Saver Account includes \$4,020 in unused grants and \$16,960 in future tournament income.

5.2. DEBTORS

Total at 31 August 2016 was \$3,838 which was all current.

5.3. TOURNAMENTS

NSTC - Counties/Manukau outstanding at 31st August but is being paid first week of September.

NYTC - as at 31st August Canterbury paid.

5.4. PAYMENTS

The list of payments for August 2016 is attached.

Jim moved for his report and list of payments be accepted. Seconded by Shorty

6. TOURNAMENT MANAGER'S REPORT

Now that the National Seniors Team Champs (NSTC) is concluded, the focus is now on the Junior/Youth Nationals and the NYTC.

180 entries by 65 bowlers for the Junior/Youth Nationals. Finance Manager queried the differences in the quotes and invoices from Cosgraves. The explanation was a difference in the number of medals required and more trophies.

7. TECHNICAL ADMINISTRATOR'S REPORT

Sanctioning letter has been sent to all centres re sanction 2017. Nil returns yet.

AMF Garden City Christchurch has requested sanctioning for the Canterbury Open in November 2016. Have sent email to them and to Mike Lomas Lane Inspector to contact centre.

Sanctioning starts as of 1st October 2016 if all goes well they will be sanctioned through to December 2017.

There are 'pick up tapes' in storage which were stocked for the Commonwealth Champs and we need to decide what to do with them.

8. SQUAD MANAGER'S REPORT

New Shirts

- Discussion with Mark and Stephen re shirts/sponsorship, request to Jim to invoice for their contribution to Hong Kong Shirts
- Original order highlighted that the change in shirt style had an impact to sizing, urgent subsequent order completed to enable HK team to use
- Feedback from Mark in HK is that the team '*Love the Shirts*' (maybe a little long for the shorter members)
- Roger is having discussion with supplier before we place order for Rachuig, Korea and World Cup

Adult Asian Zone – Hong Kong

- Team presently in HK. All ok so far, only issue was that there was no one to meet Zane at the airport
- Invoice for shirt payment to Jim
- Budget finalised and sent to Jim to disburse remaining funds
- Marks airfare netted against his accommodation (as he chose to have separate room) and balance to Rachuig account

Adult Rachuig - Sydney

- Accommodation rebooked at Meriton Apartments Parramatta due to change in rates
- Shirt order being collated ready for placement
- Request for funds to be deposited by members into TBNZ a/c
- Request for transfer of funds to pay accommodation will be sent to Jim beginning October
- Invoice for entry fee received and sent to Jim for Payment
- Entries submitted for All Events

Senior Team Challenge - Sydney

- Accommodation rebooked at Meriton Apartments Parramatta due to change in rates
- Shirt order being collated ready for placement
- Request for funds to be deposited by members into TBNZ a/c
- Rental cars booked
- Request for transfer of funds to pay accommodation will be sent to Jim beginning October
- Invoice for entry fee received and sent to Jim for Payment
- Entries submitted for All Events

Senior Asian Zone - Korea

- Richard Holdaway invited and accepted position in team, this now completes the team
- Accommodation booked
- Invoice received for Accommodation and entry fees, sent to Jim to pay
- Request for funds to be deposited by members into TBNZ a/c
- Shirt order being collated ready for placement

Youth – Australian Nationals Youth Cup (Jan. 2017)

- Details just received from TBA, Expression of Interest will be sent to bowlers next week

9. GENERAL BUSINESS

- Coaching
 - There were 7 attendees for the Bronze Course held at Pins Lincoln
 - It was noted that Josie Adams already passed her Bronze Assessment.
 - We have a good response for the Level 1 that was advertised
- Belle advised that she is now in discussion with a person who is looking at improvements to the TBNZ website. Once this is ready, this will be shown to all and discuss what needs to be done to move this forward. This will also be reported to the Board.

There being no other business the meeting closed at 6.00pm

Next meeting: Madeley Cup weekend at Pins Lincoln around 5pm

CERTIFIED TRUE RECORD:




Annabelle Swain, CEO

TBNZ Cheque, DD & TT Payments
August 2016

| | Date | Payee | Amount | Reason |
|---------------|------------|-----------------|----------|--|
| Main Account | | | | |
| DD | 15/08/2016 | Cosgrave Awards | 192.40 | Engraving name plates and plaques |
| DD | 15/08/2016 | I Heald | 150.00 | Reimburse airfare re coaching course |
| DD | 15/08/2016 | S Madeley | 32.69 | Reimburse phone calls |
| DD | 15/08/2016 | S Sayaham | 35.00 | Refund overpaid Open Nationals entry fee |
| DD | 19/08/2016 | Pins Lincoln | 8,022.40 | Linage for BWC Qualifier |
| DD | 26/08/2016 | P Richardson | 178.00 | Airfare NSTC Lower Hutt |
| DD | 26/08/2016 | T Sullings | 37.00 | Reimburse postage costs |
| | | | 8,647.49 | |
| Squad Account | | | | |
| DD | 15/08/2016 | T Mustchin | 850.00 | Reimburse hotel deposit Asian Zone Hong Kong |

Signed

CEO

 24/09/2016