

MINUTES

ABF Management Committee Meeting

ABF Headquarters, 4/51 Tennant Street, Fyshwick, ACT

Saturday 10th and Sunday 11th December, 2011

1. ROLL CALL

Keith McDonald (President), Dianne Marler, (Secretary), Roy Nixon (Treasurer), Allison Stralow and Simon Hinge

In Attendance: Eilis Magner (Legal Counsel) and Jane Rasmussen (ABF Secretariat)

Observer: Bruce Neill

2. CONFIRMATION OF PREVIOUS MINUTES – 5th and 6th November 2011

Minutes amended and confirmed.

3. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

KM	Draft protocols from Ethics Meetings for web	Pending
KM	World Championships 2017 – looking into sponsorship	Ongoing
JR	Procedure for Bridgemates	Pending
KM	Archival and retrieval = MB	Pending
EM	MPC Contract for DW	Ongoing
EM	Tender document by April 2012 – SFOB dealing	Pending
BN	BBO Hiring Agreement	Pending
DM	Byes at ANC to States	Ongoing

4. MC REPORTS

(a) President's Report

- (i) President and Legal Counsel met PM in Sydney on the 30th November. AWRs – suspend the current agreement until a satisfactory arrangement has been put in place. **Action: KM**
- (ii) ABF has agreed to fund Australian Bridge for 2 years at a total cost of \$3500. States will have the opportunity to advertise either within the ABF Newsletter or Australian Bridge.
- (iii) ABF to continue with the free AB magazine to all clubs.

(b) Secretary's Report

Items from the Secretary dealt with during the meeting or in the list of correspondence.

(c) Treasurer's Report

- (i) Auditors to visit ABF Headquarters on 19th December. Report should be ready for sign off 3rd week of February.
- (ii) Migration Path Pty Ltd – correspondence from Legal Counsel with notes of meeting. **Action: EM**
- (iii) License Agreements – to be out to all States in next few weeks with the rollover clause added. **Action: RN**

- (iii) ABF accounts at end September returned to profit.
- (iv) Subsidies have in the main been paid to Trans nationalists. Clause to be added – claim should be presented within specified period. **Action: RN**
- (v) National Teaching Coordinator to stay within Budget. **Action: RN**
- (vi) CM to be paid outstanding amounts from PABF in Macau. **Action: RN**
- (vii) Some discussion about a one off cost for MPs and affiliation fees on a charge per player per session basis. RN asked to take back to Finance Committee for consideration and advice. ABF MC looking to enforce the 100% membership rule. **Action: RN**
- (viii) Stock takes in place for first day office reopens.
- (ix) Confirmed Butler costs and grant to NTBA.
- (x) Held discussions with JB re administrative costs for Celebrity Speakers.

(d) Secretariat Report

Chasing notification of newly appointed office bearers from States. Secretary to send out annual reminder and pass on information to JR. **Action: DM**

(e) Legal Counsel

- (i) Recorder reports have been received.
- (ii) EM to write brief for RC such that TOs have authority to decline entries to ABF and licensed events. **Action: EM**
- (iii) National Recorder – advertisement to be placed in the January ABF Newsletter.
- (iv) SFOB tender document to be placed on website in April 2012. SFOB contract to be supplied to Legal Counsel for updating. **Action: EM**

5. COMMITTEE REPORTS

(a) Tournament Committee

- (i) 2012 Playoffs in hand. The Seniors will be capped at 6 teams. Open/Women to be held 8-13 December in 2012. DS having trouble confirming venue – is proposing 15-20 – acceptable but reluctantly.
- (ii) 2013 calendar is gradually coming together. Dates for SA – 1st week of October according to SA school holidays.
- (iii) ANC Butler in Adelaide in 2013 – ABF to cover all costs. SM to be CTD of Butler.
- (iv) ANC in 2014 to be held in Sydney – Randwick Racecourse. As NSW do not want Butler, ask Charles Page to convene event. Must be held before GNOT. Standard ABF helpers fees to apply +10%. **Action: KM**
- (v) Each state to be granted a subsidy for hosting the ANC teams. No reduction will be made if they choose not to hold the Butler.
- (vi) TC to think about the issue of an Appeals Panel – with rider that if anyone on the panel is at an event, they take precedence to sit on Appeals Committee. **Action: BN**

(b) National Tournament Coordinator

- (i) Secretary to have RC finalize contracts for new incumbents on basis of 50/50 fee split, leaving reporting and activity finalization up to them to handle. Any expenses to be endorsed by Treasurer prior to spend. Invoice quarterly in arrears at \$6,000 each per annum. Ask TC to include them in communications regarding meetings etc. **Action: DM**
- (ii) New incumbents and Secretary to meet with current NTC for handover of all records. **Action: DM**

- (c) **Central Masterpoint Project**
"Go Live" date to be 1st January. Phase II to be discussed at the May meeting.
Report from Nigel Dutton. **Action: DM**
- (d) **Youth Committee**
No Report.
- (e) **Women's Committee**
Report from Veldhoven. Women's Jamboree.
- (f) **BBO**
(i) Contract for Paul McGrath to be finalized.
(ii) Accommodation for 2 nights to be paid for attendance at SFOB.
(iii) Annual communication to be sent to all convenors re: \$2 per board and all other charges involved.
(iv) Advise PMcG that those events not in budget can be included if requested to do so. ABF MC approval to be sought.
(v) NVC to be asked to find other way to cover off on ANC and playoffs.
- (g) **National Marketing Coordinator**
(i) Report tabled. AS will give feedback to SM from MC.
(ii) Invite Coordinator to February meeting as an Observer. **Action: DM**
(iii) SM to be invited to coordinate promulgation of Strategic Plan as separate project. Secretary will communicate with SM and ask for budget. **Action: DM**
- (h) **National Teaching Coordinator**
(i) Report tabled.
(ii) As the ABF MC agreed to pay for JB's airfare and accommodation for visits to states on a 3 per year basis, it was agreed that her targeted states in 2012 include SA. Secretary will advise SABF accordingly. **Action: DM**
(iii) Treasurer to confirm that budget for 2011 is endorsed for 2012. **Action: RN**

6. AUSTRALIAN EVENTS

- (a) **Playoffs 2012**
See TC report above. We are still not in a position to be able to resolve matter of targeted events.
- (b) **GNOT**
Too early to have financials and report.
President to write to GNOT convenor. **Action: KM**
- (c) **GNP**
(i) Entrants to be displayed on ABF website. Treasurer will formulate subsidies. **Action:RN/JR**
(ii) Final list of entries still not resolved. Secretary will chase down with JB.
- (d) **Bridge for Brains**
Migration Path will be approached to do online scoring in 2012. **Action: JR**

(e) **Nationwide Pairs**

Secretariat is keeping on top of accounts. Secretariat to send agreement to ABF Secretary with a view to ensuring that formal contract is put in place.

Action: JR

(f) **Licensed Events**

(i) Spring Nationals – Report received from Convenor. Secretary will thank MS for her report.

Action: DM

(g) **SFOB**

Sean joined the meeting at 11.40am on Saturday 10th November and reported as follows:

Targeting 150 teams; week one provides more income than in previous years; no Chinese team entered as yet; \$3,300 bump in/bump out including transportation confirmed; no other fees payable to CBC; directors and caddies will break down rooms; lease of new photocopier reduces cost and time taken to prepare score booklets etc; air conditioning issue at venue resolved; queries re parking to be resolved; new name badges prepared for all staff at event – look very professional. SM thanked for his presence and left the meeting.

(i) Blue Ribbon Pairs to be a BFACT event to be run in the same venue as the SF event. BN to correspond with DA re: Masterpoints cc Chair of TC. Julian Foster will be asked to write up agreement modeled on the licence agreements currently in place.

Action: BN

(ii) Tournament Organiser presented a report to the MC. Numbers much the same as last year. No correspondence from the Chinese. Dealing has been done, booklets and hand records to be completed. Transportation of equipment will be done by CBC. Player/partnerships will be done by SM and WB.

(iii) SF contract to be renewed for 2013.

Action: EM

7. **INTERNATIONAL EVENTS**

(a) **WBF Events** – Secretary to write to Captain of Seniors and Open team for a report. Report received from Captain of Women's Team. Secretary will thank BT for her report.

Action:

DM

TC will be asked to set guidelines for representative Teams.

Action: BN

(b) **World Youth** – 25 July to 4 August 2012 in Tai Cang, China.

(c) **Tel Aviv** – Invitation sent to Open Team who were not interested. As offer of free accommodation is now no longer on table, no other teams likely to be interested.

8. **GENERAL BUSINESS**

(a) **ABF Archival**

Report will be sought from MB for February meeting as to status of archival material at ABF Headquarters.

Action: JR

(b) **Appeals Compiler**

(i) Sebastian Yuen addressed the MC with the offer to compile all Appeals reports for publication on the ABF website. Very enthusiastic with many ideas on how to streamline and improve current process.

- (ii) SY to liaise with EM regarding any queries that he may have.
- (iii) Secretary to write to all parties announcing his appointment and ask Web Master to post to ABF web site. **Action: DM**

(c) ABF Web Page

Discussions between NTC, NMC and SH occurred in Brisbane. SH gave the MC a run-down on the progress to date of updating the website. Original budget of \$14,000 agreed. Will start work soonest. SH to continue to act as focal point for contact between all parties concerned.

(d) ABF Newsletter

- (i) Returns to ABF Headquarters of undeliverable newsletters to be resolved by MPC manager copying Secretariat and Newsletter Editor into all changes of address from all bridge clubs.
- (ii) Allow sponsors to advertise. Newsletter will be reviewed in twelve month's time. Report for MC meeting in December 2012.

(e) Uniforms Coordinator

DM will speak to contact in Adelaide. Agreed to move forward based on tailored jacket, with shirts etc and magnetic name badges. **Action – DM**

(f) Executive Secretary Position

All members of the MC went through job description and contract, coming to universal agreement. Executive Secretary returned to meeting for further discussion. Agreed to take document away to consider for signature.

Action – JR

(g) Make-a-Wish Foundation

Contact details for coordinator to be sent to SM for follow up and action plan on how to roll out to States and clubs. **Action – DM**

(h) ABF System Cards

LK will be asked to chase down blank of proposed new card being promulgated by Rex Livingston for comparison prior to new order being placed. TC will be asked to compare. **Action – DM**

(i) WBF By-laws

Proposed changes to by-laws, as circulated, approved by ABF MC. Secretary will respond. **Action – DM**

(j) Patron

AS to chase up with SM and report to next meeting. **Action – AS**

(k) General Regulations

LK finalized – will send to TC for approval and then to EM prior to posting to the ABF web site. **Action – LK**

(l) Australian Bridge and AB Newsletter Distribution

Copies are still being returned. Secretary to write to all states to ask them to remind their clubs that postal addresses must be maintained to ensure delivery is correct. **Action – DM**

(m) Advertising

MC agreed that ads can be placed in ABF newsletter from sponsors who have been signed up. MC would like advice from Newsletter Committee on how best to handle this but wish to ensure that "contracted" sponsors are ensured of access to ABF newsletter if they so wish. MC will ask for report from

Newsletter committee for every December meeting. AS to liaise with AR.

Action – AS

(n) ABF HQ

Will be closed from 23rd December to 3rd January.

Forthcoming Meetings

4th and 5th February – Sydney
3rd and 4th March – Broadbeach
24th March – AGM – Canberra
25th March MC Meeting - Canberra

ACTION ITEMS FROM DECEMBER MEETING

4a (i)	Suspension of AWRs agreement	KM
4c (ii)	Legal Counsel notes to MPPL	EM
4c (iii)	New License Agreements out to States	RN
4c (iv)	Clause – re time frame to claim subsidies	RN
4c (v)	NTC to stay within budget	RN
4c (vi)	CM to be paid Macau expenses	RN
4c (vii)	One off rate for MPs and Affiliation fees to FC	RN
4d	New office bearers from States	DM
4d (ii)	Brief for RC re declining entries	EM
4e (iii)	SFOB Tender document – board dealing	EM
5a (iv)	TO for Butler in 2014 – Charles Page?	KM
5a (vi)	Appeals Panel – to TC for compilation	BN
5b (i)	Sec to have RC finalise contracts	DM
5b (ii)	Sec/new incumbents to meet with RG for handover	DM
5c	Report from Nigel Dutton	DM
5g (ii)	Invite NMC to Feb Meeting	DM
5g (iii)	Strategic Plan – SM to be invited to Chair	DM
5h (ii)	Sec to advise SABF re JB's availability in 2012	DM
5h (iii)	RN to confirm 2012 budget to JB	DM
6b	Write to JB	KM
6c	Entrants on web and subsidies by RN	RN/JR
6d	Bridge for Brains	JR
6e	Agreement to DM to raise contract	JR
6f	Thank MS for SNOT report	DM
6g (i)	Correspond with DA/JF	BN
6g (ii)	SFOB contract renewal for 2013	EM
7 (a)	Sec to thank BT for report	DM
7 (a)	TC to set guidelines for reps	BN
8a	Archival – MB	JR
8b (iii)	Appointment of Appeals Compiler	DM
8e	Uniform Coordinator	DM
8f	Exec Secretary contract signed	JR
8g	Make-a-wish – details to SM for coordination	DM
8h	RL's "new" system card to TC for review	DM
8i	Change to WBF by-laws	DM
8j	Patron	AS
8k	General Regulations	LK
8l	Postal address for AB and ABF Newsletter	DM
8m	Advertising	AS

MINUTES

James O'Sullivan Trust Foundation

ABF Headquarters, 4/51 Tennant Street, FYSHWICK, ACT

Saturday 10th December, 2011

1. **ROLL CALL**

Chairman: Keith McDonald

Trustees: Dianne Marler, Roy Nixon, Allison Stralow and Simon Hinge

In Attendance: Jane Rasmussen (ABF Secretariat)

Apologies: Eilis Magner (Legal Counsel)

Observer: Bruce Neill

Interest rate to remain at 5%.

TBA requested a loan of \$50,000. Loan to be given to TBA as an Association.

Meeting closed at 4.30pm