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AGM 04062020

**BTBA National Council
Meeting Minutes
4th July 2020 14.00**

Confidential

I. Call to order

Virtual meeting of the National Council of the BTBA via Teams forming today's AGM

II. Roll call

Present Martin Webster Chair (MW): Lisa John (LJ), Ron Griffin (RG), Terry Searle, Clerk to the Meeting (TS). Jo Cundy (JC), Paul Le Manquais (PLM) Mark Stoner (MS), Katie Tagg (KT), Stewart Watson (SW), Chris Hillman (CH), Vicki Harman (VH)

To approve Minutes of the 2019 AGM proposed JC. Seconded CH

Approved unanimously

To accept the nomination of Lisa John as our Chairman for the next two years (proposal 1) proposed JC. Seconded CH

Approved unanimously

To approve the Financial Statements and Balance Sheet (Proposal 2)

Approved unanimously

To receive the 2020 BTBA Annual Report

Accepted unanimously

To review the vote cast on proposals 3 to 9 for change and amendments to the Memorandum and Articles of Association. See Appendix 1

Proposal 1 – The National Council’s nomination for Chairman.

The proposal	The National Council are proposing that Lisa John be accepted as the Chairman of the Association for a period of two years. Commencing after the end of this AGM until the end of the AGM in 2022.
Purpose of the proposal	After two years as Chairman Martin Webster has decided that he will not be standing for re-election this year. Instead he will



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	<p>concentrate on his continuing role as the Director of Business and Finance.</p> <p>Lisa John has been associated with Tenpin Bowling for many years and is well respected as an international bowler, coach and as an official at league, county, and national association levels. She brings with her a vast amount of knowledge of the sport of tenpin bowling and will continue to serve the Association as the Head of Membership Services along with the Chairman’s role.</p>			
Recommendation from Council	It is the recommendation of the Council that this proposal be accepted by the members.			
Voting	For	36	Against	0
	Abstentions	1		

Proposal 2 – Acceptance of the Financial Statements

The proposal	Acceptance of the Financial Statements of account as at, 31 st December 2019.
Purpose of the proposal	<p>The council are asking the delegates to accept the documents presented to them as an accurate presentation of the accounts at the end of last year.</p> <p>Once accepted they will be signed by the Treasurer and sent to Companies House as the formal record of our accounts.</p> <p>The accounts were pulled together throughout the year by the Treasurer with the assistance of a bookkeeper at our accountants Newton Magnus.</p> <p>They have subsequently been reviewed by one of the Partners at the accountants and are now ready for publication.</p> <p>For full details please refer to the accounts documents that have been sent along with the AGM documentation plus details that are contained within the Annual report for explanations relating to individual budget accounts.</p>



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Recommendation from Council	It is the recommendation of the Council that this proposal be accepted by the members.			
Voting	For	34	Against	0
	Abstentions	3		

Proposal 3 – Appointment of accountants.

The proposal	Appointment of Newton Magnus as accountants for the Association			
Purpose of the proposal	<p>The council are recommending that we retain the services of Newton Magnus Ltd who as well as acting as our accountants also provide us with our mailing address. It is important to maintain an address where post and parcels that require a signature can be delivered during normal office hours.</p> <p>Newton Magnus charge the Association a fee of £1500 per annum for the preparation of the Companies Financial Statements and ensure that they are filed correctly at Companies House.</p> <p>Additionally, they charge £500 per year to assist us with the bookkeeping and the transfer of all banking transactions into the Xero accounting system.</p> <p>They do not charge for the use of their offices as our official mailing address.</p> <p>Overall, we feel that they offer excellent value for money and they are always on hand to provide any other financial advice that we require. Normally free of charge.</p>			
Recommendation from Council	It is the recommendation of the Council that this proposal be accepted by the members.			
Voting	For	37	Against	0



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Proposal 4 - Amendment to the structures of the National Council and the Executive Council.

<p>The proposal</p>	<p>The time has come for us to once again look at how we are structured and how we plan to move the governing body of our sport forward. We have looked at the current structure and once again need to make amendments that allow us to continuously adapt and streamline the associations National Council. Trying to fit assignments into a totally fixed structure makes things a lot more complicated than they need to be and we often end up unbalanced, with one or two people doing all the work.</p> <p>The association needs a structure that is much more flexible, one that can be shaped according to our requirements and priorities. We also need to work within the constraints of the number of volunteers that we get.</p> <p>Many of you will know that we have actually been working this way for the past few years, with responsibilities being reshaped and moving between different parts of the organisation. In some cases, moving roles from National Council to the Executive as we needed to focus more attention on them.</p> <p>While it is still our intention to advertise all vacancies on the website and through social media, combining them into specific time of the year has not worked for us and we need to be able to recruit volunteers as and when the need arises. In this proposal, we are asking that we get this flexibility formalised within the Mem and Arts.</p> <p>Particular notice is being drawn to M&A Articles 35 to 49.</p> <p>Please refer to the separate proposal document "A New Perspective" for more details.</p>
<p>Purpose of the proposal</p>	<p>Changes required to the current version of the Mem and Arts have been briefly explained here in this proposal sheet but members should refer to the following pages that contain both the original Articles and all the new amended versions.</p>



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Recommendation from Council	It is the recommendation of the Council that this proposal be accepted by the members.			
Voting	For	37	Against	0

Proposal 5 – Proof of membership.

The proposal	Include the following passage within Article 7 – Card Inspection However, as annual membership cards are no longer produced, proof of current membership will be taken from Associations Online Membership database, which will be considered as the current status and will now be used in lieu of a physical membership card.			
Purpose of the proposal	As we no longer produce annual membership cards, we are proposing that we amend Article 7 to include the notice that the current state of an individual’s membership will be taken from the information maintained on the Associations Online Membership database.			
Recommendation from Council	It is the recommendation of the Council that this proposal be accepted by the members.			
Voting	For	37	Against	0

Proposal 6 - Amendment to allow notices of Annual and General Meetings to be delivered by email.

The proposal	In Article 17, we are required to send notices of all Annual General Meetings and General Meetings to all delegates and members of the National Council at least 21 days and 14 days respectively. We would like the Mem and Arts to be amended to allow these notifications to be delivered by email.			
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	<p>We are recommending that we use email instead which will be delivered to the address that we are maintaining on the BTBA Membership Database.</p> <p>We are proposing that we add the following line to Article 17:</p> <p>All notices may be delivered by email to the addresses held within the Associations Membership database.</p>			
<p>Purpose of the proposal</p>	<p>Sending large amounts of material which often will include, the annual report, copies of the articles of the Association, the Financial reports and proposals for changes, is very wasteful in terms of pages printed and subsequently distributed by post.</p> <p>Using the address that is held within the database, allows members to maintain their current email address and removes the need to hold these details separately.</p>			
<p>Recommendation from Council</p>	<p>It is the recommendation of the Council that this proposal be accepted by the members.</p>			
<p>Voting</p>	<p>For</p>	<p>37</p>	<p>Against</p>	<p>0</p>

Proposal 7 – Representation at meetings.

<p>The proposal</p>	<p>Amend Article 20:</p> <p>To reflect that the number of delegates from each association shall be amended to be one delegate per 100 members up to a maximum of 3 delegates. Previously it was one per each 250 members.</p> <p>To amend the date where we count each Associations members so that they know how many delegates they can elect at their individual AGM's from 31st August in the preceding year to 1st January in the year of the AGM.</p> <p>Article 20 section (1 & 2) now read as follows:</p>			
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	<p>(1) The members of each Local Association shall be entitled to be represented at each General Meeting of the Association by one delegate or one substitute for such delegate and each delegate or substitute must be an Ordinary Member of the relevant Local Association. In cases where membership of a Local Association exceeds 100 persons, such Local Association shall be entitled to be represented by one delegate or one substitute for each delegate for every 100 members (or major fraction thereof) or such excess up to a maximum of three (3) delegates. Such delegates and substitutes must be elected by an ordinary resolution passed at a separate meeting of the members of the Local Association which they represent. Such election shall take place not later than 31st May in each year. Delegates and substitutes so elected shall hold office with effect from the conclusion of the next following Annual General Meeting until the conclusion of the next Annual General Meeting thereafter. Notification of the names and addresses of the delegates and substitutes so elected must be registered with the Council by each Local Association Secretary before 30th June in each year. The qualifying number of members of a Local Association for determining the number of delegates and substitutes for the purpose of this Article 20 (1) shall be the number as at the 1st January in the year of the AGM.</p> <p>(2) Where a new Local Association is formed, the members of such Local Association shall be entitled to be represented at General Meetings of the Association by a delegate or delegates and a substitute or substitutes who shall be elected in the same manner and hold office at the same time mutatis mutandis as is provided in subparagraph (1) of this Article 20. Until the next Local Association AGM following the date of formation. The qualifying number of members of a new Local Association for the purposes of this Article 20 (2) shall be the number as at the date of formation.</p>
<p>Purpose of the proposal</p>	<p>Membership numbers are still in decline and we are therefore getting less voting delegates representing each Local Association. The National Council are recommending that we increase the number of delegates available by reducing the number of members each Local Association needs per delegate. Additionally, changing the date of the membership count will provide a more accurate view of the number of members for each Area. Plus, if we hold the BTBA AGM after the 31st May each year then each Locals</p>



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	Association is electing delegates for that year and not the following year. Which will reduce some of the confusion around who is an elected delegate.			
Recommendation from Council	It is the recommendation of the Council that this proposal be accepted by the members.			
Voting	For	35	Against	2

Proposal 8 – Votes cast electronically.

The proposal	<p>Amend Article 25 &26:</p> <p>To allow votes to be cast electronically and have these counted as if the delegate was present at the meeting. The number of delegates voting in this manner would then also be counted towards the numbers present in terms of having a quorum at the meeting.</p> <p>Article 25 will read as follows:</p> <p>No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided 25 per cent of members of the registered delegates entitled to be present and to vote or their respective duly appointed substitutes and 50 per cent of the members of the Council present in person shall be a quorum.</p> <p>Where votes are cast electronically the delegates will be considered as present when counting numbers for a quorum at the meeting.</p> <p>Article 26 will read as follows:</p> <p>All voting at a General Meeting shall include all those present and eligible to vote plus votes cast electronically where it has been permitted in advance. No person may vote both in person and by electronic means. Eligibility is determined pursuant to Article 32 of the Articles of Association) and members of the Council.</p>
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<p>Purpose of the proposal</p>	<p>While it is unusual for us to request electronic voting, the situation with regard to the Covid virus this year, has made this amendment essential.</p> <p>Going forward we wish to make this a formal change to the M&A so that more people can be represented, and have their votes recorded, even if they are unable to attend the physical meeting. This option was preferred to allowing proxy voting which would be significantly more complicated to administer.</p> <p>All delegates will in future receive the full pack of information and proposals and will have the option of voting electronically if they are not able to attend the meeting. Delegates that have voted and subsequently attend the meeting will not be able to vote again.</p>			
<p>Recommendation from Council</p>	<p>It is the recommendation of the Council that this proposal be accepted by the members.</p>			
<p>Voting</p>	<p>For</p>	<p>36</p>	<p>Against</p>	<p>1</p>

Proposal 9 – Proceedings of the Council.

<p>The proposal</p>	<p>Amendments are being proposed to Articles 62 and 64. To ensure that we make suitable arrangements to reduce the amount of travelling required for members of the council when attending meetings.</p> <p>Article 62 now includes the following:</p> <p>...to ensure that all members have an opportunity to attend. Wherever practical, provision must be made for council members unable to attend in person to attend via alternative means i.e. telephone or videoconferencing.</p> <p>Article 64 has the following comment added:</p>
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	Meetings of the council that are held virtually using conferencing, using round robin emails or other team-based technology will be considered as effectual as if it had been duly passed at a face to face meeting. All meetings will be duly minuted and recorded as part of the official records. See Article 77			
Purpose of the proposal	<p>Members of the National council and the Executive council are finding it increasingly difficult to attend meetings as we are all distributed across length and breadth of the country.</p> <p>Finding locations that are equidistant is not practical as they are often not close to anyone so we end up with the majority of meetings being held in areas around North London.</p> <p>We are proposing that, wherever practical we include an option for people to join the meetings via alternative means. We need this to be included within the Mem & Arts so that we can adapt the way that we count attendance when establishing a quorum. Plus we need to allow for items to be voted on and agreed by email or some similar approach</p>			
Recommendation from Council	It is the recommendation of the Council that this proposal be accepted by the members.			
Voting	For	37	Against	0

To receive responses to Members' questions received in writing at Head Office (admin@btba.org.uk)

1. Lancashire

Question: Is the Tastecard still being offered next year?

Answer: Yes, we have signed a 3-year deal with Tastecard.

2. Lancashire

Question: Due to the pandemic (coronavirus) will there be any reduction in next year's membership cost due to no tournaments being played this year?

Answer: We will not be reducing membership next year. We were due to be increasing membership prices next year but have postponed the increase and frozen our membership fees.



3. Lancashire

Question: In regards to Team England with events being cancelled or postponed. The players who took part in the February Trials 2020 and who were then notified of their position on a Team to represent England. What happens to those players who confirmed their place and availability to the then Adult Team Manager, Ian Oakley, now that Ian has taken the position of Senior Team England Manager?

Answer: In these unprecedented times, Team England is unable to offer any places as all events we are aware of are either cancelled or postponed. Only one trial was held due to Covid 19 restrictions and results were taken from that prior to anyone being aware of how serious and lengthy the lockdowns were to become.

The Team England management committee will announce future plans as soon as relevant information is available, they will also be seeking views of the players involved.

4. Kent

Question: Is there a reason why sanction certificates are granted to the BTBA National Championships that do not show a full breakdown of costs on the entry form, when other tournaments are advised that a full breakdown is a requirement before a certificate is issued, and if a full breakdown of costs is a requirement, will the BTBA Nations comply with this rule in future?

Answer: Rules relating to information required on entry forms were amended when we moved to adopt all USBC rules where possible. This rule is no longer usable in this form, as we are often unable to specify exact lineage and expense costs until we know how many entries and over how many weekends etc we are running the event. Estimates of these numbers should be recorded on the sanction form but they are not required on the entry form itself. The entry form need only list the total entry cost and the amount that players are contributing to the prize fund so that they know how much to see in the full payout list at the end of the event. All other costs, Sanction fee, expenses, lineage, donations to local associations etc are all managed by the tournament committee and are reported to the BTBA at the end of the event.

We need to revert back to the original BTBA rule which is much simpler. An amendment will be tabled for a rule change as soon as it is practical. In the meantime, please provide whatever information is available with a minimum requirement of Prize fund and total entry fee.

5. Kent

Question: Have the BTBA discussed with Disco Bowl the issues regarding tournaments and leagues at Nuneaton Bowl, in particular the way some previous situations were handled?



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Going forward, can the BTBA ask proprietors for their assurances that they will give sufficient notice of changes regarding booked events, as late information creates major disruption and additional costs for BTBA members.

Answer: The situation that occurred at Nuneaton was unusual in that it happened while the centre was transitioned between two different proprietors. In the vast majority of cases we do not have formal contracts with the centres as this would require us to have accurate requirements re lanes and numbers of bowlers participating along with a deposit at the original time of booking. As this is not something we are normally able to provide, we have been happy to work on a "best efforts" basis on the part of both the tournament managers and the bowling centres. The proprietors are aware of the inconvenience that can be caused, to both parties, by last minute changes to plans and we all do our best to avoid them. Let us ensure that we communicate clearly and often so that both sides are up to speed with any changes that are in the pipeline.

6. Kent

Question: Could we have a price breakdown for how team England have spent their money that BTBA have allocated for them this year?

Answer: To date we have spent, £6,900 on Senior European Championships. We have a net deficit of £8333.35 for the Youth European Championships. The Adult trials held at the beginning of the year has provided a surplus of approx. £1500 which was targeted to offset some of the player contributions for training and international events later in the year.

Please note that the Youth Euros has been cancelled and we are in the process of negotiating to obtain a refund of payments made so that we can then work out how to deal with bowlers' contributions that have already been made.

7. Essex

Question: With the COVID outbreak causing so many postponements to County and International events, has or will the 2020 plan be revised?

Answer: All events have been cancelled this year. Until we know what the situation is with regards to how we can resume sport bowling, we cannot commit to any plans this year.

8. Essex

Question: Team England Trials expenses are showing a profit rather than a cost (£17k in 2018). Is this an accounting error, with the costs included under English Teams?

Answer: Yes this is an accounting difference between us and our accountants caused when transactions are passed in bulk between the Team England account and the Current account. We actually manage the total Team England budget separately from the individual transactions that relate to the 15-20 separate events. These are then reconciled back to the overall total. This is also partly caused by us trying to reduce the



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number of account lines that we use when preparing the next years overall budget and then report back on at the AGM (i.e. Team England Net cost).

9. Essex

Question: Triple Crown income increased by 10k while costs reduced by 3k compared to last year's accounts, please explain.

Answer: The majority of costs for Team England are split across the Team England Account and the main current account as people tend to pay money into whichever account they have used previously. We then move the net totals across rather than duplicate each of the individual transactions and we manage the event totals separately as a combination of both of the accounts. When we develop the review of the budget versus actuals on the AGM report we combine all the events back under Team England because that is the way that we set the budget and it makes it more meaningful to compare the budgets to actual expenses.

However, we appreciate that this makes reconciliation between the formal accounts and the Budgets more complicated and will see what can be done to clarify this going forward.

10. Essex

Question: Advertising of £13.4k, what did this relate to and what benefit did we see?

Answer: This relates to the Tastecard benefit we implemented for our members. As members, you received something tangible for your membership for the first time in many years.

11. Essex

Question: Up to and including the 2016 accounts Sundry (General) expenses were less than 2k. In 2017 they rose to 3.4k, 2018 6.5k and this year 9.4k. Can you provide details of the 5 largest items?

Answer: Thank you for your question. Having again reviewed these expenses it transpires that we have used a mix of General expenses (NC members expenses) and Other Income, which includes Tournament sanctioning fees, for the same transaction namely the Notts 4's. When making the tournament prize payments we received the money into the Other Income account and paid it out from General Expenses. We should have used the same account for both sides of the transaction. We have now passed an adjusting entry to resolve this and the income stated for Tournament Sanctioning which brings both accounts back into line with their full year plan.

12. Essex

Question: Does the new Membership programme allow you to provide the percentage of bowlers who fall into the age categories Under 22, 23 to 50 and over 50's?



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Answer: Unfortunately, a lot of our members have not provided us with a date of birth, so we are therefore unable to give an accurate figure. However, based on those members who have provided this information the breakdown is as follows:

Under 22: 23.3%

23 to 50: 32.6%

Over 50: 33.9%

Unknown: 10.2%

13. Essex

Question: We believe that the schools programme has been terminated and junior membership figures have been falling in previous years. It has always been stressed that juniors are the future of our sport. What plans are there to address this problem?

Answer: There is a new Youth Bowling Structure that is based upon supporting the club structure, it will be grounded in growing the Sport from the grass roots by assisting and supporting the clubs at local levels. Also see answer to question 34.

14. Essex

Question: Development costs of 14k are shown in the 2020 plan. What programme does this relate to?

Answer: This is for the Tastecard benefit. We managed to secure a 3 year deal for the same price per year as in 2019.

15. Essex

Question: Can you advise us of the number of level 2 coaches and level 3 coaches? At the end of the Development plan it says the Team England Coach should be level 2 or working towards that level. Surely it should be level 3 or working towards it?

Answer: At this time we have: Fundamentals 40, Foundation 100, Development 21 and National/Master coaches 2. In addition, we have 75 licenced Officials.

Due to the availability of Level 3 courses and the ETBF requirement for all International coaches to be level 2, and the enthusiasm of level 1's to get involved with Team England, we allowed level 1 to be involved as long as they are working towards level 2. All Team England Level 2 coaches are expected to continuously develop towards Level 3.

16. Bedfordshire

Question: We appreciate that you have answered this in the docs that you have provided but could there be some avenue in perhaps reviewing that say maybe after a year a membership extension or further down the road when we are all in a better position (hopefully including the BTBA)?



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Answer: There are no plans to extend memberships either now or in the future. At whatever stage we do this, it would have severe financial implications on the association.

17. Bedfordshire

Question: I would like to ask at the BTBA AGM... in the 2020/21 what is the budget of investment for the office of National Tournament officer to invest in National tournaments and Tours that the BTBA organise - as this is "vital" role with the new perspective document. Whilst it's great that BTBA officers and volunteers invest a lot of their time in organising and holding these events for the members... tournaments / and tours don't receive any investment from the BTBA and are actually just seen as a way of making some money via the tournament sanctioning fee.

Answer: There is currently no budget for this position as it is a voluntary position. Tournaments are self-funding and costs associated with running events should be factored into the entry fee if and where necessary. We are constantly looking for sponsors to help inject funding into our events and this will continue in the years to come.

18. Bedfordshire

Question: An urgent need to grow the membership is a prominent theme throughout the annual review and new perspective documents – in fact it says this needs to happen in order for the BTBA to survive. But what is the council's strategy to not only convert non sanctioned leagues, but also grow the sport and attract new members. Could you also point out in the 2020 accounts projection where the budget for this most important job sits?

Answer: This is included in the Development Budget. At this stage in the year, our priority has to be getting people back into bowling centres when they are able to reopen. This is at the forefront of our current plans as we continue to work with the Proprietors in any way that we can. Once we have done this, we will be able to set our sights on working to increase our membership. With regards to converting unsanctioned leagues, we continue to urge our Local Associations to try and work with these leagues to show them the benefits of becoming sanctioned.

19. Bedfordshire

Question: Could you explain why committee expenses and "other development expense" more than doubled the forecasted 2019 expenditure?

Answer: Please see the answer given to question 11

20. London

Question: We would like to ask for clarity in the election process of the BTBA chair. We understand that the chair is proposed by the national council, however we would like to know how the proposal comes about. Is there a vote? Is it a consensus?



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Answer: The Memorandum and Articles of Association sets out the process of election of the BTBA Chairman; Article 50 "No person shall be a candidate for appointment as the Chairman of the Association unless he shall have previously been nominated by the National Council." Members of the National Council are able to indicate their interest in this role, they require a seconder and the National council vote on a candidate to be nominated at the AGM. This is a requirement from Company's House.

21. London

Question: Would the BTBA areas and representatives (or members) be able to vote for a chair from a selection of candidates? We would like to see a change in the way that the chair is selected and believe that this should be an open vote to the membership.

Answer: This was openly discussed at a National Council meeting, however the BTBA follow the Mem and Arts and policy from Company's House. Delegates are given a vote for the nominated representative from the council, if the delegates – who attend the AGM – do not vote in favour of the national councils representative, the AGM is adjourned and will reconvene in 28 days, as stated in article 50 of the Mem and Arts.

22. London

Question: The memorandum and articles is out of date. Will there be a rewrite and who will be involved?

Answer: Please read the documentation that was sent as part of the AGM documentation, as the updates were included. Members of the Legal Committee and the Executive Council were involved with the updates.

23. London

Question: Can the BTBA provide the roles and responsibilities of all position held within the BTBA? It would be helpful to have these on the website.

Answer: We can certainly look at including this on the website and will put an action in place to have this completed before the end of the year. In the meantime, please refer to the Time for Change document on the BTBA website and the new perspective document issued prior to this year's AGM as these hold the most up to date information.

24. London

Question: Please provide a copy and breakdown of how 50k was spent by team England last year down to the pound?

Answer: The Team England budget is controlled by a number of different individuals each with responsibility for the event that they are managing. In the last year there were 14 different events managed. The overall budget is then also managed by the Head of Team England and oversight comes from both the BTBA Treasurer and the Director of Sport Development. We already have 4 levels of financial management in place. The amount of work required to provide this level of detail would require us to



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spend additional money with our accountants which we do not feel is justified in order to provide further levels of oversight. If you have a specific question that relates to Team England that you need answered please write to chrishillman@btba.org.uk.

25. London

Question: Under the heading of admin services, can we be provided the contract and particulars of these admin service agreements? We would like to know what the membership fees are paying for, so a schedule of services provided would be acceptable.

Answer: There are 8 main roles that we are outsourcing in order to bring the costs down from a historical level of around £100,000 to the current number which is below £40,000.

These roles, with the exception of Azolve @ £5000 p.a. who provide the BTBA membership database services, are listed in the Annual report and between them they make up a total of approximately £30,000. The remainder is made up of Stationery £3,000 and postage and telephones a further £1,000.

The roles outsourced require the provision of services that far outweigh their financial rewards and are somewhat loosely constructed so that we do not prescribe how those services are provided either in terms of the hours spent or when the services need to be provided. This is done to protect both the individuals and the association from HMRC assuming that these are in fact employees.

The roles can be defined as follows:

Financial management and bookkeeping. Time required not specified assumed to be 1-2 days per week. Recording all transactions in and out of the 5 different BTBA bank accounts. Payment of invoices. Engaging with the accountants and reconciling the account transactions on a monthly basis. Maintain paper and/or electronic records for all financial transactions.

Safeguarding and licences. Time required not specified assumed to be up to 2 days per week.

Managing all new applications for DBS requests. Liaising with Bournemouth Council on the use of their automated online system. Development and update of all process documentation. Tracking applications from start to completion. Maintain BTBA database with DBS information. Manage DBS issues and processes where DBS records are not clear.

Preparation of officials and coaching licences, receiving initial requests and renewals. For each request, check current qualifications, DBS status, membership details and an up to date photograph. Follow up where items are not in order. Prepare batches of licences for printing and send them off to printers. Check all printers' proofs and confirm they are ready for printing.



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Maintain BTBA database with details of qualifications and record of current coaching licences.

Respond to email and telephone enquiries.

Accounting Services. Time required not specified. Providing independent update of accounts from bank statements on a monthly basis that are reconciled by BTBA bookkeeping. Development of profit and loss reports. Production of annual accounts and any VAT and/or Corporation Tax documentation. Providing ad hoc advice re Accounting regulations etc.

Email first response and forwarding/tracking. Time required not specified assumed to be 2-3 days per week. Turnaround time established Mon – Fri is 24 hour for acknowledgement or first response. Manages all incoming email to admin@btba.org.uk account. Responds when answers are known or forwards to a member of National Council for a response. Chases Council members for overdue responses.

Website and Media. Time required not specified assumed to be 1-2 days per week.

Works with Website service provider and provides oversight of all postings on website and all social media. Produces news related items for publication and acts as editor for all items submitted for publication.

Telephone support. Time required not specified assumed to be 1-2 days per week.

Answers all calls to the BTBA Head Office phone line. Service requirements for the phone to be answered during office hours Mon-Fri. Calls are answered and where possible dealt with immediately but if additional information is required emails are sent to the most appropriate National Council member to handle.

General Secretarial Support. Time required not specified assumed to be 3-4 days per week.

Documentation of all official meeting minutes. Management of BTBA National Councils calendar to ensure internal processes are being managed. Arrangement of meetings including establishing availability, booking venues or conference lines, production of agendas. Acts as focal point for all external contacts to BTBA from other related organisations i.e. Sport England. Sport and Recreation alliance. ETBF, World Bowling etc. Attends meetings and seminars where BTBA presence is required during normal office hours.

26. London

Question: A number of services provided to the BTBA have been supplied by the same companies for a number of years. Should these services now go out to tender and how do we know that we are currently getting value for money? When was each of these services last put out to tender?



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Answer: The National Council has oversight of these roles and is responsible for ensuring that we are getting value for money. However, it is our intention to document these fully and put adverts on the website but the level of responses we have had to date for other volunteer roles have meant that this has not been seen as a priority.

27. London

Question: Given that the country has been in lockdown since the end of March and bowling does not look like it will be able to take place in the near future, will the BTBA be extending member benefits and delaying the renewal of memberships?

Answer: As detailed in the Annual Review, we will not be extending memberships. We have, however, removed the ruling that backdates memberships to their previous expiry date thus meaning that members will receive a full year from the time of renewal.

28. London

Question: We have a number of members that have not been able to bowl and are due for renewal in August. These members have missed out on nearly 5 months of bowling in sanctioned leagues and tournaments. Will the BTBA offering an extension for these bowlers?

Answer: See answer to question 27.

29. London

Question: Will the extension of membership also see an extension of the Tastecard, as again we have been unable to use the benefits of this over the last few months and potentially in the coming months?

Answer: There will be no Tastecard extension. The Tastecard benefit and membership run simultaneously. When members renew, they will be sent a new code.

30. London

Question: It was recorded in the March 2020 NC minutes that membership would be increased by £1 for each membership category. With the current uncertainty of tenpin bowling in the country, how can the BTBA justify this increase? Should the increase be postponed to 2021?

Answer: As mentioned in the Annual Review, membership fees have been frozen for 2020/21.

31. London

Question: What are the benefits of a moral sanction, in an unsanctioned centre?

Answer: By granting a moral sanction, we are permitting our league bowlers to play in accordance with the BTBA Rules and Regulation, thus protecting our members.



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32. London

Question: Will the regional reps be visiting leagues that have a moral sanction even if the bowl is unsanctioned?

Answer: If they are invited to do so, our Regional Officers are actively encouraged to visit any league anywhere in the country.

33. London

Question: Given that the BTBA have agreed to sanction 'string pin' bowling. Will the rules be updated to accommodate the irregularities of pin fall from string taking out pins and other nuances regarding sliding pins and resetting to original spot? Will there be a specification for the tautness of the string?

Answer: Updated March 2020 General Playing Rules:

6b. Legal Pinfall String Pins to be credited to a player following a legal delivery shall include: 1. Pins knocked down or off the lane surface by the ball, another pin or the string attached to a pin 2. Pins knocked down or off the lane surface by a pin or its attached string, rebounding from a side partition or rear cushion. 3. Pins knocked down or off the lane surface by a pin rebounding from the sweep/guard when it is at rest on the pin deck before dead wood is removed from the pin deck. 4. Pins that lean and touch the kickback or side partition. All such pins are deemed dead wood and must be 'removed' before the next delivery if reset by the pinsetter. No pins may be conceded, and only pins actually knocked down or moved entirely off the playing area of the lane surface as a result of a legal delivery may be counted.

Tautness of the string is listed in the manufactures specification and differs by type.

34. London

Question: It has been disappointing that there has been little communication regarding the disbanding of the NAYBC and absorption into the BTBA structure under a head of youth bowling. Please can the BTBA provide a strategy or plan to how they will be supporting youth bowling in the coming years? What is the current structure and filled posts?

Answer: The previous chair resigned and it was felt we should use this opportunity to modernise the Youth section.

We would like to refer to you to the publication from the BTBA website:

It was announced in the BTBA 2020 Annual Review that having the National Association of Youth Bowling Clubs (NAYBC) operating with a separate Chairman no longer fits with the direction the BTBA is progressing.



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On 15th March 2020 Youth Bowling England (YBE) was established within The BTBA to develop youth and junior bowling at all levels in England, from the 'grass roots' using our network of Youth Bowling Clubs (YBCs) to 'Elite Level' with Youth Team England.

YBE will work with the YBCs, which are staffed by BTBA licenced and insured officials and provide professional coaching from BTBA licenced and insured ETBF (European Tenpin Bowling Federation) Qualified coaches, and will manage a series of events (The YBE Tour) which will be held at different bowling centres across England and include competitive formats in both Singles, Doubles and Teams disciplines.

The Youth Bowling England Tour (YBE Tour) will enable bowlers to earn Tour Ranking Points from the events which can ultimately qualify bowlers to compete in the end-of-season YBE Tour finals.

For athletes who are looking to progress both personally and onwards through County level and even to international (Team England) level, YBE will work closely with BTBA Coaching and Youth Team England to provide both bowling events, higher-level competition and training to provide a pathway to improve their technique, physical skills and mental game.

More recently, the lines which separated the youth bowling tour, Youth Team England and BTBA Coaching have become blurred, and YBE will work to make these clearer, and to help with this we have created three important regional roles (known as Youth Bowling Support North, Central and South) who will work with bowlers, coaches YBCs and parents to learn specific needs and requirements which YBE can support them with.

The founding Youth Bowling England Committee comprises:

Terry Searle

terryseale@btba.org.uk

BTBA Director of Sport Development

Member of the BTBA National Council

Stephen Toop

stephentoop@btba.org.uk

Head of Youth Bowling

YBE Tour Manager

Member of the BTBA National Council



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Steve Allen

steveallen@btba.org.uk

Youth Team England Representative

Brian & Gill Parker

tournaments@btba.org.uk

Tournament Management

Derek Simpson

dereksimpson@btba.org.uk

Manager – Educare Online Learning

Youth Bowling Support (North)

Dave Tagg

davetagg@btba.org.uk

Youth Bowling Support (Central)

Stuart Watson

stuartwatson@btba.org.uk

BTBA Head of Communication & PR

Youth Bowling Support (South)

Member of the BTBA National Council

35. London

Question: Please can the accounts for the NAYBC be provided for 2017/18, 2018/19 and 2019/20? These have not been seen and the last published accounts was 2017 and available on the NAYBC website.

Answer: Terry Searle will continue to work with Martyn Wenger to consolidate the many accounts used in the last few years. Going forward, Youth Bowling have one account



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within the BTBA banking function. In the meantime, we will find out what is available and post to the Youth Bowling Websites.

36. London

Question: What does the NAYBC intend to do with the current NAYBC tour? In terms of postponement, finishing the tour and age bracket allocation given the delay? Will there be a final standings?

Answer: The current tour has now been completed and final ranking positions posted on the current NAYBC website. Trophies will be posted out to the winners via their YBC secretary.

37. London

Question: If the NAYBC is disbanding, please could the BTBA confirm how clubs will be supported and also how current branding will be resolved. YBC flyers and marketing and NAYBC achievement awards as examples.

Answer: Within the Youth Bowling England (YBE) team there are Regional Youth Bowling Support managers who will work with a group of YBCs to determine the needs of those YBCs and what can be collectively done to assist in the marketing and development of the YBC.

38. London

Question: Are there plans for the BTBA to provide youth members with something tangible for their membership fee? Badges are paid for by clubs and not earned by everybody that participates. Historically at least members had a membership card for each year of membership.

Answer: YBE are currently discussing the provision of advertising material. There is also currently a survey open to see what the YBC's require.

39. London

Question: Does the BTBA have a plan for sponsorship of the BTBA membership card? Although bowlers only receive a membership card once now, the card could still be sponsored. If the BTBA does not have a plan, will this be addressed as a potential cost saving and potential partnership with a prospective sponsor?

Answer: The BTBA is constantly talking to possible sponsorship partners and will continue to do so during the next twelve months. Our first major breakthrough was the introduction of the Tastecard for our members and we hope to build on this for future partners.

There are no plans now, or in the future, for our Membership cards to be sponsored.



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40. London

Question: It is disappointing that there is still no national plan for the engagement and encouragement of non-bowling public to join the BTBA or take up the sport of tenpin bowling. Should the BTBA look at its marketing strategy? Where is the marketing of the BTBA nationals?

Answer: There have been numerous discussions with bowling groups and independent bowling centres in the last 12 months to encourage grass roots bowling and the starting up of Club Membership at Shipley has helped immensely in getting youngsters involved in our sport. We have also had discussions with Hollywood Bowl and Guildford offering social membership of the BTBA and are waiting for feedback to get this project underway. We use social media and our website to market the Nationals, but the entries really depend on our members entering and encouragement received from our Local Associations.

41. London

Question: At the 2019 nationals in Stroud bowl, the bowl had a sign on the door saying it was closed for a tournament. Why were the public not encouraged to see the bowlers participating and marketing materials available to take away? Should every tournament have a banner/roller stand that can be placed outside saying that a BTBA tournament is taking place? Should the website have a 'what's on' page detailing events to support this?

Answer: The BTBA work closely with centres when a tournament is held, the centres will often put a sign on the door to advise customers that there are no lanes available to support staff working at the control desk with upset customers when they are told that there are no lanes available. Many tournaments, including the BTBA Tour, have banners to support sponsors of the events. This can be discussed further to look at potential marketing opportunities. The 'what's on' page is the calendar, which is updated regularly.

42. London

Question: Can a list of national and regional publications be provided where the BTBA has actively ask these publications to cover the sport of Tenpin Bowling?

Answer: We recognise that this is an area that we need to improve and when stories associated with our members have been published that we are aware of, these are shared on our social media pages.

43. London

Question: Can the BTBA please clarify how they will be supporting leagues when league play is able to return? Will sanctioning of leagues be extended?



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Answer: If returning leagues decide to continue with their current season, their sanction will be automatically extended. Leagues who choose to start their season again will need to apply for sanction in the normal way.

44. London

Question: Will the BTBA be updating the leagues and bowlers with potential solutions to restart league play? Will there be a relaxation of bowling on the same lanes for match or tournament play and potentially revert to single lane scoring?

Answer: The BTBA have been working very closely with the TBPA during this Covid-19 period to ensure every aspect of protocol is adhered to for the opening of centres throughout the UK. Each centre is totally dependent on their local centre's activity, size of venue and layout so this makes it harder to use one solution.

45. London

Question: Can the BTBA provide the communications to Secretary of State or other, where the BTBA have actively lobbied for Tenpin bowling to be reinstated as a distance sport and that the risk of transmitting COVID is minimal for bowlers using their own equipment? If the content of communication can not be provided, please provide a list of individuals or organisations that have been contacted officially from the BTBA.

Answer: The BTBA have been involved in many discussions in conjunction with the TBPA and BALPPA, lobbying government departments and speaking in Zoom meetings to Sport England, UK Hospitality, the Government Task Force, The Sport and Recreation Alliance, Club Matters and Westminster Forum (conference and meetings).

46. London

Question: Can we have the number of complaints made to the BTBA/NAYBC and how long these complaints took to resolve and what the outcomes of these complaints were? Outcome examples being, ban, suspension, warning etc...

Answer: That information is confidential and is not for public sharing. It would mean that the BTBA would be in breach of GDPR and basic safeguarding. If the complaint and or outcomes needed to be shared with specific stakeholders that is completed and is not for the general membership.

47. London

Question: Historically, the BTBA had provided a list of BTBA banned bowlers, do we assume that the BTBA membership database is the correct source and up to date with bowlers not in good standing with the BTBA? Would this also include supporter memberships?

Answer: Yes, the BTBA database is the correct source of bowlers in good standing. Under World Bowling rules, members cannot be issued a 'life ban'. However, they can be banned from an association for up to 3 years and no longer.



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#A.O.B.

Statement from the new Chairman.

LJ thanked MW for the last two years of hard work and looked forward to his support as Vice Chairman over the next two years, and his continued involvement with the TBPA.

It will be a tough few months, we need to work together as a more cohesive association, and I am looking forward to the challenge, I am asking you all to invite me to your meetings in order for me to have a better overview of what is happening within our association.

RG. LJ is our company secretary, we need to discuss this at our next meeting.

Meeting Closed 14:35