



Minutes of the TBNZ Management Team Meeting

Date/Time: 05 March 2016 at 6pm

Place: Manukau Super Strike Bowling Centre

Attendees: Annabelle Swain (Chair), Donna Fletcher, Jim Roberts, Shorty Madeley,
Josie Adams, Tinelle Sullings

Apologies: David Davis, Pete Richardson

1. Welcome

Annabelle welcomed everyone to the first management team meeting for 2016

2. Minutes of the Previous Meeting

The Minutes from the previous meeting held on the 8th of November 2015 have already been accepted and now posted in the TBNZ website

MOVED: Annabelle Swain; **SECONDED:** Josie Adams **CARRIED**

3. Matters arising from the previous meeting minutes

None.

4. Correspondence

- Newsletter from Lynne Clay, Secretary General of the Commonwealth Tenpin Bowling Federation regarding the 7th Championships to be held in Johannesburg from 19-27 November 2016
- Email from Sumati Govind dated 4 March 2016 regarding her making a donation to a bowler
- Email from Gary O'Neill requesting a list of centres

5. Finance Manager Report (from Jim Roberts)

- The total bank balance was \$36,110 as at 29 February 2016 consisting of:-

Current Account	\$ 2,781
Online Saver Account	\$32,686
Squad Trust Account	\$ 643

The Online Saver balance includes \$13,455 of entry fees for upcoming tournaments
- Debtors

There is only one debtor at 29 February of \$385 of which \$255 is over 90 days.
- PAYPAL

Jim is still corresponding with Paypal regarding our application for charity status which would give us lower transaction fees.

- 2015 Annual Accounts

These have been submitted to the auditors.

- Grants

A submission was made to Infinity Foundation requesting for funding to cover medals and trophies for TBNZ-run tournaments total \$6,625.

- Payments

The list of payments for November 2015 to February 2016 were presented

MOVED for the report to be accepted and payment be approved: Jim Roberts

SECONDED: Shorty Madeley **CARRIED**

6. Technical Administrator's Update

Following centres have been inspected and certificates issued:

- 01 – 2016 Kapiti 10 Pin Bowling
- 02 – 2016 Strike Lower Hutt
- 03 – 2016 Bowlarama Newtown
- 05 – 2016 North City Ten Pin
- 06 - 2016 Bowlarama Palmerston North
- 08 - 2016 Tenpin Tauranga
- 09 - 2016 Dunedin

Pins Lincoln is not completed due to lateness of material from supplier. Completion date now 20th March.

Phoned Friday 4th March and was informed that Bert Cook will be going to Invercargill on Tuesday 8th March to do inspection.

Bert has informed me that he has been requested to put a quote in for sanctioning of AMF Christchurch. Maybe they will become a sponsor centre. Will keep you informed.

Rule book has been updated because of changes to World Bowling name and rules. Amendments have also been made with spelling and layout. The rule book is now in the TBNZ website and the World Bowling rules will also need to be replaced in our website.

7. Sponsor Centres & Membership

Confirmed Centers for 2016 as at date of meeting:

- Pins Lincoln
- Manukau Super Strike
- Strike Zone Entertainment Rotorua
- Bowlarama Newtown
- Kapiti Tenpin
- North City Tenpin
- Strike Entertainment Lower Hutt
- Bowlarama Palmerston North
- Bowline Dunedin
- Superbowl Invercargill
- Tenpin Tauranga

Tinelle has sent Membership database to 9 Sponsor centers so far and have received updates from 7 out of the 9 . All Cards have been issued to those 7 centers. Updating the information online has proven to be very time consuming and to date only 3 centers have been fully updated online and they are Bowlarama Newtown, Bowlarama Palmerston North and Strike Zone Rotorua. I have been in regular contact with David Davies and he is looking into a way we can do bulk updates but there needs to be some comprehensive testing done around that which should solve this issue. I plan to have the online database fully up to date come NTC.

8. Webmaster's Report (key activities)

- Building new TBNZ website, prototype exists at cms.tbnzresults.co.nz, adding content as time allows.
- Working on online membership database
- On-going support for the committee members for updates required to the TBNZ website

9. Tournaments Update

- Steady entries coming in for the Seniors Nationals
- NTC preparations running according to schedule
- Preparations for the other TBNZ-run tournaments in progress

10. National Squad Update

- Invitations sent to eligible squad members and acceptance forms are being processed. TBNZ website will be updated at some point in time.
- Tournaments TBNZ is planning to participate:
 - Asian Zone (Hong Kong)
 - Walter Rachuig (Australia)
 - Seniors Team Challenge (Australia)
 - Asian Seniors Championship (Korea)
 - Youth Team Challenge (Australia)

11. General Business

- Adrian Judd has stepped down from all his roles in TBNZ with effect from 1st of March 2016.
- All the job descriptions and roles are under review and hopefully this will be completed by April. Once completed, we will publish a “who to contact” list for Sponsor Centres, members and other external parties to hopefully improve communication to and from TBNZ.
- More resources may be looked at to do the same functions, if needed, to remove dependencies on certain roles. Succession planning was also discussed briefly.
- Discussions around North City Tenpin’s proposal that they would like to have shirts for sale during the Open Nationals. Everyone agreed that it was a good idea.
- Coaching at regional level was briefly discussed. The full details are in the recently published Board Meeting minutes.
- We will provide the list of centres and location only to Gary O’Neill. No contact details will be included as we will need approval from the centres first for us to give this information.
- Annabelle will investigate further the email of Sumati Govind given that the address details are in Wellington.
- It was discussed that TBNZ should apply for funding to Grassroots Trust to cover the cost for the lane fees for the qualifying tournament, airfares and uniform for the male and female tenpin bowlers who will represent New Zealand at the 2016 Quibica AMF World Cup to be held in Shanghai, China.

Moved by Josie Adams **Seconded by:** Shorty Madeley **Motion carried**

There being no other business the meeting closed at 8:30pm

Next meeting: 9th of April 6pm at Pins Lincoln

Certified true record



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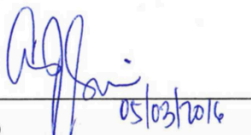
Annabelle Swain, CEO

TBNZ Cheque, DD & TT Payments
November 2015 to February 2016

Date	Payee	Amount	Reason
Main Account			
DD 3/11/2015	AJs 2010 Ltd	575.00	Monthly Contract Fee
DD 9/11/2015	M Gunn	198.00	Airfare board meeting
DD 16/11/2015	Various Payees	2,373.78	Australian Nationals prize money
DD 17/11/2015	K Rankin	620.00	Airfare board meeting
DD 1/12/2015	AJs 2010 Ltd	575.00	Monthly Contract Fee
DD 1/12/2015	Cosgrave Awards	314.64	Awards
DD 1/12/2015	S Howell	25.31	Australian Nationals prize money
DD 1/12/2015	M Lister	24.94	Australian Nationals prize money
DD 21/12/2015	J Roberts	109.44	Stationery & postage
DD 21/12/2015	Graphix Explosion	1,274.20	Printing membership cards & join up forms
DD 23/12/2015	Omni Fire & General	1,464.88	Annual insurance premium
DD 24/02/2016	D Davies	86.25	Web hosting costs
DD 24/02/2016	J Roberts	124.97	Printer cartridges & postage
		7,766.41	
Squad Account			
DD 3/11/2015	A Swain	3,129.67	Transfer of balance of funds collected re Milo tournament
DD 3/11/2015	S Penney	21.47	Transfer balance of funds re Rachug trip
DD 2/12/2015	A Judd	1,000.00	Reimbursement for airfare & petrol re AYTC trip
DD 2/12/2015	Wyncity Bowl	2,060.47	Entry Fees for National Youth Cup Melbourne
DD 2/12/2015	Tenpin Bowling Australia Limited	2,648.38	Entry Fees for AYTC
DD 21/12/2015	Quest Apartments	7,365.22	Accommodation re AYTC trip
DD 23/12/2015	A Swain	2,395.93	Transfer of balance of funds collected re AYTC tournament
DD 23/12/2015	B Brooks	1,630.00	Refund payments re AYTC trip
DD 21/01/2016	H Osa	65.33	Refund Balance AYTC trip
DD 21/01/2016	D Fox	65.33	Refund Balance AYTC trip
DD 21/01/2016	J Barns	87.28	Refund Balance AYTC trip
DD 21/01/2016	S King	65.33	Refund Balance AYTC trip
DD 21/01/2016	S Bingham	87.28	Refund Balance AYTC trip
DD 21/01/2016	A Haylock	87.28	Refund Balance AYTC trip
		20,708.97	
			Paid from funds deposited by team members

Signed

CEO


05/03/2016