

MINUTES

ABF Management Committee Meeting

Gold Coast Convention Centre
Saturday 1st and Sunday 2nd March 2014

1. ROLL CALL

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

In Attendance: Eilis Magner (Legal Counsel), Jane Rasmussen, Bruce Neill (Observer)

2. CONFIRMATION OF PREVIOUS MINUTES – 11th and 12 January 2014

Minutes were confirmed.

3. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

EM	Dignity and Respect Paper finalization	Progressing
EM	Workplace OH&S reply and for web page	Pending
DM	Wardrobe policy and special projects	Pending
DM	Appeals to be sent to Legal Counsel	Progressing
SH	B4B – SH to write article for ABF Newsletter	Pending
DM	NPC reports for World Youth	Progressing
RN	Independent opinion from HR specialist	Progressing
DM/JR	Web succession plan	Progressing

4. MC REPORTS

(a) President's Report

- (i) The President contacted the Australian Sports Commission and they replied that Bridge is not a sport.
- (ii) The President will prepare a reply to Ben Jacobs's letter, circulating it to the MC prior to sending. **Action: KM**

(b) Secretary's Report

Matters sent to the secretary were dealt with on email or discussed during other business at this meeting.

(c) Treasurer's Report

- (i) Treasurer presented the audited reports. Treasurer moved that the accounts as presented be accepted by the Management Committee, seconded Allison Stralow. Motion carried.
- (ii) Following a recommendation from the Finance Committee that NSWBA be given a top of up \$3000 to offset the costs of hosting the ANC, the MC endorsed such recommendation. Secretary to advise TOs of ANC. **Action: DM**
- (iii) Women's Online Bridge Festival - prize for Australian players to be free entry and accommodation at an Australian Event. Prize money not to exceed \$2000.
- (iv) The Finance Committee was asked to prepare a policy covering reserves to be maintained by the ABF and the purpose for which these reserves are maintained. **Action: RN**

- (v) GNOT – NSW has taken back control of all regions. Following discussion the MC agreed that the National Final of the GNOT is an ABF event with ABF regulations; all subsidiary events run to decide the national finalists fall within the jurisdiction of the States/Territories. This clarification will be instituted from 1st January 2015. MC requested TC to endorse such proposal. **Action: BN**
- (vi) Although the Finance Committee recommended that Masterpoint fees should be increased with inflation, the MC decided that a biannual increase would be more appropriate. Treasurer to advise Masterpoint Centre Manager. **Action: RN**

(d) Executive Secretary Report

Nothing to report.

(e) Legal Counsel

- (i) Secretary to send reminder re: Appeals to Appeals Coordinator. **Action: DM**
- (ii) Legal Counsel sought advice from Ron Clapham on voting at Council elections. The MC discussed this advice at length. Write up to be prepared following discussion, sent to General Counsel for review and then circulated to Councillors prior to the AGM. Subsequent action to include in By-Laws. **Action: BN/EM/DM**
- (iii) Legal Counsel attended the Zone 7 meeting and reported to the MC. NZ were seeking agreement regarding power to refuse a player entry to an event held in Australia. Following discussion, it was agreed that the ABF Tournament Regulations be amended to include wording to reflect this request. **Action: EM**
- (iv) Send a copy of one of our license agreements to Zone 7 with a view to creating a license agreement for the running of the Zone 7 Congress in Raratonga. **Action: DM**
The zone is seeking assistance from ABF National Marketing Officer to advertise. AS to speak to SM to confirm her willingness to do so. **Action: AS**
- (v) Emailed B Travis re: ethics committee.
- (vi) BN to continue with the constitutional changes and send question re: Governance to Moore Stephens. **Action: BN**
- (vii) Legal Counsel to look at claim Oz One money, seek legal advice and circulate to the Management Committee before drafting letter to PM. **Action: EM**
- (viii) Cease sending data files to McKinnon.
- (ix) Legal Counsel completed a set of questions re: governance and forwarded them to the MC.
- (x) Legal Counsel met with Laurie Kelso to discuss changes to Tournament Regulations. Revision history to be at the beginning of the documentation and to be updated in a more timely manner.

5. OFFICER and COMMITTEE REPORTS

(a) Tournament Committee

- (i) Minutes of the TC meeting 16 February were endorsed and posted to the ABF web site at: <http://www.abf.com.au/about-abf/meeting-minutes/>.
- (ii) DM to contact RK to query whether he would accept appointment as international liaison officer. **Action: DM**
- (iii) Legal Counsel to post changes to eligibility document to website. **Action: EM/DM**
- (iv) Review of results at International events in Pairs vs Teams years is difficult to produce. Will look at again.

- (b) National Tournament Coordinators**
Contracts renewed.
- (c) Masterpoint Centre**
- (i) ABF to source copies of documentation on all technology management for new system. Secretary to write to Peter Busch. **Action: DM**
 - (ii) MPC report and January Newsletter circulated.
- (d) Youth Committee**
- (i) Ratio of children to adults at Youth Events. Four major areas to be looked into:
 1. Youth Events
 2. Employment of Youth (minors)
 3. Minors playing in events other than Youth Events nationally.
 4. Minors playing in international representative teams.
 Tournament Organiser must hold parental release forms.
 Assurances that parental controls are in place.
 Delegate a responsible adult.
 Working with children certification.
 Formulate a procedural document.
 BN to check with Kim Neale; KM to check with Manager QBA and consult with Chairman of Youth Committee. Secretary to write to Youth Chairman to get advice from the Youth Coordinator. Draft policy for April meeting.
Action: BN,KM,DM
 - (ii) MC agreed to \$76,000 for the Youth Budget. MC would like to see domestic involvement to increase 25%. Youth Chairman to be advised that Youth Coordinator position will be advertised in 2nd half of the year. **Action: DM**
- (e) Women's Committee**
- (i) Finance Committee agreed to Prize money but clarification required about which event will carry the prize money? **Action: DM**
 - (ii) More funding to be made available to the Women's Fund. The MC agreed to donate \$10,000 to the Women's fund in the name of Norma Borin. President to ask Editor of ABF Newsletter to include in Editorial. **Action: KM**
- (f) National Viewgraph Coordinators**
- (i) Contracts renewed.
 - (ii) All operator and supervisor costs will now be paid by the ABF.
 - (iii) Treasurer proposed that budget be endorsed. MC agreed. Treasurer to send copy of agreed budget to other MC members for information. **Action: RN**
- (g) National Marketing Officer**
- (i) Report received and will be acknowledged by the Secretary. TBIB will sponsor the ANC Butler Pairs. **Action: DM**
 - (ii) Get Wines Direct to meet with council at the AGM.
- (h) National Teaching Coordinator**
Report received and will be acknowledged by the Secretary. **Action: DM**
- (i) National Appeals Coordinator**
Assurances made that all appeals will be sent again to Secretary for posting to the Web Site and/or review by General Counsel.

(j) **National Recorder**

No report.

(k) **Finance Committee**

This item to be added to agenda moving forward.

6. AUSTRALIAN EVENTS

(a) **Playoffs 2014**

All Open players have agreed to play in the Asia Cup and would like their Captain to have a subsidy of \$1000. The MC agreed. **Action: DM**

Comment was made that Seniors Playoff may struggle to get a full field. As entries close on 13th March, will monitor and action with SM if necessary.

(b) **GNOT**

No report to hand as yet. Likely to be available for the ABF AGM.

(c) **Bridge for Brains**

73 clubs signed up to date. Pleased to see that 1 from SA is in the mix this year.

(d) **Australia Wide Pairs**

License agreement signed. Secretary to reinforce that masterpoints must be awarded for both events and sent in for processing in a timely manner. **Action: DM**

(e) **Nation Wide Pairs**

27 clubs entered. ABF considering "what if" scenario. Exec Secretary to provide club log on for review. **Action: JR**

(f) **Make-a-Wish Foundation**

Volunteer collectors were present at the Gold Coast. GCC organisers to advise what amount was collected. **Action: DM**

(g) **Licensed Events**

All reports now to hand for 2013.

(h) **Summer Festival**

Report received. Secretary to thank Tournament Organiser. **Action: DM**
MC noted that the mobile phone app was a great success. AS to thank provider.

(i) **ANC 2014**

ANC Handbook to state that the CTD should be a National 1 Director. **Action: DM/NTCs**

7. INTERNATIONAL EVENTS

(a) **World Youth - 2013**

NPC reports still not received. Secretary to chase again. **Action: DM**

(b) **World Championships – 2015**

Dates: 12-25 October – Sanya, China

- (c) **Asia Cup**
Waiting on information from organisers.
- (d) **Commonwealth Nations Bridge Championship**
Milne team confirmed attendance. Women to be invited. **Action: DM**
- (e) **Other Overseas Events**
Information posted to ABF web site as it arrives.

8. GENERAL BUSINESS

- (a) **Zone 7**
Alistair Stuck addressed the Management Committee on Saturday. Zonal regulations for playoffs to be done in advance.
- (b) **Playoffs 2015**
Playoff dates for 2015-Open and Women's 6th to 11th February, Seniors 13th to 18th March 2015 were endorsed.
- (c) **Accountant**
Renewal of contract for the ABF Accountant to be rolled over for another 12 months. Advertise and call for expressions of interest for position to start 1st April 2015. Advertising to be done in the 3rd quarter 2014. **Action: DM**
- (d) **EBU Ranking Scheme**
EBU website has a write-up of their scheme. Options are that EBU run the scheme for the ABF whilst in its infancy. BN to continue discussions with the EBU. **Action: BN**
- (e) **Find a club**
Webmaster is currently beta-testing this facility on the ABF website using another search engine. Will provide feedback when running for a month or so. **Action: PG**
- (f) **ABF AGM**
 - (i) All relevant documentation will be placed on the website for council to peruse prior to the AGM. Licensed event reports will be in a separate area for Council to peruse at their leisure as they will not be included in the AGM. **Action: JR**
 - (ii) Strategic Plan to be on the agenda.
 - (iii) AGM will finish at 3pm.
- (g) **2nd Seniors Team for Asia Cup**
The MC endorsed the regulation prepared for selection of the 2nd Seniors Team for the Asia Cup. Will be posted to the ABF and Playoff web site. **Action: BN**

9. CORRESPONDENCE

- (a) Email from B Travis, President to respond. **Action: KM**
- (b) Email from Pennant Hills re: data file. Secretary to write a reply and cc J McIlrath. **Action: DM**

Forthcoming Meetings

12/13 April 2014 – MC Meeting Sydney

25/26 May 2014 – AGM Canberra

ACTION ITEMS FROM THE MARCH MEETING

Item	Action Required	By Who
4(a)	Reply to Bill Jacobs	KM
4(c)(ii)	Additional \$3000 to go to NSWBA for ANC	DM
4(c)(iv)	Finance Committee to circulate a reserves policy	RN
4(c)(v)	GNOT – who is responsible body – TC to endorse MC understanding	BN
4(c)(vi)	Masterpoint fee increase – biannually – DW to be advised	RN
4(e)(i)	Sec to send reminder: appeals to be forwarded to legal counsel	DM
4(e)(ii)	Voting at Council Meetings	BN/DM/DM
4(e)(iii)	ABF TC Regs to be amended to cover inclusion of “other international body” wrt declining entry to an event	EM
4(e)(iv)	Send copy of example license agreement to Zone 7	DM
	NMO assistance sought in marketing Raratonga event	AS
4(e)(vi)	Constitutional changes and governance questions to Moore Stephens	BN
4(e)(vii)	Oz-one outstanding claim – seek legal advice	EM
5(a)(ii)	Ask RK to be international liaison officer	DM
5(a)(iii)	Post eligibility document to website	EM
5(c)(i)	Write to P Busch seeking documentation on technology management	DM
5(d)(i)	Youth Policy on protection of minors	BN,KM,DM
5(d)(ii)	Youth budget – secretary to respond	DM
5(e)(i)	On-line bridge festival – which event to carry prize money	DM
5(e)(ii)	President – Next editorial \$10,000 in name of Norma Borin to WinBC	KM
5(f)(iii)	Agreed BBO Budget to other MC members	RN
5(g)(i)	Acknowledge report of NMO	DM
5(h)	Acknowledge report of NTC	DM
6(a)	Subsidy for NPC of all Asia Cup teams	DM
6(d)	Australia wide pairs – all to be master-pointed	DM
6(e)	Club log on for Nationwide pairs to Peter Busch	JR
6(f)	M-a-W – query total of donations for GCC	DM
6(h)	Thank TO for SFOB report	DM
6(i)	ANC handbook to be amended – CTD = National 1 Director	NTCs
8(c)	Renew contract with accountant, re-advertise for 2015	DM
8(d)	Continue discussions with EBU re: ranking scheme	BN
8(e)	Find a club – beta testing	PG
8(f)(i)	Place AGM documentation on website	JR
8(g)	Regulation about 2 nd Senior Team for Asia Cup to web site	BN
9(a)	Email from B Travis	KM
9(b)	Email data file – cc J McIlrath	DM