

# MINUTES

## ABF Management Committee Meeting

ABF Headquarters - Fyshwick

Sunday 14<sup>th</sup> September 2008

**Present:** Keith McDonald (President), Roy Nixon (Treasurer), Dianne Marler, Keiran Crowe-Mai

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

**Apologies:** Richard Grenside (Secretary)

### Matters outstanding from previous minutes.

JR	Duty Statements in Handbook	Scan/Retype
DM	Female Directors at SFOB	Ongoing
RN	GST Briefing Paper	Pending
RG	Sponsor AB – email to all clubs for 2009/10	Pending
RG	Information on 4 subsections of Youth Coordinator	Pending
DM	States to be advised of ANC fees for 2009	Pending
DM	Reactivation fees/affiliation fee structure to be sent to all States	Pending
RG	Write to Chair of TU re 15 vs 16 day fee	Pending
RG	Query cut off dates for O/W Playoffs	Pending
RG	Report from Convenor of O/W Playoffs	Pending
RG	1 <sup>st</sup> Reserve Pair regulations update request from TC	Pending

### 1. President's Report

- (a) Received Coffs Harbour director's report which should have come via convenor. Send "how to" guide to convenor. **Action: DM**
- (b) Correspondence received from ABF Historian, Keith Ogborn. Criteria for inclusion into the Encyclopedia to be sent to Keith. **Action: JR**
- (c) Barry Turner donated funds to the JOS Trust Fund, honour board to be created with donor's names. **Action: JR**
- (d) Zone 7 report from JB received. Noumea may possibly run an event.
- (e) ABF Notice on Abusive Behaviour to ABF Personnel.  
The Australian Bridge Federation will not tolerate abusive behaviour, whether verbal, written or physical, by any person towards any of its staff, Tournament Directors or voluntary workers. If any person behaves in such a way, the ABF may cease to deal with the individual concerned (including any club, business or other organisation that this person represents) and may take any disciplinary action that may be available to it.  
Keith McDonald  
President  
September 2008 (this needs work – to EM for review) **Action: EM**
- (f) Send thanks to SM for CTD report for ANC 2008. This should be part of ANC convenor's report. **Action: DM**
- (g) Request referred to TC concerning formulation of a regulation of substitute pairs in Butler Finals.

- (h) Query from StepBridge resolved – advising that red points are to be awarded to 6 sessions – not 6 events.

## 2. Secretary's Report

In the absence of the Secretary, no report was available.

## 3. Treasurer's Report

- (a) No Committee or its members appointed by the MC shall meet formally without the express prior approval of the Treasurer (or in his absence another member of the Finance Committee) if this involves any payment for official travel. TC is to be informed that they must inform the MC of the membership and specify numbers and number of meetings to be financed by the ABF. MC normally prefers maximum of 6 members but in this case will allow a seventh member for now. Guests and observers may attend at the invitation of the TC but will not be subsidised unless for a specific and pre-approved purpose. Matters referred to the TC with financial impact should be referred back to the FC. **Action: RN**
- (b) Youth Budget to be delivered by November. **Action: RN**
- (c) BBO – Finance Committee approved report from NF.

## 4. Legal Counsel Report

- (a) Security documents for NSBWA loan signed.
- (b) License agreement with NSWBA for Coffs Harbour to include sub-clause allowing NSWBA to sub-licence this event as they see fit.
- (c) Legal Counsel to update regulations re: drug testing in consultation with Tournament Committee. **Action: EM**
- (d) MP Centre contract, ABF do have rights. Documentation to be written into the contract with respect to intellectual property rights. Legal Counsel advice is that the ABF offer a novated agreement with the satisfactory completion of current contract to negate any claim from the previous contract – but split into two packages – Masterpointing and Scoring. Legal Counsel and possibly Treasurer to meet with Migration Path. **Action: EM/RN**  
EM prepared contract for signature by Migration Path to cover finalization of outstanding matters with respect to new software for Masterpoint Centre. EM directed to liaise with MW and RN re payment needed to process this to finalization. **Action: EM**
- (e) D Weston to be recruited to process masterpoints, draft letter and send to Legal Counsel. **Action: EM/DM**
- (f) Follow-up parental release forms for Beijing. **Action: JR**
- (g) Document on rating scheme to be dispatched to RN soonest. **Action: EM**

## 5. Secretariat Report

NO REPORT

## 6. Committee Reports

### 6. a Tournament Committee Report

Minutes of the TC meeting held on 9<sup>th</sup> August 2008 were tabled, with the following comments from the MC.

- (a) NOT Final should be footnoted.
- (b) Section 9 of the draft TC Minutes of the TC should be amended and footnoted – Further discussions pending between head of TU and ANOT Convener.
- (c) Some discussion took place about the make-up of the TC. A reminder to be send to the Chairman regarding future appointments to the TC and to also advise that approval for any expenditure must be sought from the Treasurer. **Action: KM**
- (d) ABF MC endorsed TC numbers of 7. Would prefer 6, but will accept 7 with total number of meetings per year for which funding will be available to be 3 annually. This information is to be passed to the TC. **Action: KM**

- (e) Policy items raised by TC need to be itemized. There is a cloudy area between TC and FC with TC making resolutions covering funding without seeking endorsement of FC. Comment to be sent to KimM regarding this issue. RN is to set up avenue of discussion. Referring to Section 6 of Minutes, RN to send email to KimM relaying MC's amendment. **Action: RN**
  - (f) Matters pertaining to the Zone 7 playoffs were considered with only comment from MC alluding to the possibility of Zone 7 losing one of its entries. Should this arise then this matter needs to be revisited.
  - (g) Chair of TC to be invited to the next meeting of the ABF MC. **Action: DM**
  - (h) Item 10.b – The ABF MC confirmed that any Regulation Monitor appointed by the TC would be unpaid.
  - (i) Item 13.a and b – Correspondence from P Gill and P McLeish should be directed to the MC. DM authorised to put a policy statement together regarding eligibility of transnationals for Australian PQPs and subsequent inclusion in Playoffs. **Action: DM**
- It was agreed that the MC are unable to ratify the minutes of any TC meeting until the final document is presented. KimM to be notified accordingly.

**6.b Tournament Unit Report**

Report received. Will be acknowledged on behalf of ABF MC. **Action: KM**

**6.c Central Masterpoint Centre Project**

A report from the Coordinator of this project is attached to these minutes.

**6.d Youth Committee Report**

- (a) MC has now requested that the Committee be augmented with a MC member and at this time the member will be KCM. Committee will be notified. **Action: KCM**
- (b) Committee to be reminded that budget for 2009 must be presented to the MC for approval by 30<sup>th</sup> November 2008. **Action: KM**

**6.e BBO**

Nick Fahrer tabled a comprehensive report of activities during the past 12 months together with an action plan for the forthcoming year. He also included a budget for 2009 with a recommendation of those events he thought should be broadcast. After consideration, the MC approved the budget as tabled on the proviso that no additional events were to be broadcast necessitating extra expense by the ABF without the approval of the ABF MC. Nick will be advised. **Action: DM**

**6.f Finance Committee Report**

- (a) Playoffs Entry fees and subsidies have been set and will be sent to convenors (see attached FC Minutes) **Action: RN**
- (b) MC endorsed all recommendations within the Finance Committee Minutes.
- (c) Finance Committee Minutes to be sent to all ABF councilors. **Action: JR**

**6.g Women's Committee**

NOTHING TO REPORT

**7. ABF Events**

NWP:

- (a) Secretariat to write a short report on Nationwide Pairs. **Action: JR**  
Angela to attend next meeting. KCM to discuss with Dave Weston.

GNOT:

- (a) Subsidies to be finalized and placed on website. **Action: JR**

SFOB:

- (a) All States to be informed re: trainee directors at Summer Festival, requests to be sent to SM. **Action: DM**

Gold Coast Congress:

- (a) Request financial statement from Manager QBA. **Action: JR**

Licensed Events:

All in hand. Document from Queensland to be chased down.

**Action: RN**

**8. International Events**

2008 PABF

Report not yet due.

Zone 7 Playoffs

- (a) Zone 7 Playoffs, need clarification from TC as to which teams qualifying from the various playoffs will play the respective target events in Macau .
- (b) 2009 event to be held in Macau from 7 – 17 June 2009.

Bermuda Bowl and Venice Cup:

- (a) Sao Paolo, Brazil 2009. 28 August to 12 September 2009.

**9. Other Matters**

- (a) Try and finish mid year meeting earlier to have a brain storming session. Advertise for 2009 mid year meeting that brainstorm will commence at 2.00pm.
- (b) Consider increasing cost of ads in Newsletter – refer to Andrew Richman for review.  
**Action: DM**
- (c) Query raised with respect to Honours List and who to apply to – information Committee of Honour – Secretariat. Chase application form – complete it and send to KM for support.  
**Action: DM**

**14. Forthcoming Meetings**

Sydney – 25<sup>th</sup> October

Sydney – 13<sup>th</sup> & 14<sup>th</sup> December

Canberra – AGM 28<sup>th</sup> March 2009 with MC meeting 29<sup>th</sup> March 2009

Canberra – Mid Year Meeting 19<sup>th</sup> September 2009 with MC meeting 20<sup>th</sup> September

## Minutes of the Finance Committee Meeting held on 13 September 2008, Canberra

Present: Roy Nixon (Chair), Keiran Crowe-Mai, Julian Foster

### 1. Entry fees for the 2009 Open Playoffs

The Committee had not received a detailed budget from the Open Playoffs Convenor as a venue had not yet been decided. The Committee recognized however, that the cost of running the 2009 Playoffs was likely to rise substantially. While there was potential for revenue raised to rise due to the open entry of the proposed format, the Committee was of the opinion that the entry fee structure should explicitly recognize PQPs earned during the year and should be sufficiently high that it not become just another "large field gold point event".

The Committee was also strongly of the view that the finalists in all three playoff selection events (Open, Womens and Seniors) should pay the **same base entry** and receive the **same travel subsidies**.

In the Open the "finalists" are the four "exempt teams" (determined by PQPs) and the two "qualifying teams (coming out of the Swiss qualifying). The Committee recommends that the **base entry fee be \$1,560 per team**. This will apply immediately to the four exempt teams. For the qualifying Swiss, there should be a two tier initial entry fee structure:

- Teams comprising 4, 5 or 6 members that have at least 50% (rounded up) of their players on the Open PQP Panel as determined by the TC shall pay an entry fee of \$480 per team (a 'PQP eligible team'); and
- Teams not meeting the above eligibility criteria shall pay an entry fee of \$720 per team (a 'non PQP eligible team').

Moreover, the two qualifying teams that are successful in the qualifying event **will be required** to top up their initial entry fee to the base entry fee before being able to continue in the event. For example a PQP eligible team will be required to pay an additional fee of \$1,080 and a non PQP eligible team will be required to pay an additional entry fee of \$840.

### 2. Entry fees for the Women's and Seniors Playoffs

As mentioned above, the entry fee shall be \$1,560 per team.

### 3. Travel subsidies for the Open, Women's and Seniors Playoffs

In the Open, subsidies will be paid to all members of the four exempt teams and the members of the two qualifying teams. In the Women's and Seniors, subsidies will be paid to all contestants.

The following per player subsidies will apply to eligible contestants from the following cities:

Canberra \$200  
Sydney (no subsidy)  
Adelaide \$500  
Brisbane \$400  
Melbourne \$400  
Perth \$700  
Hobart \$500  
Northern Territory \$700

### 4. TC recommendation on entry fees for the finals at Summer Festival of Bridge

The Committee is strongly of the opinion that all finalists at the SFOB (namely those contesting the NWT, NST and the NOT) should pay entry fees. For 2009, due to time pressures, we decided to endorse the

proposed entry fees for the three finals (including the various stages) determined by the SFOB Convenor. These have been included in the SFOB entry fees/brochure. For 2010, the Committee will revisit the matter and make a further recommendation.

#### 5. Summer Festival of Bridge Pricing Structure

The Committee felt that there would be some value in reviewing the present pricing structure used for the SFOB with a view to coming up with more incentives to play in more events. This may require data analysis and employing a person to do some limited analysis.

#### 6. Simplifying the MP charges between different types of masterpoints

The Committee discussed the possibility of trying to move to a more standardized and less complex charging structure for different classes of masterpoints issued. At the moment the structure was complex and confusing. However, the Committee believes we need to do more data analysis before we can come forward with any firm recommendations.

#### 7. Ranking Scheme

The Committee was of the view that the proposed pricing structure for the Alan Woods Ranking Scheme when it comes in is a complex issue and we may need to commission some detailed (actuarial) analysis. We will consider this further and come forward with some further recommendations in due course.

#### 8. Cost of Tournament Committee meetings

The Committee discussed the recent increase in the size of the TC and the apparent proposed increase in the frequency of TC meetings. The Committee asks the Management Committee to issue some guidance on this matter to clarify both the process of approvals and costs.

#### 9. ABF contribution to the costs of running the ANC

The Committee discussed this matter and felt that the ABF was making already making a strong positive contribution to the costs of the ANC through for example paying for the travel and accommodation costs of the ABF TU, the costs of the Vugraph Unit). At the margin there may be some other costs that the ABF could pick up. One such cost is the engraving of the ABF trophies for the ANC. Another is the cost and engraving of the ABF medallions. The Committee recommends that the ABF should in future pay for the engraving of the perpetual ABF trophies for the ANC and for the cost and engraving of the ABF medallions.

The Committee is strongly of the view that beyond the above marginal costs, rather than simply picking up more and more of the costs, the ABF should consider ways of providing further support **through incentives** to reward the host state for more effort in particular areas or to identify possible inducements for players to enter in larger numbers. To that end the Committee has the following suggestions:

- To improve the marketability of the ANC Open Butler, the top three finishers in the ANC Butler should be rewarded. A possible suitable prize could be a subsidy to play in the NZ Nationals in the year of competition provided at least 2 of the 3 pairs wish to play. A possible swap arrangement of free entries with the NZ Nationals and the SFOB SWPT may be possible?)
- Hosts states could be given up to an additional \$2,000 to support in advance advertising and promotion of the ANC. The Committee will draft guidelines for implementing this initiative but it will be paid upon demonstration of the expense and could include the following: promotional flyers, targeted website costs, cost of preparing applications to state/territory governments for grants etc, partial reimbursement of costs of specific marketing/promotions officer and sponsorship promotion. To encourage more single initiatives, there will be a limit of \$500 per single item within the \$2000 ceiling (ie maximum claimable on say website costs is \$500).

10. Vugraph Unit Budget

The Committee approved the Vugraph Unit budget for 2009 submitted by Nick Fahrer.

11. Remuneration Policy for Tournament Unit at ABF Events

The Committee reviewed the attached Remuneration Policy for Tournament Unit at ABF Events and updated it to reflect current practice and to increase the rates to keep pace with inflation. This revised policy will be put up on the Internet as soon as possible and sent to the head of the Tournament Unit, TC Chair and the states/Convenors of all licensed events.

12. Financial proforma for all Licensed events

The Committee expressed its disappointment that some event Convenors were not submitting adequate financial information on their events as part of their reports. The Committee reiterates its strong preference that all Convenors submit financial information on the standard financial reporting template designed by the FC and given to each Convenor as part of the Licence agreement. The Committee notes that some Convenors submit information drawn from proprietary financial packages and will discuss with those Convenors whether/how this information may need to be modified in order to meet the financial reporting standards required under the License Agreement.

Roy Nixon  
Chair  
14 September 2008

## **MASTERPOINT CENTRE PROJECT REPORT**

### **TO THE ABF COUNCIL MEETING 13.09.08**

Extensive time was taken to get to grips with the state of readiness for the Migration Path database to take over all masterpointing activities for the ABF over during a weekend “workshop” in Canberra on 19/20 July 2008. All parties to this project were present on either one or both days.

Margaret Bourke gave the group a complete run down of the activities currently carried out when processing applications for masterpoints from clubs; including player detail changes, deletions of old members, new player activations and the process in place for invoicing clubs for their awards. It was apparent from this précis that the current system is extremely labour intensive and mundane.

Milan Durovic was invited to give an independent insight to the ABF MC as to how the current system could be streamlined. His report basically stated that there was no way that the existing system could be improved upon without extensive time and money being spent. He did not feel that either the time or cost involved in this exercise would be warranted, especially as the ABF were well on the way to having a package that could mirror the system.

Martin Willcox was present for the weekend, after installing his server at ABF headquarters. He gave full disclosure of what stage the Migration Path system (MPS) is at. He discussed, with the ABF Treasurer, what further investment would be required to complete the process. An initial estimate of what additional financial investment would be required was discussed with the ABF Management Committee at a later meeting. This figure represented an amount of \$2,000 per month for programming costs.

The ABF General Counsel was asked to put an agreement together based on a set of “deliverables” provided to her. Those deliverables are attached to this report.

At the time of writing this report, the final figure to be included in the agreement has not been finalised. It rests with the ABF Treasurer to negotiate this with Migration Path.

An email has been circulated to various clubs Australia wide asking them to become involved in the pilot phase of the project. This will involve updating player details primarily as the MPS runs in parallel with the current system. They will be encouraged to carry out other testing tasks as further modules are bedded down.

As you can see from the attached, we are aiming to have all system go by 31<sup>st</sup> March 2009.

DIANNE MARLER  
**Masterpoint Centre Project Coordinator**



## ***ABF Masterpoint System – August 2008***

This agreement puts in place objectives and timelines for the implementation and testing of an updated masterpoint system by 31 March 2009.

During testing, all data will be run in parallel with the existing system on a separate website.

The updated system will be “live”. That is, once an event is entered, masterpoint totals are adjusted immediately, not on a monthly upload as is the case now. Reporting points will be set in place to provide rank promotions and McCutcheon updates.

During the implementation period – that is to 31 March 2009, all masterpoint data will be updated to the SQL server housed at ABF headquarters.

As from 1 April 2009, an ongoing maintenance agreement will need to be in place.

### **Deliverables and Measures**

1. Load the MPC server with the current database and online viewing software.

Measure: The ability to view the information via the internet.

2. Complete the Java program to process MP1, MP2 and MP3 (gold, red and green mps) files and to generate IIF files (Intuit Interchange Format) for billing via QuickBooks.

Measure: Invoice totals match the existing system. MP listings match the existing system

3. Implement on-line form to generate ABF numbers on the MPC server forthwith. Use this to generate numbers for use in the old system during this implementation/changeover period. Resolve any issues related to the check digit.

Measure: All ABF numbers being generated from new system to maintain integrity of the numbering scheme.

4. Perform test synchronisation in early October from the national.exe file for the quarter ending 30 September.

Measure: Master point totals match the quarterly results from the existing system.

5. Perform further synchronisation tests at month ends.

Measure: Master point totals match the monthly results from the existing system.

6. Perform synchronisation for live trial early January from the national.exe from the existing system for the quarter ending 31 December.

Measure: Data remains synchronised during trial.

7. Reporting – replicate issue of existing monthly and quarterly reports, including:

- Membership cards
- Rank promotion certificates
- Congress reports

Measure: Reports match reports issued by the existing system

8. Introduce a Pilot program with selected clubs invited to participate. This should include a small, medium and large club from each state. Initially, the focus will be on membership information, then testing of masterpoint input.

Measure: Accuracy of data and client satisfaction

9. McCutcheon Awards – note that decisions are required on the handling of playoff masterpoints and the reciprocal ratification of overseas points for international players

Measure: Accuracy of data