

# NAYBC Committee Meeting



**Location** Online / Conference Call

**Date** 26<sup>th</sup> January 2019

**Time** 16:00

**Attendees** Simon Herbert (SH), Stephen Toop (ST), Loraine Harding (LH), Helen Tamblyn (HT), Martin Woodworth (MWO), Terry Searle (TS), Neil Taylor (NT)

**Apologies** Martyn Wenger (MWe)

		<b>Actions</b>
16:00	Meeting opened by SH	None
16:05	Previous minutes are available on the NAYBC website, last committee meeting was July 2018 <a href="https://naybc.btba.org.uk/naybc-committee-meeting-minutes">https://naybc.btba.org.uk/naybc-committee-meeting-minutes</a>	

**16:10 Chair's message (SH)**  
Welcome to the new members of the committee

## **Values and pillars of the association**

**BTBA Key Values** adopted, these must be applied to everything we do (the values are on the BTBA website, and the NAYBC website) All

**Pillars of the NAYBC**, everything we plan and do must fit one or more of the pillars: All

- Participation** - Retain, stabilise, then grow participation
- Membership** - Grow our membership and serve our members
- Reputation** - Grow awareness and favourability among our members and beyond
- Sustainability** - Build a sustainable club model, generating funds to sustain growth at all levels

Overview of top level 5-year plan and *objectives / themes*

### **Year 1 (September 2018 to August 2019)**

*Building new committee, setting direction*

**Stability and transition**

### **Year 2 (September 2018 to August 2019)**

*Growth, building on actions of year 1*

**Building the Future**

### **Year 3-5 (September 2018 to August 2019)**

*Continued growth and support for all clubs*

New and ongoing partnerships

**BowlTrack** – providing tour rankings

**Bowling Vision** – tour partners, providing bowling equipment for the tours and tour finals (DV8, Brunswick, Radical)

## 16:20 Introduction of new ways of working

### Tools

**Slack** - Used for internal communications. Faster and more collaborative than email.

**Trello** - Used for internal planning and tracking workload (tasks, projects).

**Email** - Used for external communications. If used for internal communications should only be used when Slack is not possible.

**Phones** - Best for internal 1-2-1 communication when other methods aren't suitable.

**Conference calls** - Used for internal communications and meetings when face to face is not possible.

**Webinars** - Used for internal communications and meetings when face to face is not possible.

**Doodle poll** - Used to set dates for meetings / group calls / webinars

### Process / Methodologies

**RACI** – matrix to show who is Responsible, Accountable, Consulted, Informed for each task / activity

**Sprint** – a period of time, during which planned work happens (after planning)

**Requirements gathering** – Understand what is needed before designing / building any solutions

## 16:50 Round ups from areas

### Communications

HT / NT

HT ran through the BTBA communications policy, which everyone has read and agreed to uphold.

HT ran through the different communication channels and their purpose.

HT and NT to meet and discuss ongoing strategy for NAYBC Comms.

HT to expand on Comms policy by producing a deck of slides covering each channel, the purpose and how best to use it.

NT to look at bowler and club profiles for the website.

### Member survey

SH

SH introduced the Member Survey.

SH

The aim is to understand the views of members (youth bowlers), club officials, coaches, parents, and anyone else involved in youth bowling.

A lot of question areas already covered, but still work to do.

All to look at the current draft questions and submit more ideas.

All

The survey must be open, no closed questions. We need genuine feedback so we can measure against existing plans.

Survey to run for one month, aiming for March – subject to questions being agreed.

### Finance

MWe

No update provided

### Nationals

MWe

No update provided

### Tournaments

ST

ST updated on current entry forms. There is plenty of scope to make improvements to these.

The North/South balance needs to be looked at, with a view of localizing where possible to boost entry. Club based events are a big area to look at.

A bigger update will be provided at the next meeting, if anyone has any suggestions or comments please speak to Stephen.

NT commented that the entry details being released on the website is proving to be very helpful for his club, and a vast improvement from previous seasons.

SH mentioned that everyone should subscribe to the website, so they receive all news posts and tournament details as soon as they are posted.

### **Youth Dev / Clubs**

MWo

MWo has been looking at Club Matters, but time is proving to be a challenge now, but this will improve over the next few months.

More research on Club Matters is needed, a pilot scheme to be discussed offline.

Any useful information / links to be posted to the #ClubMatters Slack channel so everyone can read.

### **Projects**

LH

LH – the survey results will drive the planned activities and projects

### **17:50 AOB**

Age divisions to be looked at – there are inconsistencies from event to event and on both NAYBC Tours. ST

Educare modules to be completed ASAP. Any Educare questions to be emailed to the educare@btba.org.uk address

GDPR Audit to be sent by HT, all to complete when received HT

### **17:55 Next meeting date**

SH

Will be a face to face meeting, most likely to be April.

SH

Doodle Poll to be issued

18:00 Meeting closed by chair