



Minutes of Executive Council Meeting

Saturday 11th December 2021 10.30am

Present	Lisa Blann (LB), Terry Searle (TS), Kayleigh Wilkinson (KW), Martin Webster (MW), Pete Stevenson (PS), Jo Cundy (JC), Dave Steiner (DS), Chris Hillman (CH), Paul Loberman (PLo), Stephen Toop (STo), Stuart Watson (SW), Matt Smith (MSm), Simon Herbert (SH), Simon Taylor (STa)		
Apologies/early departures	Ron Griffin (RG) – unwell Paul LeManquais (PLM) – joining at 12.00 Mark Stoner (MSt) Katie Tagg (KT) Michael Kimberley (MK)		
Item on Agenda	Discussion/Points raised	Who	Action
1. Declaration of interests	<ul style="list-style-type: none"> • Talk Tenpin - SW • Pro Shop - DS • Professional Bowls Corporation - MW • Qubica AMF - PS 	All	
2. Review actions from previous meeting	<ul style="list-style-type: none"> • JC sent out legal documentation to new members • PLo updated the tournament page • ST send RG list of YBC officials – sent • Announced new RO's • STo trialing the lottery – share news from Junior Symposium • STa talk to SW about communication platforms – ongoing • Share any coaching materials with STa • CH find out about team ranking • PLo – meeting with Middlesex has happened – send out entry forms to local associations • TS – to resend budget requests – will cover today • JC met with PLM • PLM got the counties hotel deposit back • LB and DS met to arrange dates for the year for National Council and Exec Council 	LB/All	<ul style="list-style-type: none"> • JC to check the documentation. Reviewed not all sent from outbox – JC resend to new members.



<p>3. Chairman's Update</p>	<ul style="list-style-type: none"> • Had activity report so can see what has been happening • Want to ensure that everybody goes to their own director before going to another. They need to know what is going on, keep exec in the loop if needs be. • LB spoke to RG about meetings structure going forward and these will be changed in the New Year 	<p>LB</p>	<ul style="list-style-type: none"> • LB to review meeting structures going forward.
<p>4. Treasurer's Update</p>	<ul style="list-style-type: none"> • Getting year end ready for the accounts • Opportunity with Sport England about looking at grants – we need to meet Tier 1 requirements – we meet most of the requirements for Tier 1. Needs further investigation. • Produced a budget request form, it goes back to your director, they can then sign it off, • LB chasing Andy O re money for the Worlds expenses. • SH – we need a diversity and inclusion plan, SH we are already on this • PLo – where will we find the form? TS will be sending the form to PLo so that he can review it. TS and PLo to meet offline to discuss that. • We don't have to have face to face meetings, virtual ones do work. • TS thanked LB for moving the meeting to virtual with everything going on • Capital fund – last part of the sale of the house (£100,000) is for major investment for the associations and will need a return. Money is for projects not running costs. • LB we need to be cautious what we spend that money on. Especially with low revenue streams. 	<p>TS</p>	<ul style="list-style-type: none"> • TS to send out budget request form, firstly to PLo then to all. • TS and SH to investigate Sport England Tier 1 requirements. • LB to continue to seek refund for World Championships from IBF.



<p>5. Membership Update</p>	<ul style="list-style-type: none"> • Sent activity report • What are the requirements for the coaches for Safeguarding? • KW found a company that will offer safeguarding training for free! • SH – safeguarding qualification – would it get us into the schools? JC answered • BTBA learning – offering 50 free courses – that would retail at £400, every member could access this to add benefits to the membership • SH – with Educare have we come the end of the agreement? KW yes, we have been trying to get in contact, the renewal that was offered was very expensive. • DS how are we going to tie it in with coaches renewing their licenses? One not to answer now but to link with all those on the council • Customer can have 6 weeks to complete • SH – option to add any learning? KW don't think we will be able to add any. That might be under a different portal. <p>Regional Officer</p> <ul style="list-style-type: none"> • Sent activity report • All counties who MSm have spoken to have shown interests for ICC – in conversation with all associations except Sussex • Berkshire – JC to send contacts to KW • STo – any progress with Berkshire? MSm had an email from Sarah Hood, she was involved but not recently • SH – in your reports in Kent only 1 sanctioned league – can give pointer to MSm to chase a sanctioning of Tuesday night league. • Sanctioned leagues can be found on the database – LB will drop MS an email on how to find that. <p>Media report</p> <ul style="list-style-type: none"> • Sent activity report 	<p>KW/M Sm/M S/MK/ KT/S W</p>	<ul style="list-style-type: none"> • KW/RG to plan how to link in new safeguarding courses with renewal of licenses. • JC to find out about Wiltshire and get back to MSm • MSm/KW continue to investigate who has access to Berkshire accounts – JC to send last link to both. • LB send an email to MSm about how to access leagues on the database. • SW to change job title • SW and CH to work together on media for the EMC and EWC. • SH and SW to discuss static pages on the website.
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	<ul style="list-style-type: none"> • Cross media - looking at this • Did put a media plan together for WC – it was too big and bit complicated. Verity was great with sending photos. • SW to speak to Caz H about what that will look like for the future EMC and EWC. • Change job title to as stated in the activity report. • DS cannot get the Nationals form out – will need to talk about it. SW to get in touch with DS later. <i>Entry form now out.</i> • CH – Chris Oates was on the BBC – would like that on Team England website? Is that something that we can do? Would like the bowlers to be media published! Very positive. SW I just need to be tagged otherwise I will not know what is going on. • PLo – press releases – where they are, so not having to go looking for them – keep pushing it out to them just keep on it. • SW and CH to work together to ensure that the link is going on our official sites and completed in the right way. • SH – possible changes to website? Static page – talk to SW offline about what he means. 		
<p>6. Legal and Governance</p>	<ul style="list-style-type: none"> • Activity reports • PLM – lane sanctioning is going ok, Tolworth have now requested, couple of others have enquired and PLM has responded. We will lose a couple of centres and will not be back to where we were pre Covid. • Lewisham – they keep delaying or ignoring request – we keep trying and will see what happens in the New Year. • PLM has met the target that TS set in the year. • MSm – the general manager at Lewisham has been on annual leave. Pete Terry does not want to pay the money for the lanes – but MSm feels that the manager will agree. Grant request came in to support the sanctioning. • PLM - being cautious because if something is wrong the sanctioning may not happen and if something needs fixing 	<p>JC/PL M/SH</p>	<ul style="list-style-type: none"> • JC and SH to devise an accessibility tick list for the lane inspectors. • JC to send out new format for adult counties in the New Year with the invites. As well as notifying all those who attended the outcomes from the proposals brought today. • PLM and KW work on referencing for Lewisham offline. • KW to talk to SH about a survey for inclusion and diversity from members. • LB send rule amendment to JC to be added to the league playing rules. Then



	<p>they may not want to fix it. LB the grant is not there for that purpose – it will not draw people into the bowling centre – if we were to give London a grant to sanction Lewisham then we will open up floodgates to other bowls and local associations. Not the way forward at the moment – we sympathise with you but does not mean that you can't bowl. Can set a huge precedent.</p> <ul style="list-style-type: none">• CH – diversity and inclusion – could help to our benefit as part of the sanctioning going forward, we are conforming to how people use the bowling centres. Is this something that might be able to be included?• PLM discussed that he did not want to add too much to the inspector• CH more about accessibility – JC and SH to come up with a tick list for accessibility.• BTBA awards – MW got some sponsorship. Propose to remove the perpetual trophies and have a roll of honour on the website.• PLo – issue a certificate, have the list so that he can have the lists centrally and towards the Hall of Fame. If sponsorships then can include, PLM has already given that to Dave Grainger.• KW – PLo beat me to it• MW – roll of honour great. Confirmation from the volunteer of the year for £350, Bowling Vision Male for £250. Bowltech and Qubica also want to sponsor one of the awards for £250 will let us know which award they choose.• PLM sent out county think tank minutes• PLM has a centre and hotel for the Senior finals, non-refundable but is transferable. All good to book.• County Think Tank – JC shared all the proposals from the recent Think Tank. All were carried. Discussion around the Baker format and the invitation for the previous winners.		<p>notify the members of the change as recommended to us by Go membership.</p>
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	<p>Council decided to keep the proposals as set and give them changes a chance for the following year.</p> <ul style="list-style-type: none">• PS wanted to ask the players – run as normal then complete a players survey, LB run it as Baker and then complete survey after• CH – concern about Baker – does this play into the hand of the stronger teams, popular at the IBF was seen by people, this one is not seen by people. LB Lesser strength county may benefit with Baker• DS – will be important that the call out notice to the counties includes the format.• MW – can we play Baker in Team England trials – not now but training not trials.• PLo – we should include other Baker events on the calendar• 10 – 4 in favour of the proposal of Baker format. <p>Inclusion and Diversity</p> <ul style="list-style-type: none">• SH – sent report not too detailed as new to the role• This week first activity – to support the rainbow laces campaign – not expecting a lot of engagement to start with, it is supported by a lot of different sports including rugby and football and many others. Idea as a symbol of inclusion into the sporting community• MW raised a concern around the Stonewall with SH via email in the week.• Updates gone out through SW – the images update the text, using a screen reader will have the picture details read to them. For visually impaired.• Planned activities – have contacts with other associations such as Special Olympics, please share them with SH if you have any contacts.• Equality and diversity – look at the data we hold for those fields – is that of use to us? If sparsely populated then no use to us.		
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	<ul style="list-style-type: none"> • KW if you want to catch up after the meeting, could put out a survey – speak to SH after the meeting. • Lack of engagement – SH is guilty of this too, need to do a better job with that. We must try harder. • LB we are not an association that does not include people and it is great that this role is now filled. Making it visible that we are inclusive. <p>Legal</p> <ul style="list-style-type: none"> • JC an ongoing matter – holding an enquiry formal meeting on the 5th February. • Volunteers from the council to sit on the panel. • KW, CH, STo all volunteered. • DS states that we need 5 • MSm volunteered and LB suggested that MSt should also be involved in his role as RO. • MSm and MSt added to the list. • LB issue – club administrator received an email via personal email address and believed this contravened GDPR. We therefore need to change our ruling on league playing rules rule 102a to include that league officials and administrators are happy for their personal email to be used. LB to send the wording to JC. • SH – Does that have to go to AGM? • LB – No, as it is a GDPR issue we need to do it now as recommended by JustGo. SH – members should only add the personal email address they want to receive comms by. 		
7. Sport Development Update	<p>Activity reports from Tournament and Youth</p> <ul style="list-style-type: none"> • PS has done report but forgot to press send <p>Team England</p> <ul style="list-style-type: none"> • CH sent report to LB again • Code of conduct – requests for playing in non-sanctioned leagues and tournaments. CH has been supportive to players thus far. 	PS/S T/STa /CH/ PLo	<ul style="list-style-type: none"> • CH/PS to discuss with John Strettle the age criteria for the Senior Nationals. • PLo still chasing financial report from the South of England – if not forthcoming then sanctioning for the 2022 event will be withdrawn.



	<ul style="list-style-type: none"> • JC agreed but not now for tournaments • Problem with EMC in regards to Covid – about committing – Finland have said we have committed, there could be actions if we decide not to go, if Finland as a country put the UK on their banned list then we have a legal case, but if we choose not to go then there is no case for us as we will lose any financial outlay. CH has held back on some payments just in case – bowlers to ultimately decide as they are paying. • EYC Steve Allen is aware of the funding – been asked to budget as a self-funded, but the website is not open as yet, so no information at the moment. Steve does keep CH updated. • Triple Crown – Adults will be hosted by Wales in Bromborough in September – DS has a feeling it is the 10th and 11th of September. Please let CH know if any information comes through • CH and Caz H are working with SW about the media • Age issues with ESBT? DS ESBT base their age on the 1st January so 50 within that year. Tenpin Tour reducing back towards 50. • PLo most tournaments that use that the date is within the year that you are 50. Might be a difference in the event next year in Berlin, some tournaments are different so need to check each one. • PLo – the senior Nationals you have to be 50 to play. Issue that this does not relate to the Team England age eligibility PLo spoke to John Strettle who said he will look at it. CH and PS need to pick this up regarding TE qualification. • DS – John Strettle was asked to run it on our behalf. We need to tell him to be in line with the 50 within the year. <p>Tournaments</p> <ul style="list-style-type: none"> • Activity report • Streamlined the sanctioning process 	<ul style="list-style-type: none"> • PLo publish that there is no tour manager so unfortunately no BTBA tour next year. • Brand as the BTBA tour and not the adult tour. • JC/DS/PLo to work together on a plan for bank accounts for sports clubs. • STa to put together documentation around his plans for lesson plans, coaching assistant and send to the council. • SW to send example of lesson plans to the council. • Youth bowling needs to be more prominent on the website not below a list of sponsors.
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	<ul style="list-style-type: none">• Sanction fees have now been reconciled – just over £4000 in fees.• Pending a financial report from the South of England Youth Open – have been chasing, still no money, have granted sanctioning for the 2022 so this can be rescinded if the fees are not paid. <i>Post NC Meeting, the fees and forms have been received.</i>• Bowlers Club - £2.00 sanction fee on first entry or every entry. Agreed with Brian Parker the fee is on their first entry and not the next.• PS why do they only pay once when it is 3 tournaments? PLo it is one entry form. STo you have to enter at least 2 of the events to make the finals.• PLo – happy to let it go for this event – as it is run as one event. Would like to leave it for this year then review for the following year.• Currently 5 events on the weekend of the Adult Triple Crown – but there is a range of age groups.• Adult Tour – nobody applied for the position. Was discussed at the Exec Last week. PLo have checked for dates for next year. Needs someone to organise it?• LB from the exec – the events may still run anyway – as we have no applicant – if people are upset there is no tour then why did they not apply for the position? NC do not have time to commit to run the Tour unfortunately• PLo – will go back to the people who have run events but feel that there will be gaps. Send out to local association with the date gaps. We cannot run a tour without a manager to run the tour. The promotion, the end of year prize fund etc and collating the results will be time consuming.• SH – tour manager role – put something out that as no manager there will be no tour – be upfront – had no applicant so nobody to run a tour.		
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	<ul style="list-style-type: none">• DS – traditionally dates for the Nationals – second Saturday in March will not be used for event, will be over the 3 weekends as planned.• MSm – when Nationals are on no other events to be sanctioned? Yes• SH – when talking about the Tour – the adult Tour is there a reason why? It is historic – we publish it as BTBA Tour – perhaps we should have advertised it as the Tour manager and not the adult tour manager – will need to brand that.• PLo to put something together to publish about the tour not taking place due to no tour manager. <p>Youth</p> <ul style="list-style-type: none">• Activity report given• STo to share powerpoint presentation• Sport lottery website is now live – going to improve the text and pictures• Club Hub advertising – 15 YBC’s are currently registered – some are waiting until up and running again. We know of 10 bowlers who have come through this route• 217 bowlers participate in Virtual High Score tournament• Had some positive feedback – been asked if running again next year? Will be reviewing that over the coming weeks.• Titles and records book – to replace cloth badges – sticker book to go out• Pastoral care being worked on by Tracy – to be able to access grant opportunities. Including the YBC Framework• Would like the Youth Bowling England logo to be more prominent and not stuck at the bottom. If you look at table tennis website it is a great example.• JC love the record book – sparkly stickers• MW – fantastic idea – could it be online• SH – love the physical book – awards that are in there – mirroring the cloth badges – adding any other ones like first		
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	<p>clean game, converting splits etc STo look at having another page as not gone to print yet. SH is the front cover interesting enough? STo have had inputs from YBC's, there is a space on the front for the YBC to have their logo on</p> <ul style="list-style-type: none">• KW – need to look at the costs to YBC for replacements as children will lose them.• DS – Club bank accounts are no longer free, you need to pay a fee to the bank. We need to think about it going forward due to banking fees and how this looks in our M&A/Mr Admin• LB as long as the account has been verified by the Chairman is that enough? DS no not does not meet our current rules. JC/DS/PLo to work offline with that.• SH there are alternative banks with free accounts. Do not look at sports clubs but business – so the BTBA can write some guidance not for one particular banking institution but guidance on what to look for. DS to lead on this.• STo – insurance – does the YBC have to provide their own insurance or does the BTBA insurance cover. DS officials are paying to cover the insurance that we already have as the BTBA. JC to ask TS to check our policy. <p>Coaching</p> <ul style="list-style-type: none">• STa – we now have 93 coaches in a WhatsApp group – lots of sharing of ideas and asking and giving advice.• Has now quietened down about moaning about the past compared to when it first started.• Big idea that tested with other coaches – converting our knowledge into lesson plans – go through a process that teaches a certain skill. Came up with 150 skills very quickly.• Have a plan to convert those into 100 lessons – 10 grades of 10 lessons each. Grade measured by the number of lessons completed – creating a coaching sticker book. Get a sticker when complete a lesson for the bowler and the coach.		
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	<ul style="list-style-type: none">• Keen on introducing older youth members to coach the younger grades to the younger members of the YBC under the coaches within the YBC.• Feedback currently that the bowlers are keen to do this.• Idea been discussing with Mark Heathorn for 18-24 year old bowlers – shortcut to becoming licensed coaches – becoming a coaching assistant. Demonstrating by video that they can complete the 5 step approach and show that they can teach it.• Non-bowling parent or over 24 there is no short cut they must do ETBF level 1.• JC asked questions regarding the safeguarding aspect and why does the member have to actually film themselves bowling? Some coaches do not actually play. STa answered that they did not have to physically bowl with a ball, just be able to show how to complete the task. Also would like some support with the safeguarding aspect. STa will sort the coaching and would like help from the council around the other aspects.• DS – how are you going to get round over 18's being with younger children, demonstrating they can do it but they would not be DBS at this point. STa Coaching assistant needs to be DBS before working directly with children.• KW – getting a coaching license – would this be a new coaching tier? LB confirmed this would need to be looked at further down the line• CH – sounds really good – is Mark the only one that can put them through level 1? No Andy Penny can also but we do have an agreement in place with MH. What is the plan for higher level coaches to support Team England going forward? STa is working with Mark H on the price of the courses that he offers.		
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	<ul style="list-style-type: none"> • STa put something together for the council to have a look at so that we can support filling the gaps and ensure that the safeguarding and legal is covered. • STa confirmed he can Produce the videos and do the coaching part just needs the council to fill those other gaps. Wants to make the transition into coaching as easy as possible. 		
8. Business Development Update	<ul style="list-style-type: none"> • MW activity report completed prior to the proprietors meeting at the start of December. • Same information as shared at the exec meeting last week. • Shared about mask wearing and the possible difficulties • Professional Bowls Association – Bowls is Bowls – covers all sports with bowling including Tenpin bowling. bowlsfit.online is a new website and fitness to compete in all forms of bowling. Would like to include info from us about our bowling. • Accepted a position of ambassador for the Commonwealth Games for Bowls. Will give MW the opportunity to talk to others within that for the promotion of tenpin bowling. • LB once MW is in get in touch as there is a contact she has in Malaysia who also want to get bowling back in. • Getting contacts and they often ask about ranked players – how can we make this happen? CH will work with PS and PLo about what this could look like. • Potential sponsors like characters as something that can sell, need usage. • Shared possible things that could be done to promote tenpin bowling that has been used in green bowls. 	MW	<ul style="list-style-type: none"> • CH/PLo/PS to look at a ranking system and how this would look for potential sponsors etc.
9. AOB	<ul style="list-style-type: none"> • PLo – ask me anything form answers – about Newcastle PLo will send to LB. <i>Post NC Meeting, news indicates that Newcastle Bowl site will be redeveloped.</i> • Ask me anything form is getting lost on the news page. Add to the content page. • Anything on gratitude games – nothing at the moment. 	All	<ul style="list-style-type: none"> • PLo send request to LB re Newcastle. • Ask me anything is getting lost on news feed on the website – needs to be more prominent.



	<ul style="list-style-type: none">• Chairman's award is this happening? Speak to PLM the form is set up and ready to go.• MW Worlds in 2023 have been confirmed in Dubai?? We have not heard it officially. Going to be an expense wherever it is.		
10. Date of next meeting	<ul style="list-style-type: none">• Saturday 5th March	LB	<ul style="list-style-type: none">• DS to send an invite to all around a date.
11. PART 2 Confidential section – not for publication	<ul style="list-style-type: none">• Updated in the main meeting.	JC	<ul style="list-style-type: none">•