

# Agenda for Board of Directors' Meeting

to be held 9:30 a.m. on Sunday, October 20

at Auburn Lanes in Auburn, MA

~ Members are encouraged to attend and be part of discussions but only board members may vote ~  
ALL MEMBERS ARE ABLE TO VOTE AT THE ANNUAL MEETING IN DECEMBER.

1. Reports of Tournament Director, Officers and Executive Committee
2. Reports of Social Media and Tech Directors
3. Discuss Proposed Bylaw Changes  
(to be acted upon at Annual Meeting unless proposal is withdrawn by person who submitted it):
  - a. Change Secretary-Treasurer from an elected to appointed position.
  - b. Change Secretary-Treasurer to Manager with changes in duties and updated Bylaws as detailed in Proposal Attachment A and B.
  - c. Meetings – Add “Meetings will be run using Roberts Rules of Order”
  - d. Meeting Quorum – A majority of the Board of Directors shall constitute a quorum (Current any number). “No vote on any issue shall pass unless a quorum of current board members are present at the meeting.”
  - e. Meeting Quorum - At the end of “A majority vote of a quorum of the Board shall be required to pass any issue” Add “except monetary issues. No monetary votes shall pass unless 2/3 of the current board members (not just those present) vote in the affirmative for the proposal (no email votes allowed).”
  - f. Meeting Quorum - At the end of “A majority vote of a quorum of the Board shall be required to pass any issue” Add “except monetary issues. Monetary issues require a quorum of 2/3 of the Board present and 2/3 approval to pass.”
4. Discuss Proposed Tournament Rules Changes  
(to be acted upon at Annual Meeting unless proposal is withdrawn by person who submitted it):
  - a. Change the Senior, Super Senior & Women's Cut as detailed in Proposal Attachment C.
  - b. Allow headphones and earbuds to be worn during bowling (Current rule: not allowed)
  - c. Change the rule for doubles from champions can bowl with a champion who has not won a title in the last five years (Current rule: 10 years)
  - d. Add qualifiers for less than 28 entries based upon the current cash ratio so charge of qualifiers is complete. 19-27 = 6 qualifiers. 18 or less = 4 qualifiers (Currently 28+ entries in rule book).
  - e. If a person for a special cut isn't present at roll call, go to the 1st alternate in that special cut. If the first alternate isn't there, then spot goes to at large. (Current Rule: Alternate goes to At-Large)
  - f. When a person wins another title in the same season, he/she receives the \$100 Tournament of Champions entry money.
5. Finalize Annual Meeting Agenda
6. Hall of Fame – Modify points to 6 points for Masters with a minimum of 100 entries (Current rule is 3 points)
7. Rescind the vote that was taken to give monetary compensation for score sheets being used.
8. Rule for bowling on the wrong lane during match play.
9. Discuss rule for not allowing balls until released.
10. Board of Directors for 2020 - Any member in good standing that desires to be Board Member at Large for the following year must submit in writing his or her interest to the President no later than one week before the annual meeting which is December 8, 2019.
11. Distribute annual awards money at the banquet along with their awards. Allow winners to choose awards.
12. Is the Over/Under 50 doubles considered a senior title
13. Squad times for special tournaments on Saturday
14. Committees
  - a. Schedule – 2020 on BowlNEBA.com
  - b. Sponsors – Deadline for a sponsor to commit for their name and logo to be on 2020 promo material
  - c. Survey – Survey members on annual meeting proposals. Discuss other questions.
  - d. Tournament Committee – Format for Cambridge Credit Counseling Invitational. Masters in 2020.
  - e. Banquet and Hall of Fame Dinner
  - f. Social Media
15. New business

PROPOSAL ATTACHMENT A:  
BYLAW CHANGE:

This will change the following in the bylaws:

- Organization
  - Remove (d) Secretary/Treasurer (elected)
  - Add (d) NEBA Manager (appointed)
  - Replace Secretary/Treasurer and replace with NEBA Manager in Executive Board definition
  - Add the following paragraph before **Tournament Director**
    - The Board shall appoint a qualified individual to perform the duties of NEBA Manager. The NEBA Manager shall remain in that position as long as the performance of duties meets the approval of the Board. If, in the judgment of the Board, the NEBA Manager has failed to uphold the responsibilities of the position, the Board may vote for dismissal. A majority vote of a quorum of the Board shall be necessary for dismissal. In the absence of the NEBA Manager at a tournament site, the Board members present shall appoint an acting NEBA Manager for that tournament.
- Salaries
  - Remove (a) Secretary/Treasurer
  - Add (d) NEBA Manager
- Duties
  - Replace Secretary/Treasurer with NEBA Manager in Duties of First Vice President section C
  - Replace Duties of Secretary/Treasurer Section
  - Add Duties of NEBA Manager (from attached documentation)
- Board of Directors Code of Conduct
  - Replace “The Secretary shall archive...” with “The NEBA Manager shall archive...”
- Membership Application
  - Remove ...membership fee to the NEBA Secretary Treasurer.
  - Add ...membership fee to the NEBA Manager.
- Annual Meeting
  - Replace “submitted in writing to the Secretary/Treasurer...” with “submitted in writing to the NEBA Manager...”
- Election of Board Members
  - Remove Secretary/Treasurer
  - Replace “...submitted to the Secretary/Treasurer...” with “...submitted to the NEBA Manager...”
- Squad Reservation
  - Replace “...notice to the Tournament Director or the Secretary/Treasurer...” with “...notice to the Tournament Director or the NEBA Manager...”
- Center Fee
  - Replace “The treasurer has the right to waive...” with “The NEBA Manager has the right to waive...”
- Salaries
  - Replace “The Secretary/Treasurer receives \$4.40 per entry.” with “The NEBA Manager received \$4.40 per entry.”
- 2019 NEBA Officers
  - Replace “Secretary-Treasurer” with “NEBA Manager”

Duties of Secretary/Treasurer (EXISTING DEFINITION):

The duties of the Secretary/Treasurer are the following:

a. To serve and protect interests of all members of NEBA.

b. Administrative:

1. To keep the minutes of all meetings held by NEBA.

2. To issue the call for such meetings at the direction of the President.

3. To perform the duties of statistician to include records of all scores, participant averages, and Bowler of the Year and Rookie of the Year point totals.

4. To publish a monthly newsletter, that shall include the results, prize list, and income and disbursements for the previous tournament. It shall also include a listing for the next scheduled tournament, and as appropriate, minutes of the previous month's Board meeting, and the agenda and voting items for the next scheduled Board meeting.

5. To inform the Board of any requests for access to the NEBA mailing list. Approval of the Board shall be required for any such access. The Board shall also determine what fee is to be charged for such access.

c. Financial:

1. To coordinate tournament prize funds with the Tournament Director.

2. To keep the financial statements of NEBA and collect all money belonging to or due NEBA, and to deposit them into a checking account in the name of the New England Bowlers Association. This account shall have four signatures, those of the President, Secretary/Treasurer, First Vice President, and Tournament Director, any two of which are required for any withdrawal.

3. To cosign, with the President, First Vice President, or Tournament Director, all checks drawn on the funds of NEBA.

4. To report, in writing, the state of the finances of NEBA when required to do so by the Board, and to provide the President with a quarterly statement for verification.

5. To present a written report each December showing the financial status of NEBA for the year and to publish the report in the December NEBA Newsletter. The Secretary/Treasurer may appoint assistants who meet the approval of the Board. In the absence of the Secretary/Treasurer at a tournament site, the Board members present shall approve an acting Secretary/Treasurer for that tournament.

## Duties of NEBA Manager (Revised by BHH, February 17, 2019 – changes in *italics*)

The duties of the NEBA Manager are the following:

a. To serve and protect interests of all members of NEBA.

b. Administrative:

1. To keep the minutes of all meetings held by NEBA, *to write up and send the minutes out for approval within two days of the meeting, and to gather feedback, post, and email the minutes to the general membership within one week of the meeting.*

2. To issue the call for such meetings at the direction of the President. *To collect topics and publish the agenda for the meetings.*

3. To perform the duties of statistician which includes records of all scores, participant averages, *and all keep up to date all statistical categories for which there are year-end prizes. These statistics shall be updated within one week after each completed tournament and forwarded to the NEBA webmaster.*

4. To publish on the NEBA website and by email a *tournament recap no later than 24 hours after each tournament* completes that shall include the results, prize list, and income and disbursements for the previous tournament. If two tournaments are held on the same weekend, they may be combined into one recap. It shall also include a listing for the next scheduled tournament, and as appropriate, minutes of the previous month's Board meeting, and the agenda and voting items for the next scheduled Board meeting.

5. To inform the Board of any requests for access to the NEBA mailing list. Approval of the Board shall be required for any such access. The Board shall also determine what fee is to be charged for such access.

6. *To facilitate email mailings for surveys, promotions, or other purposes in a timely manner.*

c. Financial:

1. To coordinate tournament prize lists with the Tournament Director and the tournament committee for special tournaments.

2. To keep the financial statements of NEBA and collect all money belonging to or due NEBA, and to deposit them into a checking account in the name of the New England Bowlers Association. This account shall have four signatures, those of the President, *NEBA Manager*, First Vice President, and Tournament Director, any two of which are required for any withdrawal. All funds collected onsite at a tournament shall be deposited on the next business day.

3. To cosign, with the President, First Vice President, or Tournament Director, all checks drawn on the funds of NEBA.

4. To report, in writing, the state of the finances of NEBA when required to do so by the Board, and to provide the President with a monthly statement for verification. Such statements shall be made available to the BOD at least one week before any upcoming BOD meetings.

5. To present a written report each December showing the financial status of NEBA for the year and to publish the report as part of the annual meeting minutes.

6. The *NEBA Manager* may appoint assistants who meet the approval of the Board. In the absence of the *NEBA Manager* at a tournament site, the Board members present shall approve an acting *NEBA Manager* for that tournament.

7. *To issue 1099s and other required tax documents as needed.*

8. *To generate invoices for sponsors as needed upon direction from the sponsorship committee.* All funds collected from sponsors shall be deposited within two business days of receipt.

**PROPOSAL ATTACHMENT C**  
**BYLAW CHANGE**

- One in six senior (age 50 and over) participants across all squads will qualify for the match play finals with a minimum of one (1) in singles tournaments.
  - Of the seniors, one in six super seniors (age 60 and over) will qualify for the match play finals with no guaranteed minimum.
  - E.g. 11 seniors (aged 50-59) and 13 super seniors (aged 60+), for a total of 24 bowled across all squads. Four (4) seniors (aged 50+) will qualify for the match play finals, of which a minimum of two (2) will be super seniors (aged 60+)
- One in six women participants across all squads will qualify for the match play finals. If there are not six women entries, the bowlers will be moved into the regular division.
  - If a woman is also a super/senior, said bowler will be considered a woman first. If there are 6+ total women entries, said bowler will be grouped with the other women. If there are 5 or less total women entries, said bowler will be group with the seniors.
- One \$50 cash spot will be paid to the woman or senior participant with the highest qualifying score that did not qualify for the match play finals.