



## Minutes of National Council Meeting

Saturday 30<sup>th</sup> January 2021 10.30am

Present	Lisa John, Terry Searle, Martin Webster, Eric Harvey, Jo Cundy, Dave Steiner, Chris Hillman, Paul LeManquais, Mark Stone, Paul Loberman, Stephen Toop, Stuart Watson, Katie Tagg, Vicki Harman, Ron will be late to the meeting		
Apologies	Richard Lambkin not attending as has recently resigned		
Item on Agenda	Discussion/Points raised	Who	Action
1. Declaration of interests	<ul style="list-style-type: none"> <li>• Talk Tenpin</li> <li>• DS owns a proshop</li> </ul>	All	
2. Review actions from previous meeting	<ul style="list-style-type: none"> <li>• General housekeeping about being on mute.</li> <li>• Paul Lo send forms for DBS</li> <li>• LJ sent article on string to all council members</li> <li>• Covid</li> <li>• Update from Presidium – JC to inform later in the meeting</li> <li>• PLM share info with Jo C about string centres</li> <li>• Extension of tastecard – LJ to follow up</li> <li>• CH will discuss Team England document later on</li> <li>• IBF document on virtual bowling tournament, they really like it but no further discussion at this point.</li> <li>• ST to feedback about the scouts</li> <li>• MW still discussing items with Hadley – he has been poorly with Covid, will be catching up with things</li> <li>• Counties working party – JC to update in meeting</li> <li>• Bowler of the year announcement – was made on social media</li> <li>• Confidential part JC to update in the meeting</li> <li>• LJ contact ETBF about coaching and refund for the EYC, which we now have had. Coaching will come up in the meeting.</li> <li>• Martin to propose, Chris second all in favour no objections.</li> </ul>	LJ	<ul style="list-style-type: none"> <li>• JC send forms to new council members</li> <li>• RG/PLo check DBS</li> </ul>



<p>3. Chairman's Update</p>	<ul style="list-style-type: none"> <li>• Not a lot to add to the above actions</li> <li>• Covid has kept Lisa very busy during this last lockdown</li> <li>• LJ has been asked by IBF to take part in an online forum for Women in Leadership forum to take place soon, LJ also to moderate it. Issy Allen has also been invited to take part. Prerecorded on Zoom and then released on the 8<sup>th</sup> March to the Bowling World for International Women's Day.</li> </ul>	<p>LJ</p>	<ul style="list-style-type: none"> <li>• LJ to keep council updated – link with KT</li> </ul>
<p>4. Legal and Governance Update</p>	<ul style="list-style-type: none"> <li>• JC gave HOF update and that council members need to submit votes by the end of the weekend</li> <li>• Virtual TC suggestion to take back to the presidium for discussion as Seniors has now been cancelled.</li> <li>• String</li> <li>• Age groups discussed to be added to agenda</li> <li>• NI shared cancellation of Senior TC on social media - JC to email about this as this was not supposed to happen</li> <li>• AGM – virtual guidance document. CH to send over for us to look at</li> <li>• Area secretaries – who are they and are they members? How do we send updates to the areas?</li> <li>• List of officials for counties – set up as a club on GoMembership - LJ to look at this for a tile</li> <li>• Minutes of meetings - when sent out should include a thank you to all members who have continued to support us</li> <li>• MS – list of secretaries on the website are these the most up to date? As far as we are aware, yes.</li> <li>• Members at AGM's can be a non-playing official – so the lowest/cheapest membership will be entitled to attend/vote</li> <li>• Their membership will run from when they joined – so any upgrade will be dated to that point and not from the point of upgrade</li> </ul>	<p>JC</p>	<ul style="list-style-type: none"> <li>• JC to submit HOF votes to committee and share outcome with the council.</li> <li>• JC email Presidium back about announcement of TC, age groups and correct email addresses for BTBA.</li> <li>• Send out a thank you to the members who have renewed their membership through these difficult times.</li> <li>• LJ/JC to work on a guidance to be sent to associations by 14<sup>th</sup> Feb.</li> </ul>



	<ul style="list-style-type: none"> <li>• LJ and JC will pull together what the notice will look like</li> <li>• National council vote – unanimous yes</li> <li>• LJ to make a start then work with JC to formalize by 14<sup>th</sup> Feb</li> </ul>		
<p>5. Treasurer's Update</p>	<ul style="list-style-type: none"> <li>• Membership income was £45,000 last year. This is mainly due to a large number of automatic renewals – we are surviving this year as we have very little outgoings at present.</li> <li>• Membership is down by half – which is better than we could have expected.</li> <li>• P Lo GoMembership – Go Cardless/Stripe issues about charges/fees that we are not getting. Discussed about loss of fees – alternative of ways to pay – bank transfers etc</li> <li>• RG Auto-renews is a big benefit for the association so without these two companies, this would not be possible.</li> <li>• Is it auditable? VH – RG confirmed there does need to be a track of accounts, we need a trail for ourselves as an internal audit, therefore these two systems help us with this.</li> </ul>	<p>TS</p>	<ul style="list-style-type: none"> <li>• TS/RG liaise re year end documentation</li> </ul>



<p>6. Sport Update</p>	<ul style="list-style-type: none"> <li>• EH - for those that say there is not a lot going on – there are still a lot of meetings happening!</li> <li>• Has had a number of meetings – each person will feedback</li> </ul> <p><b>Coaching</b></p> <ul style="list-style-type: none"> <li>• Emails sent to coaches for level 1 and level 2 waiting to be sent off – list has been sent to Lisa to be signed off – in process</li> </ul> <p><b>Team England</b></p> <ul style="list-style-type: none"> <li>• CH – updated document for Team England is now with EH. Would like EH to view first and then be presented to the Exec Council – was with Eric on Thursday – would like it to be presented to the exec first.</li> <li>• Have not heard anything from ETBF – last thing was about EYC being canceled and BTBA receiving a refund.</li> <li>• Personal view tournaments may not be back until the Autumn – but with the Euro vaccine programme who knows! Might not be back until 2022!</li> <li>• Possible virtual TC – to see if it is a viable option.</li> </ul> <p><b>Tournament Officer</b></p> <ul style="list-style-type: none"> <li>• PLo – looked at the lane talk app – needs further investigation by may be something we could use.</li> <li>• Calendar – thanked DS for dates to exclude – relaxing some of the rules if we need to squeeze dates into the calendar later in the year may be worth looking at.</li> <li>• Fixed the excel spreadsheet to remove circular references – will send to SW to upload. Played around building a webpage where you can enter sanction events. As Jerry has now resigned, Paul is looking at how this is going to work going forward.</li> <li>• Continuing to tweak the database to work for us</li> <li>• PL to discuss offline about using the centre information in the database – separate call.</li> </ul>	<p>EH/C H/PL o/ST</p>	<ul style="list-style-type: none"> <li>• LJ to contact Mark Heathorn regarding signing off ETBF coaches</li> <li>• EH to share Team England document with Exec Council</li> <li>• PLo and PL to discuss centre info.</li> <li>• PLo develop/test bank transfer function</li> <li>• ST to investigate Club Hub further.</li> </ul>
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	<ul style="list-style-type: none"><li>• Potential business development offer – PLo to talk to MW about that regarding self-employed members</li><li>• Developing a bank transfer function through an online app securely – happy to test that with LJ to see if it works, LJ to pay PLo a penny.</li><li>• Email from Sarah Hood – ideas for cheaper alternative for tournaments not just National ones – did promote the BTBA tour but has some interesting ideas.</li></ul> <p><b>Youth Bowling</b></p> <ul style="list-style-type: none"><li>• ST has spoken with the Scouts – they have come back and are currently reviewing the activities for this year – bowling to be a part of their programme – once things are happening they will come back. Same for the Guides.</li><li>• YBE – tour? Discussed about what the year would look like. YBE are not to run a tour as such, but will still run tournaments as and when we can. Difficult to stick with a rigid programme.</li><li>• Positive note – looking at a website for YBC to advertise themselves – Club Hub – activity type clubs not just rainy days activities. ST to send them a spreadsheet of info and they will upload it for us at a cost of £16.00 a year for the YBC account. Looks really good!</li><li>• ST will now gather all the relevant details to upload.</li><li>• PLo Is it advert heavy? Are they appropriate for children? ST to find out. PLo and ST to meet offline.</li></ul>		
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<p>7. BTBA Nationals – all age groups</p>	<ul style="list-style-type: none"> <li>• Going to cancel the Junior Nationals as the Tour was being cancelled for the year.</li> <li>• So we need to look at all of the Nationals including Adults and Seniors.</li> <li>• Need to agree and have a single message about all the Nationals – so that we are one voice – being realistic about what is going to happen for this year.</li> <li>• Senior bowlers; we will need to return their money if requested as some opted to leave their entry fees with us for this year's Nationals.</li> <li>• Separate announcement about the Nationals than with the Area email to be sent.</li> <li>• Vote on cancelling the Nationals - unanimous vote by the council</li> <li>• JC mentioned the counties – defer to the next meeting</li> <li>• Nationals announcement – needs to be on website and social media – how soon SW? 24hours – LJ put together a statement and will be published tomorrow.</li> </ul>	<p>All</p>	<ul style="list-style-type: none"> <li>• TS refund to Senior Nationals money</li> <li>• LJ to write a statement re cancelling all the Nationals.</li> <li>• SW to publish on website and social media by 1<sup>st</sup> Feb.</li> </ul>
<p>8. Business Development Update</p>	<ul style="list-style-type: none"> <li>• MW the Hadley part has been covered – waiting to come back for a pricing list</li> <li>• The proprietors association met Kate Nichols CEO of UK Hospitality. This week she is meeting with the Undersecretary of Sport and we will receive the minutes shortly. Potentially, no sports facilities will be open until the end of May, pubs and restaurants could be later than that possibly not until June. It is going to be a long journey.</li> <li>• The proprietors will continue to keep MW updated.</li> </ul>	<p>MW</p>	<ul style="list-style-type: none"> <li>• MW to feedback any developments from the proprietors.</li> </ul>
<p>9. Membership Update</p>	<ul style="list-style-type: none"> <li>• We have seen the figures – current members are at 1380</li> <li>• KT – Women – nothing to discuss, not heard back from the Muslim foundation to date. LJ will keep KT in the loop of what is happening with the IBF forum.</li> <li>• VH – had some enquiries about where people could go when bowling centres do open – which is positive</li> </ul>	<p>LJ/K T/VH /MS</p>	<ul style="list-style-type: none"> <li>• LJ keep KT informed of IBF women's forum.</li> </ul>



	<ul style="list-style-type: none"> <li>• MS – not much to report as people are just waiting for things to reopen. The north is unusually quiet at this time.</li> <li>• Wants to talk to LJ after the meeting about membership website.</li> </ul>		
<p>10. Draft filing system on Teams</p>	<ul style="list-style-type: none"> <li>• PL presented his hierarchical chart to the council for filing all documents within Teams. Now that we do not have a physical Head Office we need a virtual system for storing documents.</li> <li>• All can change/edit so certain items will need to be in the Exec team not in the national council one</li> <li>• Historical stuff</li> <li>• File management</li> <li>• Council members will need to be responsible for the folders – so peoples initials are next to files to be managed.</li> <li>• PLo – Did not see anything for leagues? Where would this go? LJ confirmed it would go under membership. Hall of fame/rankings – awards? Development? Men and arts is a typo?!</li> <li>• Paul will look around Teams a bit more and would like to review for the next meeting – to be approved then.</li> <li>• GDPR – VH, JC will look into a guidance for GDPR with Teams.</li> <li>• EH – spelling mistakes to be corrected.</li> <li>• MW – look at ICO for the association due to fines if not meeting GDPR. LJ agreed to investigate.</li> <li>• MW – why are the BTBA not involved more with the HOF – we should have a HOF link on the website – SW confirmed it is linked on the homepage. JC explained that we do not own it so we can not just take it off them</li> <li>• RG – old tournament records archive, if we get rid of them how can we trace them back? Entry forms to be erased not the results. Tournament results to be stored</li> </ul>		<ul style="list-style-type: none"> <li>• Council members to be responsible for files with their initials.</li> <li>• LJ to investigate ICO and report back to council</li> <li>• PL to review and update at the next meeting.</li> <li>• Exec council to feedback to PL any additions/amendments to files.</li> </ul>



	<ul style="list-style-type: none"> <li>• RG – filing systems are great for the 1<sup>st</sup> 20 minutes then it does not work. Search needs to work – is this what we need?</li> <li>• PLo search in teams does work</li> <li>• LJ suggested we develop a robust naming system so that we know what is what</li> <li>• JC – different people have different flightpaths</li> <li>• VH – having a file catalogue – spreadsheet so if new files added then it is added to the spreadsheet – but this is additional admin</li> <li>• RG – where do policies go?</li> <li>• PL wants us to have a look and we will see what issues may arise – let's get it started and not worry too much about the detail.</li> <li>• SW – British Tenpin Bowling Association, if a non-council members is added to that team, anybody can see the files in that team.</li> <li>• RG – had experience that when you make up a scheme it can become out of date quickly. Need to get as much sorted out before you start. PL will be looking at this, ready to submit again at the next meeting.</li> <li>• Exec members to feedback to PL about what files/folders need to be included in their department – action.</li> </ul>		
11. Inter County Championships	<ul style="list-style-type: none"> <li>• Discussed the working party and the journey that we have been on, currently had three meetings. Next meeting to be arranged.</li> <li>• JC would like to thank all those on the working party for all the hard work that they have done and are continuing to do to support the boundary task.</li> <li>• BTBA ICC boundaries will be a document that the BTBA own</li> <li>• SW – counties being removed from postal service – so this is a great piece of work to be completed</li> <li>• County Championships 2021 – deferred to next meeting</li> </ul>	JC	<ul style="list-style-type: none"> <li>• BTBA ICC Boundaries to be presented at the next council meeting.</li> </ul>





<p>12. BTBA Annual awards</p>	<ul style="list-style-type: none"> <li>• PLM going to do a 2-year cycle. Going to be in the next BTBA year anyway, next awards will start around Sept 2021 – Sept 2022</li> <li>• Bowling ones – hard to judge as being viable? Can be some merit in the other categories?</li> <li>• Bowler of the year is impossible to award due to lack of events.</li> <li>• However, others such as the Chairman's award, volunteer etc could be awarded? PLM to send options to LJ to look at.</li> <li>• There does need to be some recognition for those.</li> <li>• DS the only thing we are seeing is our own work? How about the things that we are not seeing? Need to be careful otherwise it could look like we are rewarding ourselves and it will look bad.</li> <li>• CH senior Europeans did happen – LJ championships that did happen will be included/on our radar with the dates.</li> </ul>	<p>PLM/ LJ</p>	<ul style="list-style-type: none"> <li>• PL to send options of possible awards to LJ.</li> </ul>
<p>13. Obituary Page for the website</p>	<ul style="list-style-type: none"> <li>• Matter brought to the exec last week, wanted to bring to the National council.</li> <li>• Section that recognises past and present members who are no longer with us.</li> <li>• Shows that the association cares about their members.</li> <li>• Think it's a really good idea from the council</li> <li>• Guidelines around this?</li> <li>• Include a photo with it – and could just add the name</li> <li>• Committee for this LJ, JC, PLM to approve etc</li> <li>• Populate from the beginning of 2020 from what we know</li> <li>• Need to keep it simple</li> <li>• Use 2020 as a starting base</li> <li>• SW will be key as well in this – will be in touch</li> <li>• MW – would we include industry people? Need to be careful about who we include?</li> <li>• Maybe it would be good to do this as a case by case basis.</li> </ul>	<p>MW</p>	<ul style="list-style-type: none"> <li>• Subcommittee for obituaries – LJ/PL/JC</li> </ul>



	<ul style="list-style-type: none"> <li>• DS - SW has some obituaries on the website already so can use this also.</li> </ul>		
14. AOB	<ul style="list-style-type: none"> <li>• SW – outage on the 20<sup>th</sup> there was error on the host and some memory space. 83% capacity at the moment. Mailbox all had a good clear out users of concern JC and TS. JC asked that some past emails need to be kept for legal – which is ok. NAYBC has been able to clear some data space.</li> <li>• Social media – reaching 3200 impressions in a week on computers with 875 viewers interacting with pages.</li> <li>• DS – how much would it cost to go to the next level in space – SW not a big company not an established hosting company but they do not have another level. Is this something that we need to look at? PLo storage space shouldn't cost too much and will need to look at this for the future and review who is doing our hosting.</li> <li>• KT to ask Brenda Teece if she can write something for the website regarding the passing of Michele Godfrey, as Dave is struggling, understandably. The thoughts of the council go out to Michele's family at this time.</li> <li>• PLo – stories behind those bowlers, HOF/Obituaries. Is there anywhere we can collate and store them?</li> <li>• PLO – place for our members to advertise offers for their own business to BTBA members; take offline to discuss with MW</li> <li>• PL – follow up letter about string bowling – Paul suggested on the website alongside bowlers' experiences of string? LJ would like to have a cross section of people not focus on one league, one centre.</li> <li>• DS – Safeguarding issue – would like somebody to tell us that we are allowed to play adults with Juniors on the lanes in a Junior club. We need to look at this for future meeting. TS advice from Sport England says that if it is run as a club and it is supervised then there is no issue, with DBS checks. DS</li> </ul>	All	<ul style="list-style-type: none"> <li>• KT to ask Brenda Teece if she would write something for MG for the website.</li> <li>• SW/PLo investigate platforms for storage for the future due to current storage capacity.</li> <li>• PLo to discuss with MW possible platform for our members to advertise and offer discounts for their own products.</li> <li>• LJ to publish adverts for the Northern and Central regional officers.</li> </ul>



	<p>accepts the answer, but is this an issue? MS said that the bowlers are not part of the DBS process, the coaches need to be licensed. CH shared example of cadets.</p> <ul style="list-style-type: none"> <li>• MS – my tenure finishes next month – LJ to readvertise.</li> <li>• MS – still no officer for the central region – LJ to readvertise.</li> <li>• MW – reminder on the website of the Tastecard for the members. LJ said not at this time as it cannot be used too much and now was not the time to be pushing for memberships when bowling centres aren't even open.</li> </ul>		
15. Date of next meeting	<ul style="list-style-type: none"> <li>• Next meeting 13<sup>th</sup> March 2021 10.30am</li> </ul>	LJ	<ul style="list-style-type: none"> <li>• DS to send an invite to all around a date.</li> </ul>