



## Minutes of TBNZ Management Team Meeting

**Date/Time:** 30 July 2016 at 5.10pm

**Attendees:** Annabelle Swain (Chair), Donna Fletcher, Jim Roberts, David Davies, Roger Tucker, Terry Mustchin, Tim Swain and Josie Adams

**Apologies:** Pete Richardson, Shorty Madeley and Ivena Heald

### 1. WELCOME

### 2. MINUTES OF THE PREVIOUS MEETING

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

**MOVED:** Roger Tucker

**SECONDED:** Terry Mustchin      **CARRIED**

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

There were no matters arising.

### 4. GENERAL CORRESPONDENCE

- Contract with TBA/USBC
- Lynn Clay, Commonwealth Tenpin Bowling Association
- Tenpin Bowling Australia – notifications of successful Bronze Course pass by Chris Haynes, Albert Saw, Roger Tucker and Ricco Panapasa
- Email to coaches in Christchurch forwarding a request for coaching by father of an intellectually handicapped bowler

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

#### 5.1. BANK BALANCES

The total bank balance was \$39,497 as at 30 June 2016 consisting of:

Current Account	\$ 3,718
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Online Saver Account	\$35,779
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These funds include \$10,996 in unused grants.

#### 5.2. DEBTORS

Total at 30 June 2016 is \$3,232 which is all current.

### 5.3. SPONSOR CENTRES

Payment in full was received for both Xtreme bowling centres bringing the total number of sponsor centres to 13. Invoices for third instalment have been sent to those centres paying their fee by instalment and make up most of the above debtor total.

### 5.4. TOURNAMENTS

The final balances for the three tournaments held so far are:

- National Teams Championships - Surplus \$411 (inc grant funding \$560)
- Senior National Championships - Surplus \$1,480 (inc grant funding \$1,115)
- Open National Championships - Surplus \$1,887 (inc grant funding \$929)

The grant funding was received from Infinity Foundation towards medals & trophies.

### 5.5. PAYMENTS

Jim Roberts **MOVED** that the report be accepted and the payments for the April – June 2016 period be approved.

**SECONDED:** David Davies                      **CARRIED**

## 6. SPONSOR CENTRES AND MEMBERSHIP

Membership as at 30 July 2016 is 1375. This is made up as follows:

Juniors	85	Seniors	361
Youth	56	Grand Seniors	368
Adults	499	Deaf	10
Special Olympians	128		

Still awaiting signed copies of Sponsor Agreements from Kapiti Tenpin. Signed Sponsor Agreements received from Xtreme Botany and Xtreme Wairau. Xtreme Wairau not yet ready for lane certification inspection.

## 7. TOURNAMENT MANAGER'S REPORT

Junior/Youth Nationals - Currently working on the Entry Form, targeting to have it out by the end of next week.

NYTC - 8 teams have confirmed for the tournament with Manukau, Waitakere x2, Westgate, Kapiti, Wellington, North City, Canterbury all entered. Working on allocating the draftees to teams that require players. I have brought this date forward to enable bowlers & teams enough time to finalise details.

NSTC - teams that have confirmed for this event are Manukau x2, Kapiti (men only), North City x2, Wellington, Lower Hutt x2, plus an extra Mens team. Still waiting on confirmation on whether Tauranga is entering at all.

The entry form for the Auckland Classic has been uploaded, along with lane patterns for the World Cup as well. Information on the new tournament of the Wellington Championship is now available in the TBNZ website.

## **8. SQUAD MANAGER'S REPORT**

### **8.1. New National Team Shirts**

- Draft was designed by Chrissy Saw
- Met with Kapinua for the designs and the 3D images now received pending finalisation
- Discussion with Mark and Stephen re: shirts/sponsorship
- Will order the shirts batches for each team

### **8.2. Adult Asian Zone – Hong Kong**

- Intention to participate updated and acknowledged
- Entry form will be submitted prior to 1 August deadline
- All flights have been booked
- Deposits paid by team members to the TBNZ Squad Account (with 2 paid in full)
- Lane patterns for the tournament sent to Mark Stretton

### **8.3. Adult Walter Rachuig - Sydney**

- Accommodation booked at Meriton Apartments Parramatta
- Lane patterns sent to Mark Stretton and Stephen Penney
- Budget sent to Stephen

### **8.4. Senior Team Challenge - Sydney**

- Accommodation booked at Meriton Apartments Parramatta
- Budget completed

### **8.5. Senior Asian Zone - Korea**

- Intention to participate submitted and acknowledged
- Awaiting confirmation of 4th male player

### **8.6. Youth – Australian Nationals Youth Cup (Jan. 2017)**

- Expression of Interest will be sent to bowlers in the next couple of weeks

## **9. WEBMASTER'S REPORT**

- Facility for centres to upload tournament information and results direct to TBNZ website is now fully operational, and rolled out to the following centres: Kapiti Tenpin, North City Tenpin, Strike Lower Hutt, Bowlarama Newtown, Pins Lincoln, Superstrike Manukau.
- Feedback has generally been positive. Further improvements can be made in user-friendliness and general layout, but functionality is in place.
- Waiting on further updates/instructions from the CEO/Board before continuing development of new TBNZ website.

## **10. MEDIA OFFICER'S REPORT**

Working Groups regarding Policy Review, Education and Pathways for Bowlers and Membership have met this past month. All submissions have been thoroughly discussed by the group. Further meetings and/or discussions will be held as required and update to documents will follow.

## **11. TECHNICAL ADMINISTRATOR'S REPORT**

Wairau inspection has not happened yet as they have work to be completed before inspection. As Arron King has not, at the present time, completed the required number of lane inspection he will do measurements and I will be his scribe to insure all is correct.

On the 1st September 2016 I will be sending reminders to centres re Lane inspection for 2017. These can start on the 1st October 2016. I will not be available for any TBNZ matters from the 26th July to the 20th August. Further to my report AMF Garden City Christchurch inspection is now on hold will report when further news available.

## **12. EDUCATION OFFICER'S REPORT (Update on my meeting with TBNZ CEO 24 July 2016)**

### **12.1.TBNZ Bronze Coaching Course – September 2016**

- USBC Bronze Level Course confirmed 17th 18th September 2016 and the flyer and call to action has been sent out to the Coaches.
- I have now booked my flight and the Invoice sent to the TBNZ Finance Manager
- Waiting on Power Point Update to TBNZ
- Some external Information shall also be presented as discussed with the CEO – it will be an addition of further information pertaining to the Bronze Course but not USBC Specific.

### **12.2.TBNZ Website: Coaches & Officials**

- Now that we have completed and signed the Agreement with TBA I have agreed in full with the CEO that we adopt the same Layout and some of the wording as TBA has on their website.
- All Coaches from now on will be encouraged to keep an accounting of their coaching.
- There may be TBNZ Specific Training for Coaches and these may be rolled out at times that are appropriate and as administered by TBNZ.

### **12.3.Future New TBNZ Coaches**

- In order to grow our Sport at the grassroots level, we need to look at every avenue to encourage new Level 1 Coaches. The CEO has suggested to me the following in which I agree with, which I believe should be implemented immediately - *“That the affiliated clubs be approached to work with the centre management to seek funding to have the employees of the Centre to do the Level 1 USBC Course as they are the ones who are interacting with the customers and they can be in a better position to provide assistance and promote tenpin bowling as a sport to casual bowlers.”*

Also It is our intention (TBNZ) to fully immerse the coaching program country wide before taking on the upgrade of the Managers Manual.

### 13. GENERAL BUSINESS

- Ian Klein has accepted the role of Tournament Co-ordinator and Assistant Webmaster. Belle, David and Pete will catch up with Ian during the NSTC weekend to discuss his role further and which areas he can start to assist Pete and David.
- Tinelle Sullings has stepped down from her volunteer role as Membership Coordinator due to personal reasons, however she advised that she will finish all the remaining membership cards to be issued and also the update of the database. The responsibilities of her role will now be under the Administration Manager (Josie).
- As a result of the first two bullet points, the TBNZ website and the emails will be updated. Belle and David to discuss all changes required and these will be forwarded to Vivid.
- There were discussions around the accounting package that we use (MYOB) and it is not anticipated that this will change, however this matter will be reviewed again at the end of year.

There being no other business the meeting closed at 6.35pm

**Next meeting: 20<sup>th</sup> of August, Saturday at Pins Lincoln**

#### CERTIFIED TRUE RECORD:

A handwritten signature in black ink, appearing to read 'A Swain', is written on a light-colored rectangular background.

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Annabelle Swain, CEO

IBNZ Cheque, DD & TT Payments  
April - June 2016

Date	Payee	Amount	Reason
Main Account:			
7/04/2016	Cosgrave Awards	390.43	Game plaques for NTC
7/04/2016	Cosgrave Awards	481.62	Medals for NTC
6/05/2016	J Roberts	283.90	Airfare for AGM
6/05/2016	Cosgrave Awards	1,133.33	Medals for Senior Nationals
6/05/2016	Cosgrave Awards	280.60	General awards
6/05/2016	Inland Revenue Department	193.00	GST for March/April
16/05/2016	The Porirua Club	150.00	Hire meeting room for AGM
16/05/2016	Bowlarama Palmerston North	9,254.00	Game fees for Senior Nationals
16/05/2016	M Gunn	50.00	Refund Senior Nationals entry fee
16/05/2016	J Roberts	60.00	Refund balance of Senior Nationals entry fee
19/05/2016	W Bidols	125.00	Refund Tauranga membership fees
31/05/2016	J Roberts	32.19	Postage & Courier
31/05/2016	D Brewlin	25.00	Refund membership fee
9/06/2016	North City Terpin	10,154.00	Game fees for Open Nationals
9/06/2016	Cosgrave Awards	1,114.41	Medals for Open Nationals
9/06/2016	Cosgrave Awards	203.55	Additional medals for Senior Nationals
9/06/2016	J Roberts	305.50	Accommodation/Car rental for AGM
9/06/2016	L P Lunkett	115.00	Refund Open Nationals entry fee
9/06/2016	K Rankin	421.00	Airfare for AGM
27/06/2016	D Davies	556.51	Travel & Expenses Open Nationals & Web Hosting costs
27/06/2016	Northside Realty Ltd	222.00	Printing coaching manuals
		25,551.04	

Signed  30/06/2016