



Wellington Competitive Bowlers Association Inc

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Committee Meeting Minutes

Wednesday 14 April 2010 - 6.30pm - Bowlarama

Attendees Wayne Booth (President) Ivena Heald (Secretary/Minutes) Graeme Finn (Treasurer)
 Ian Klein, Allan Heald, Vanessa Tomlinson, Linda George, Dawn Fletcher,
 Albert Saw & Dion Leslie

Apology Jane Cameron, Ellen Slater, Marion Gunn, Steve Pelling & Delfin De Guzman

Agenda Item	Content
Minutes of Previous Meetings	AGM Minutes still to come – Ian waiting on Audit Report from Graeme
Grants	<p>Albert submitted his information for the grant funding application to Infinity for the Wellington Inter-College Tenpin Bowling League.</p> <p>Ian to close off the grant applications for the Wellington Teams and will get receipts from Linda and Dawn. Also the grants for Muzzy Shirts.</p>
Finance	<p>Graeme presented the Financial Report :</p> <p>Income Grants - \$10,382 / Membership - \$800 / Tournaments - \$1,169 / Awards \$14</p>
Tournament	<ul style="list-style-type: none"> • Regional Team Coach Report: Allan Heald presented a report to the WCBA committee of the NTC; he states that this was the best Squad (2 Teams) ever; that he has had the pleasure to coach. There were 18 out of the 26 bowlers that were New or had not attended the NTC in the past 2 years. Because of the 2 teams to coach he had a good support group in Wayne Booth, Ivena Heald, Dawn Fletcher and Linda George their help was immense – his recommendations are as follows: <ul style="list-style-type: none"> ▪ WCBA should make sure that all future managers do the TBNZ's managers course, Dawn has set a high standard that all athletes from the Wellington teams this year will be expecting in the future. ▪ Managers & Coaches to instruct athletes on “what to do” when an athlete has an accident on the lanes • A full written report was sent to the WCBA president. • Regional Manageress Report: Dawn Fletcher presented a report to the WCBA committee of the NTC – her recommendations are as follows: <ul style="list-style-type: none"> ▪ The previous manager arrange a hand-over meeting with the new manager ▪ Gather a team that can be trusted to delegate jobs to – don't be shy to ask for help – the manager's job is huge ▪ Keep accurate records of all that you do, to enable you to respond to a number of random queries or financial questions at any time ▪ Fundraising – ensure you have the backing of the bowlers before you organise anything – if not getting supported, brainstorm alternative ways to raise money

	<ul style="list-style-type: none"> ▪ The Managers TBNZ Course: Managers duties; point 11 be reviewed and more clearly defined. & Managers must sign the Code of Ethics Agreement Form. ▪ Both Coach & Manager were happy for their full reports to be posted on the website. • Ian provided contact details to Ellen for James Cook. He also stated that as a matter of “Integrity” he will reimburse the missing \$25 to the WCBA if it was lost in translation." • Bowling ball voucher - Ian following up on a Receipt for Dion whom also asked if the Directors at Kapiti and Harry running the Porirua Pro Shop are also included in the discounts. Drilling is not included in the Voucher. <u>Ian</u>
Coaching	<ul style="list-style-type: none"> • Allan Heald: (see Report above in Tournaments) • Ivena showed the Wellington Tenpin Bowling Academy Smart Goals and also updated the WCBA on progress. Applications Forms have been sent out to 12 Ladies.
Membership	<ul style="list-style-type: none"> • 50 Members (10 new members from the WCBA run tournament at Kapiti) Only new members receive a shirt. • Ian to meet with Linda George this coming Sunday to teach her how to load up applicants. She is a new committee member and taking over the file.
Newsletter	Scheduled for Mid Year <u>Graeme</u>
Awards	Nothing to Report
Website	<ul style="list-style-type: none"> • Get Danny to redirect the email address from the Website to Wayne <u>Ian</u> • “How To Update the Website” process file to be sent to Graeme <u>Ness</u> • Websites that people like or bits of, are to be collated in a central document and sent around to the committee to view. Ivena passed one to Ian. <u>Ian</u> • Website Photo’s to be completed. Ian asked if Ness could print out some for the WCBA Boards.
General Business	<ul style="list-style-type: none"> • Sport Wellington: Wayne, Graeme, Ness & 2 others to attend the training session on 31st May – 7pm to 8.30pm at Pelorus Trust Sports House, Seaview. “Effective Meeting Practice for Committee Members” • Distribution List: Vanessa asked if she could be included on the email distribution list from WCBA • The President Thanked: Allan Heald (coach) and Dawn Fletcher (Manageress) For a job “well done” with the 2010 Wellington Regional Teams. • Wellington Team Bank A/c: Wayne opened a New Cheque Account at the Westpac and the Signatories are Wayne Booth, Jane Cameron and Tim Swain. <ul style="list-style-type: none"> • As the President Wayne recommends that from “now on” the future Managers follow the guidelines as set out by TBNZ in the Managers Course for taking care of other people’s money as this has not happened in previous years. • NTC 2011: The WCBA is the governing body for Trials and with the centres in the Wellington Region wanting their own Teams for the NTC – Allan Heald said he would seek direction from TBNZ and also set a Trial Proposal for the next meeting. <u>Allan</u>

- **WCBA Assistants:** Suggested by Graeme that more assistants are required to help out with Events/Tournaments in times when committee members are over stretched. So far he has Dawn, Dion and Karen. We just need to ask others
- **Supplier Link/Logos:** Ian will just get it from their website and add to ours **lan**
- **Correspondence:** Ian passed Wayne a Form from Sport Wellington – “Nomination for a Sports Person of the Year Award”.
- **Donations:** Add a request for donations on the WCBA Subscription Form and Entry Form for our tournament – start with e.g. *Your donation would be greatly appreciated* - \$5 \$10 \$20 \$50 **lan**
- **Centre Clubs:** Albert Saw presented his thoughts on the Bowling Centres forming Clubs to start Long Term Growth within the Region. He envisages the growth would start with the Schools and building from there getting children into our non-contact sport. Albert is adamant that we must build up the base of bowlers for our future and he is a seasoned Tournament Manager from Singapore with many years of experience at doing this. With the support of Sport Wellington he will stay within the NZ Guidelines to get the Club up and running and with the progress of this he would like the Club to be affiliated to the WCBA and help contribute (via the club) a membership for each league bowler. Much of the basic groundwork needs to be discussed by All the centres and Dion Leslie (Strike Petone Manager) suggested that the centres come up with their own plans and then have a meeting themselves prior to coming back to the WCBA. The WCBA requested that their Proposals be in written form.
- **Key Objectives:** It was stated by Graeme that we need to make sure that we complete our tasks for the sections that we look after and that we should be looking at key objectives (suggested by Ian) and that everyone to take care of their own areas. They include: Membership, Finance, Grants, Tournaments, Website, Newsletters, Coaching, Fundraising
Ivena presented her 3 Coaching Objectives to the President and Graeme in written form.

Graeme / Actioned by All

- **NEW WCBA Suggestions:** 1 Year Plan for the WCBA Changes Required
 - Ellen – more Research required into Branding/Marketing;
 - Website changes needed
 - Ranking System (local).....Ness
 - Useful Documentation
 - Calendar
 - Tournament
 - Bowler Profiles
 - Travel League
 - Name Change -Wayne asked that a new name be submitted, by committee members at the next meeting for consideration. 3 Names submitted to Wayne by Ivena and one by Allan. Wayne liked his name for the WCBA. Also Jane and Vanessa had emailed their name suggestions to the President.
- **Time Limit:** Ness requested that there be a time limit put on what people say at the meetings because 3 hours was far too long.

Meeting Closed 9.30pm

Next Meeting

6pm Sunday 9th May at Strike Porirua