

# MINUTES

## ABF Management Committee Meeting

Vibe Hotel, Goulburn Street, East Sydney

Saturday 21<sup>st</sup> and Sunday 22<sup>nd</sup> May

### 1. ROLL CALL

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

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

**Apologies:** Roy Nixon (Treasurer)

**Observer:** Bruce Neill

### 2. CONFIRMATION OF PREVIOUS MINUTES – 9<sup>th</sup> April 2011

Minutes amended and confirmed.

### 3. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

EM	Draft protocols from Ethics Meetings for web	Pending
DM/RG	License Agreement Reporting Proforma	Pending
EM	Abusive behavior issue – players vs Directors/Officials	Pending
RN	Sharing of reports, form to be created	Ongoing
DM/SH	Archival of event data	Ongoing
SH	Board Security Protocol	Ongoing
KM	ANC 2011 targetted events	Pending
KM	Amount raised for Disasters on website	Pending
EM	AWRS agreement	Pending
EM/KM	Meet with Mig Path	Pending
EM/RG	AWRS	Pending
EM	Bridgemate Hiring agreement	Pending
EM	Alternative National Recorder	Pending

### 4. MC REPORTS

#### (a) President's Report

- (i) President has arranged for Margaret Bourke to liaise with Eric Ramshaw for the removal of historical data to ABF Headquarters. **Action: JR**
- (ii) Correspondence has been received from the WBF re: World Championships in 2017. President has requested further data from John Wignall. **Action: KM**
- (iii) Correspondence has been received from A Halmos.
- (iv) Australia Wide Pairs – non masterpointing of event. Secretary to correspond with P Marston. **Action: DM**
- (v) Charging GST on GST re: late penalties, President to correspond with the Masterpoint Centre. **Action: KM**

#### (b) Secretary's Report

Matters as listed in agenda.

**(c) Treasurer's Report**

- (i) MC saw no need for a member of the Finance Committee to attend the meeting.
- (ii) MC approved the budget but would like further clarification of the Marketing and Teaching budgets. With regard to the level of reserves required, further advice will be sought from the Finance Committee.
- (iii) Capitation fees will increase by \$2 in 2012 with a further increase of \$1 in 2013. Masterpoints will increase by 5c in 2012. This will be a motion on notice for the AGM 2012. **Action: DM**
- (iv) Insurance proposals to be handled by the Treasurer in line with the decisions made at the AGM. **Action: RN**
- (v) The NSWBA have repaid the loan in full.
- (vi) Marketing Grants to states to be paid on 1<sup>st</sup> June. **Action: JR**
- (vi) **Treasurer's Reports (attached)**

**(d) Secretariat Report**

No Report.

**(e) Legal Counsel**

- (i) Laurie Kelso submitted **Law Interpretation and Guidance** which was endorsed by the Management Committee.
- (ii) Legal Counsel has received a late recorder report from the Summer Festival.
- (iii) Question of intellectual property rights raised regarding results for an international event. General Counsel to respond to applicant on behalf of ABF MC. **Action: EM**
- (iv) Funds have been returned to the ABF from the NAB following the defrauding of the credit card. Secretary to follow up with bank. **Action: DM**
- (v) Legal Counsel, Ron Clapham and the President to meet with Migration Path at a mutually convenient time. **Action: KM**
- (vi) **Cross gender policy** to be placed on website. **Action: DM**
- (vii) Appeals for the web site – to be reviewed by General Counsel prior to being posted. Pam Nunn to assist with capturing appeals and ensuring that they are posted. **Action: DM**
- (viii) Minutes of both TC and YC to go to EM for review prior to posting. **Action: DM**

**5. COMMITTEE REPORTS**

**(a) Tournament Committee**

- (i) **TC Minutes (attached)**
- (ii) The TC is keen to see the initiation of a Development Program for Directors and Scorers.

**(b) National Tournament Coordinator**

- (i) **NTC Reports (attached)**
- (ii) Zone 7 Playoffs – substitute if required to be relayed to D Thompson. **Action: DM**

**(c) Central Masterpoint Project**

- (i) **CMP Report (attached)**
- (ii) Webmaster to be sent updates. **Action: DM**
- (iii) Send copies of report to councillors. **Action: DM**

- (d) **Youth Committee**  
No Report.  
Consideration to be given to preparing performance appraisal document for Youth Coordinator. For discussion at future meeting. **Action: DM**
- (e) **Women's Committee**  
No Report.
- (f) **BBO**  
Advertisement to be placed on website. Remuneration of \$7500 per annum. Selection panel will be DM, AS and SH. **Action: DM**
- (g) **National Marketing Coordinator**  
(i) Management Committee agreed that all current commitments to the ABF Newsletter would be honoured.  
(ii) Newsletter Committee to submit a proposal at the December meeting re: advertising. **Action: AS/AR**  
(iii) Criteria for performance to be formulated. **Action: AS**
- (h) **National Teaching Coordinator**  
(i) Criteria for performance to be formulated. **Action: AS**

## 6. AUSTRALIAN EVENTS

- (a) **Playoffs 2012**  
Senior Playoffs venue has been confirmed as Sydney University Village Conference Centre, 90 Carillon Avenue, Newtown.
- (b) **GNOT**  
Correspondence received from ERBA re: increase in entry fees. MC to allow Convenor to take it on a case by case basis. **Action: DM/JB**
- (c) **GNP**  
Nothing to report
- (d) **Bridge for Brains**  
Stephanie Groves to be invited to attend next MC Meeting. **Action: JR**
- (e) **Nationwide Pairs**  
Nothing to report
- (f) **Licensed Events**  
Commission for Gold points to be considered for licensed events.
- (g) **SFOB**  
Looking at changes for 2013. AS liaising with SM. Preference is to give players plenty of lead time to take changes on board. AS to keep MC up to date. **Action: AS**

**(h) ANC 2011**

(i) MC conducted the draw for the ANC teams as follows:

	Open	Women	Senior	Youth
1	VIC	VIC	QLD	WA
2	WA	WA	TAS	ACT
3	QLD	SA	NSW	QLD
4	NSW	NSW	ACT	SA
5	ACT	QLD	SA	VIC
6	SA	TAS	VIC	NSW
7	NT	ACT	WA	
8	TAS	NT	BYE	

(ii) **Convenor Report (attached)**

(iii) NTC to send information to M McManus **Action: DM/RG**

(iv) Convenor purchasing generic banner for use at all ANC's. ABF to contribute \$300 to the cost of banner.

**7. INTERNATIONAL EVENTS**

(a) **APBF 2012** is a congress year. The question of Captains and a Chef de Mission to be sent to the Tournament Committee. **Action: BN**

D Thompson confirmed as NPC for Open Team in 2011.

**8. GENERAL BUSINESS**

(a) **Nick Hughes**

(i) As President of the Australian Bridge Directors Association, addressed the Management Committee. Nick hoped that the ABF and ABTA would work towards a better working relationship. The ABF agreed to provide funding for the Director's Seminar in Sydney in October.

(ii) AS to liaise with Nick to lay ground work for better cooperative working arrangement between ABTA and ABF National Teaching Coordinator.

**Action: AS**

(b) **Policy re: Equipment required for ABF Work**

(i) MC agreed to write off equipment owned by former officers and officials of the ABF. The ABF insurance will now not cover these items. The need to laptops and/or software to carry out work on behalf of the ABF to be reviewed annually. **Action: DM**

(ii) A list of all equipment owned by the ABF to be presented at the December meeting. **Action: JR**

(c) **Team Subsidies, Open, Women, Seniors and Youth**

MC discussed subsidies and agreed that when Open, Women's and Senior Team are sent overseas, Youth teams playing at the same event would receive the same subsidies. Secretary to convey this to D Stern and B Travis.

**Action: DM**

**(d) Table Top Scorers**

- (i) A request from a number of state associations for the permanent loan of the ABF Bridgemates was discussed. Secretariat to present procedures for Bridgemates at next meeting. **Action: JR**
- (ii) An enquiry to be made via SM to ascertain price for bulk purchase. **Action: DM**

**(e) Governance Committee**

Nigel Dutton to be asked to Chair Committee. **Action: DM**

**(f) Australia Wide Pairs**

- (i) License agreement to be drawn up between ABF and Australian Bridge. **Action: EM**
- (ii) Secretary to follow up letter of complaint re: failure to masterpoint. **Action: DM**

**(g) Professional Development Opportunities**

ABF Finance Committee to be asked to consider a budget item for 2012 to cover this item for all ABF employees and "significant others". In the meantime DM and AS to look at courses available currently. **Action: DM/AS**

**Forthcoming Meetings**

25th and 26th June - Sydney

29<sup>th</sup> July – Melbourne - President's Meeting

6<sup>th</sup> and 7<sup>th</sup> August - Sydney

10th September Mid-Year Meeting – Adelaide

11th September – Adelaide

***ACTION ITEMS MAY MEETING***

<b>4a (i)</b>	MB to liaise with EHR	<b>JR</b>
<b>4a (ii)</b>	World Championships 2017	<b>KM</b>
<b>4a (iv)</b>	Non Masterpointing AWPairs	<b>DM</b>
<b>4a (v)</b>	GST on GST	<b>KM</b>
<b>4c (iii)</b>	Capitation and MPs increase for AGM	<b>DM</b>
<b>4c (iv)</b>	Insurance proposals re: AGM	<b>RN</b>
<b>4c (vi)</b>	Marketing Grants	<b>JR</b>
<b>4c (iii)</b>	Intellectual Property website	<b>EM</b>
<b>4e (iv)</b>	NAB re: credit card	<b>DM</b>
<b>4e (v)</b>	RC, EM and KM to meet with MPPL	<b>KM</b>
<b>4e (vi)</b>	Cross Gender policy on website	<b>DM</b>
<b>4e (vii)</b>	Appeals for website	<b>DM</b>
<b>4e (viii)</b>	TC and Youth minutes to legal counsel	<b>DM</b>
<b>5b (ii)</b>	Zone 7 Playoffs – substitute	<b>DM</b>
<b>5c (ii)</b>	Webmaster to be sent updates	<b>DM</b>
<b>5c (iii)</b>	Send copy of report to all councillors	<b>DM</b>
<b>5d</b>	Performance appraisal document	<b>DM</b>
<b>5f</b>	BBO Advertisement website.	<b>DM</b>
<b>5g (ii)</b>	Newsletter committee proposal re: Advertising	<b>AS/AR</b>
<b>5g (iii)</b>	Criteria for performance review of NTeachingC	<b>AS</b>
<b>5h</b>	Criteria for performance review of NMarketingC	<b>AS</b>
<b>6b</b>	ERBA: GNOT Convenor to decide	<b>DM/JB</b>
<b>6d</b>	Invite Stephanie	<b>JR</b>
<b>6g</b>	SFOB changes	<b>AS</b>
<b>6h (iii)</b>	NTC to send info to McM	<b>DM/RG</b>
<b>7</b>	APBF 2012	<b>BN</b>
<b>8a (ii)</b>	ABTA and ABF NTC working relationship	<b>AS</b>
<b>8b (i)</b>	Write off equipment	<b>DM</b>
<b>8b (ii)</b>	List of all equipment for Dec Meeting	<b>JR</b>
<b>8c</b>	Teams subsidies: B Travis, D Stern	<b>DM</b>
<b>8d (i)</b>	Procedures for Bridgemates	<b>JR</b>
<b>8d (ii)</b>	Bulk purchase of bridgemates	<b>DM</b>
<b>8e</b>	Governance Committee – N Dutton	<b>DM</b>
<b>8f (i)</b>	License agreement – Australian Bridge	<b>EM</b>
<b>8f (ii)</b>	Failure to masterpoint AWPairs	<b>DM</b>
<b>8g</b>	Pofessional Development	<b>DM/AS</b>

## [TreasurersReports](#)

### **Treasurer's Report to MC Meeting 21/22 May 2011**

(In the Treasurer's absence, the MC is asked to allow Charles Page to attend that part of the meeting where this report will be considered - a convenient time to be agreed.)

#### 1. Budget forecasts for 2011 and associated recommendations

A separate spreadsheet accompanies this report. It is based on the latest information available from convenors and the MPC Manager. Some figures are actuals e.g. Summer Festival, Playoffs and the GNP because the events have already been held. Others are forecasts. The FC has broadly reviewed most budgets and in many cases has sought cost savings. In summary the 2011 budget outcome is for a loss before depreciation of about **\$42,000**, down about \$10,000 from the loss in 2010 (excluding the extraordinary GNOT expenses relating to 2009).

The main cost savings are:

- GNOT about \$27,000 due to increased revenues and lower travel subsidies;
- GNP of about \$13,000 due to cost savings;
- Playoffs costs down by \$10,000;
- accounting and audit down by about \$5,000;
- insurance costs continuing to fall by about \$10,000;
- some cost savings in the printing cost of the Newsletter saving about \$12,000;
- the rise in the Aussie dollar produced a cost saving of \$7,000 on our annual WBF capitation fees; and
- reduced Sundry costs - mainly from no longer giving Australian rep players free entries to an ABF or Licensed event after the Playoffs.

Increases in revenue (surplus) has also contributed especially:

- the Summer Festival of Bridge produced a bigger profit by about \$24,000

These savings would normally have been expected to deliver a surplus for the ABF in the order of \$30-40,000 but were counterbalanced by some increased spending:

- international travel (ie sending our teams overseas), rose by nearly \$30,000;
- new spending in the areas of marketing and teaching are likely to cost about \$51,000 more in 2011;
- the Masterpoint Centre Project, changes to the existing MP program and the Consultants looking at the Secretariat function will cost us about \$20,000 in 2011;
- the decision to waive new player capitation will forgo revenue in the order of \$12,000; and
- Youth bridge is forecast to cost us about \$11,700 more .

Losses over the last two years together with the forecast loss in 2011 will basically see ABF's reserves fall by about \$200,000 to a little above \$1 million. The budget discussion has caused the FC to focus on the matter of what is a prudent level of reserves for an organisation like the ABF. A simple rule of thumb is that organisations like the ABF often follow is to maintain between 6 months and 12 months of its operating costs as reserves. Last year the ABF spent just over \$1 million. Opinions were split down the middle with two members suggesting our reserves were more than adequate and two suggesting we needed to maintain them at the 12 months operating costs level.

While it is possible we can act in 2012 to further reduce costs, it is suggested that it is not good policy to rely wholly on cost reduction to deliver a balanced budget and maintain reserves - some action must be taken on the revenue side. Here the FC was divided on the amount of any revenue increase in 2012 and the policy for future years. On balance, the FC recommends that the MC agree now to an increase in the annual capitation fee in 2012 of \$2 with a further increase of \$1 in 2014. In future years capitation fees should broadly rise with inflation. MP charges should also rise in 2013 by 5% rounded up to nearest 5c. These increases should deliver total additional revenues of about \$220,000 over the three years (about 8%) giving us some leeway to increase spending in bridge promotion and marketing. The FC further recommends that the MC endorses the individual budget numbers underlying the 2011 forecast loss of \$42,000.

2. The Quarterly BAS has been completed and lodged on time with the assistance of Jane at HQ and Barry Williams our consultant on financial matters.

3. The FC asks that the MC endorse the two financial policy papers attached to this report for immediate implementation. Further policy papers are in preparation and will be submitted in due course.

4. Insurance proposals submitted by Tony Bemrose at the AGM. Our brokers submitted three proposals and are urging us to make a decision on going forward with them by the end of May because the negotiated rates will need to be renegotiated after 4 June if not taken up in principle by then. The FC believes there to be merit in two of the three proposals and asks the MC to endorse the proposals submitted by TB in the area of professional indemnity and burglary but not personal accident. The Treasurer should be asked to enter into negotiations with all the ABF members and the brokers to determine the best practical way to proceed.



**ABF BUDGET FORECAST FOR 2011**

Department	Revenue 2011	Actual 2010	Expenses 2011	Expenses Actual 2010	Variation
<b>ABF HQ:</b>					
Accounting/Audit			25,000	30,000	-5,000
Bank interest	40,826	38,826			-2,000
Office equipment			2,213		2,213
Other HQ costs			33,000	32,250	750
P Busch Project			14,000		14,000
Secretariat consultant			4,300		4,300
Sundry costs			5,000	11,840	-6,840
Sundry revenue	15,600	13,600			-2,000
Website			10,000	11,700	-1,700
<b>Masterpoint Centre</b>	<b>821,100</b>	<b>830,225</b>	<b>141,700</b>	<b>145,141</b>	<b>5,684</b>
<b>Events:</b>					
Franchise fees	22,000	20,831			-1,169
GNOT	74,800	58,360	92,250	103,634	-27,824
GNP*	39,000		70,339		-13,371
NTC/TU/ANC, Honoraria^			36,400	43,340	-6,940
Playoffs*	27,000	n.a	49,500	n.a	-9,987
Summer Festival*	256,900		209,000		-24,424
AB Subscription			9,830	9,050	780
ABF Newsletter	15,000	13,527	80,465	91,015	-12,023
BBO			17,340	14,900	2,440
Insurance			51,000	61,000	-10,000
International travel			162,500	132,750	29,750
Marketing	2,000	1,900	80,000	57,900	23,000
Meeting costs			70,000	65,300	4,700
Teaching			20,950		20,950
Wages			73,000	73,000	-
WBF Fees			30,000	37,000	-7,000
Youth bridge			69,200	57,487	11,713
<b>TOTAL</b>	<b>1314226</b>		<b>1356987</b>		<b>-9998</b>

Depreciation not yet included

Excluding the prior year GNOT expense

\* These are actuals for 2011

^ Only event related honoraria included

## **INSTRUCTIONS FOR MAKING GENERAL EXPENSE CLAIMS FOR COMMITTEE MEMBERS, COUNCILLORS, CONVENORS AND COORDINATORS**

### **Key points**

- Committee Chairs wanting to convene face to face meetings of their members must seek the **prior** approval of the Treasurer where this will result in any expenditures by the Chair or Committee members for which they propose to seek reimbursement from the ABF.
- The ABF does not have a policy of giving per diem payments. All claims must be for expenses that have been actually incurred by the Committee member. Airline lounge memberships are not reimbursable in part or full.
- All expense claims must be made on the general expense claim form (attached) and be accompanied by receipts for all expenses. Receipts must therefore be sought for **all** incurred expenditures. For all items above \$75 (\$82.50 including GST) a **valid tax invoice** must be obtained.
- Credit card statements are not of themselves proof of payment without a receipt or valid tax invoice to back it up.
- Committee members may only claim expenses incurred on meeting days or where necessary days adjacent to meetings.
- The ABF does not encourage private motor vehicle use for safety and environmental reasons where a logical alternative exists (e.g. air travel). Claims for reimbursement of motor vehicle expenses will be at the rate of 40c per kilometre irrespective of the make or size of car. The ABF encourages car pooling.
- Reimbursements will be made into the claimant's bank account by electronic transfer.

### **Organising meetings**

Before organising a Committee meeting, the Chair should email the Treasurer at [treasurer@abf.com.au](mailto:treasurer@abf.com.au) with cc to [secretariat@abf.com.au](mailto:secretariat@abf.com.au) requesting **prior approval** to hold a Committee meeting. (In the case of Committees holding several meetings a year, it may be preferable to submit one global request with an estimated budget for the whole year.) Details that need to accompany this request are:

1. date and venue of meeting(s).
2. number and names of attendees and where they are travelling from.
3. estimate of likely cost including for travel, accommodation and meals/hospitality.
4. why the particular meeting(s) is/are considered necessary including at that time and place.

### **Claimable and non claimable items**

The following items may be claimed upon production of either a receipt (below \$75 excluding GST or \$82.50 including GST) and/or a valid tax invoice over \$75 - please see appendix on what is a valid tax invoice for more information):

1. Taxi fares
2. Airport parking

3. Reasonable meal costs including alcohol. This can include room service on the hotel bill but all items on hotel bills if being claimed will need to be identified and justified.
4. Reasonable hotel accommodation costs up to \$150 per person per night for the duration of the meeting only. Over that figure will require justification. The ABF also reserves the right to make a block booking of rooms in a hotel of its choice.
5. Car hire - subject to demonstration that for local travel this would be cheaper than taxi fares.
6. Private motor vehicle expenses - see separate section for more details
7. Return economy class airfare (generally the lowest quoted by a major airline).
8. Sundries such as photocopying, venue hire, internet access fees up to \$15 per day per person.

The following items are not considered claimable:

1. Any items without a receipt/tax invoice
2. Airline lounge memberships in whole or part
3. Reimbursements for frequent flyer tickets in whole or part

The ABF does not pay per diems to Committee members attending meetings under any circumstances.

#### **Claims procedure**

Each Committee member is required, as soon as practicable after a meeting has been held but in any event no later than **15 days** thereafter, submit an expense claim to the Executive Secretary, on the prescribed form (see attached). Claims not submitted on the prescribed form will not be paid. Claims not made **within 3 months** of the meeting/event to which they related will also not be paid except where unusual circumstances can be shown (e.g. extended hospitalisation).

Claims may be handwritten and sent by mail or if more convenient completed in soft copy, receipts scanned and sent by email.

All claims will be paid by electronic transfer to the claimant's bank account and not by cheque or in cash under any circumstances.

#### **Private motor vehicle expenses**

The ABF actively discourages the use of private motor vehicles where a reasonable logical alternative exists. For example the ABF would not encourage its Councillors to drive from Sydney to Canberra where air travel (or even bus/ train travel) is a logical alternative. The ABF takes into account the personal safety of its volunteers and its environmental policy to reduce its carbon footprint. Whilst recognising that there may be no logical alternative to car travel especially from/to country areas, the ABF does not believe paying the high ATO mileage rates is justified in any circumstances. Therefore taking the NRMA's whole of life car cost calculation as a base for an average 1.6 litre car, the ABF is prepared to reimburse at the flat rate of 40 cents per kilometre. The ABF encourages car pooling by persons travelling from the same location to a common meeting point.

## **APPENDIX 1**

### **WHAT CONSTITUTES A VALID TAX INVOICE?**

Tax invoices must include certain information. If you use an incorrect or incomplete tax invoice to claim a GST credit, the GST credit may not be allowed.

A valid tax invoice **for taxable sales that total less than \$1,000** must contain:

- the words 'tax invoice' stated prominently
- the name of the seller
- the Australian business number (ABN) of the seller
- the date of issue of the tax invoice
- a brief description of the things sold
- the GST-inclusive price of the taxable sale, and
- the GST amount. This can be shown separately or, where the GST to be paid is exactly 1/11 of the total price, as a statement along the lines of 'total price includes GST'.

A valid tax invoice **for taxable sales that total \$1,000 or more** must contain:

- the words 'tax invoice' stated prominently
- the name of the seller
- the ABN of the seller
- the name of the buyer
- the address or ABN of the buyer
- the date of issue of the tax invoice
- the quantity of the goods or the extent of the services sold
- a brief description of the things sold
- the GST-inclusive price of the taxable sale, and
- the GST amount. This can be shown separately or, where the GST to be paid is exactly 1/11 of the total price, as a statement along the lines of 'total price includes GST'.

If the tax invoice is for a taxable sale **and** either a GST-free or input taxed sale, the tax invoice must also show:

- each taxable sale
- the amount of GST to be paid (for the taxable sales), and
- the amount to be paid for the total sale.

## **INSTRUCTIONS TO ABF MASTERPOINT CENTRE MANAGER, SFOB CONVENOR, GNOT AND GNP CONVENORS ON THE PROVISION OF FINANCIAL INFORMATION TO ABF TREASURER**

### **Key points**

- With the moving of the financial accounting functions to the ABF Secretariat in Canberra, a number of important policy changes are being implemented to:
  - improve the accuracy of recording of revenue and expenditure transactions of all cost centres;
  - improve the process of handling GST and submitting BAS statements;
  - provide more "real-time" financial reporting to the FC and ultimately the MC;
  - provide better audit trails; and
  - a proper budgetary process.
- This will impact on the way the MPC Manager, SFOB Convenor and the GNOT and GNP Convenors carry out their existing financial responsibilities.
- From now on, all revenues received and payments made by the MPC, SFOB, GNOT and GNP will be entered into the central accounting system being maintained by the Executive Secretary and Treasurer.
- All expenses paid for by cheque or electronic transfer will require the relevant Manager or Convenor to complete a Payment Voucher which must be submitted along with the receipt or valid tax invoice to the Executive Secretary.
- Prior approval of the Treasurer must be sought for all asset (equipment) purchases over \$500.
- The MPC Manager and Convenors **must** send invoices for all their own fees to the Executive Secretary for payment from the ABF's general bank account after being duly authorised by the Treasurer.

### **ABF Central Accounting System (CAS)**

The CAS will be maintained at ABF Secretariat where all major accounting records will be stored electronically and physically. It is not the responsibility of Managers and Convenors to store accounting records or keep duplicate accounting systems. As all revenue and expenditure transactions will be recorded directly in the CAS, it will be possible for Managers and Convenors to obtain reports such as Profit and Loss on an ongoing basis directly from the CAS.

Revenues such as masterpoint income, capitation fees and entry fees to events like the SFOB, GNOT or GNP will be recorded on the system in bulk directly from the relevant bank account. Managers and Convenors can continue to make payments by cheque or electronic transfer but they **must** complete a Payment Voucher for each payment made and submit the vouchers and receipts/valid tax invoices to the ABF Secretariat in a timely fashion but in any event no later than 7 days after the end of the calendar month to which the payment relates. Reminders will be sent out a couple of days before the month end. This is particularly important for quarter ends when timely submission will assist in the finalisation of the BAS for the ATO.

### **Purchase of assets or equipment**

Currently there is insufficient control over the purchase of assets by Managers and Convenors. In future, Managers and Convenors must seek the prior approval of the Treasurer for any asset purchase of \$500 or more. In seeking endorsement for the purchase of capital equipment the request to the Treasurer should include:

- what the asset is required for.

- whether the asset is replacing current equipment.
- proposed purchase price including at least 2 quotes for the item where possible and the reason for selecting the particular supplier.
- where will the asset be located, who will have access to the asset and the level of security of the asset.
- any possible insurance of the asset.

#### **Payment of salaries and convenor's fees**

It is not good practice for Managers and Convenors to pay themselves. Therefore in future the MPC Manager and all Convenors' fees will be paid from the ABF general bank account and not from the MPC and SFOB specific accounts after being duly authorised by the Treasurer against an invoice submitted by the Manager or Convenor.

#### **The ABF's policy on PAYG withholding**

The ABF like all not for profit organisations that are registered for GST are required to keep valid tax invoices from their suppliers so they can claim GST input tax credits to set against the GST they collect on their own services (usually on entry fees etc). A valid tax invoice is required for all transactions valued at \$75 (or \$82.50 including GST) or more - see Appendix 1 for more details).

If a supplier cannot give the ABF an ABN then we are required by law to withhold 46.5% of the payment to that supplier and include it in our BAS. An exception to withholding can be made where the supplier concerned supplies the service as part of a "hobby" and not as a sole trader or small business. Any such suppliers should complete an ATO Hobby Form which will be held at the ABF Secretariat office. It is ABF policy to insist on such suppliers completing a hobby form declaration in all such situations else we will withhold the required amount at source. Please note students under 18 years of age being paid less than \$120 per week are also not subject to withholding.

## **APPENDIX 1**

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A valid tax invoice **for taxable sales that total less than \$1,000** must contain:

- the words 'tax invoice' stated prominently
- the name of the seller
- the Australian business number (ABN) of the seller
- the date of issue of the tax invoice
- a brief description of the things sold
- the GST-inclusive price of the taxable sale, and
- the GST amount. This can be shown separately or, where the GST to be paid is exactly 1/11 of the total price, as a statement along the lines of 'total price includes GST'.

A valid tax invoice **for taxable sales that total \$1,000 or more** must contain:

- the words 'tax invoice' stated prominently
- the name of the seller
- the ABN of the seller
- the name of the buyer
- the address or ABN of the buyer
- the date of issue of the tax invoice
- the quantity of the goods or the extent of the services sold
- a brief description of the things sold
- the GST-inclusive price of the taxable sale, and
- the GST amount. This can be shown separately or, where the GST to be paid is exactly 1/11 of the total price, as a statement along the lines of 'total price includes GST'.

If the tax invoice is for a taxable sale **and** either a GST-free or input taxed sale, the tax invoice must also show:

- each taxable sale
- the amount of GST to be paid (for the taxable sales), and
- the amount to be paid for the total sale.

TMinutes

# **ABF TOURNAMENT COMMITTEE**

# MINUTES OF MEETING HELD IN SYDNEY

## 3<sup>rd</sup> APRIL 2011 at 10:00 am

### 1. PRESENT

Kim Morrison (chair), Eric Ramshaw, Marcia Scudder, Bruce Neill, Peter Reynolds  
Apologies: Peter Kahler

### Actions

### 2. TRAINING for International Teams

It was agreed that some sort of training/mentoring activity would be advantageous, particularly for the Youth and the Women's Teams. It is recommended that a mentoring program be introduced. This would assist pairs in system development and documentation including 'world's best practice'. Bidding and play could be supervised on BBO on a regular basis with selected system aspects preset. Card play is best improved by reading and players should be encouraged to (re)read 'Classic Texts' such as *Card Play Technique* by Mollo and Gardiner. These approaches might be beneficial without the high cost of importing talent from overseas. Both PO Sundelin and Kate McCallum have expressed interest in providing tuition.

### 3. ABF EVENTS

#### Summer Festival

Some time was spent discussing the format of the SWPT/NOT in the light of correspondence received from Ron Klinger, Ben Thompson, Charles Page, Bill Jacobs.

The following scenario was thought to overcome some of the problems alluded to by these players.

Consult with  
SM

The program would remain essentially unchanged, but:

The SWPT would be reduced to 12 rounds of 20 boards (Mon-Thu). At its conclusion, the top 8 teams would qualify for the NOT which would run over Fri-Sun, each day comprising one 64 board knockout match in 4 x 16 board segments.

Running concurrently with the NOT would be the reincarnated Blue Ribbon Pairs with provision for players eliminated from the NOT to drop into the Pairs at the appropriate level.

The Mixed Teams would run, as previously, on Sat-Sun, so that there would be simultaneous conclusion of the NOT, BRP and MxT by Sunday evening.

In addition, the NST and NWT would run under the same final conditions, with 4 teams qualifying to Semi-finals and Finals on the middle Sat-Sun (concurrent with the Swiss Pairs, as in 2010).

For 2012 no team will be generated from the Last Train events for the 2012 Playoffs. The TC therefore recommends that the Last Train events should be eliminated from the Summer Festival from 2013.

### 2011 Playoffs



There was concern expressed as to the way in which the non-availability of two players in the (four man) Henbest team in Division 1 was handled. Communication indicates that the problem with one player became apparent as early as three weeks prior to the playoffs, and yet no correspondence appears to have been received by the ABF until the second player indicated that he also had a problem less than a week out from the commencement of the Playoffs.

The issue was received and considered by the TC three days before the Playoffs, but the NTC chose to deal with the issue by use of two substitutes throughout one repechage on Monday. As a result one team from Division 1 had a much easier route to the Semi-Finals than the other (as indicated by the concession after three sectors).

A full report on the issue is sought from the NTC, along with his reasons for the decisions taken. The team involved should be asked to explain their lack of communication with the ABF as soon as the problem arose.

The TC does not want the handling of this issue to become a precedent for the future, as, in particular, the reasons for requesting substitutes were not serious and were certainly not unexpected.

It is Tournament Committee policy to emulate the rules and regulations of the main target events in the Australian Team Playoffs as closely as possible. An area of discrepancy has been the time allocation per board/session behind screens. The recent Open, Women's & Seniors Playoffs allowed 7.5 minutes per board with screens in use (see Tournament regulation recommendation 10.1 below). In the main this was well received by the players as it reduced a lot of waiting time and avoided extending the day's play. To increase time per board to 8.5 minutes would extend the day by over an hour and to move to 9.5 mpb (WBF time allocation) would extend the day a further hour plus another meal break. The benefits to all players of a somewhat tight schedule needs to be weighed against any possible disadvantages of differing regulations at the target events. This needs to be monitored.

10.1 The recommended duration of a session in ABF Tournaments, Championships, Festivals and Congresses will be determined on the basis of 7.5 minutes per board (or 8.5 minutes per board when screens are in use). Total session time shall include the time spent in duplicating and recording boards, if relevant.

### **Future Playoffs**

For the 2012 Playoffs and beyond, it was felt that all three Playoffs should follow the two Tier model used successfully for the Open this year with the proviso that all players in either Division must have earned at least 1 PQP. If the total number of entries is 6 then the format will revert to that used for the Women's and Seniors in 2011; if 4 then the format of Division 1 of the Open. Four or six membered teams would be permitted in both Tiers with augmentation rules as set out for the Open in 2011. The thresholds for defining the panels for Division 1 entries in all three Playoffs for 2012 would be set at 12 PQPs. The PQPs allocated as a result of each of the three Playoffs would be set at 48/24/6/6. Players are reminded that PQP are allocated in the

playoffs to compensate for time representing Australia which would reduce their opportunity to amass PQP at national tournaments. Now that there is a one Australian team policy, the compensation has been increased.

All teams in Division 2 will be ranked according to their PQPs. Any points not earned within the unit of the Playoff entry will be halved. In the case of insufficient teams in Division 1, or a withdrawal from Division 1 prior to the playoffs, the team in Division 2 with the highest total PQPs will be offered promotion to Division 1.

No Yellow systems would be permitted in the Playoffs, mirroring WBF Regulations. However Brown sticker conventions would be permitted, except in the Olympiad year (WBF Olympiad regulations).

The TC recommends that the Open Division 1 matches should be reduced from 20 boards to 16. Some players suggested that the meal break after a quarter of a 64 board match (12 noon) be moved to half-way (2:30 pm approx). The tournament organiser might like to consider this request.

The names of the players at each table should be included on the web display for each sector of each match, not just the team name. While sessions broadcast by BBO contain this information, it is lost to the public for other sessions. This is particularly important for ascertaining compliance with the board rules. The web display should also make the datums available for all boards played.

#### **4. ZONE 7**

The TC recommends that the Zone 7 Championships at the APBF will be concurrent with Z6. The 4 teams will be ranked according to their finishing positions in the APBF Tournament. Then Team 1 will select from 3 and 4. If there are only 3 teams qualified to take part in the Z7 Playoffs, then Team 1 goes directly to the Final, while 2 and 3 play off for the remaining place. If there are only 2 teams then one head to head match will determine the outcome. All stages will comprise 64 boards, but by zonal agreement, the final may be extended to 96 boards. The team which represents Australia at the APBF will also compete in the Zone 7 playoffs. However, this team may not necessarily be the team designated to attend the Bermuda Bowl/Venice Cup.

#### **5. CALENDAR REVIEW**

The calendar review committee of KM, BN, Pauline Gumby and Warren Lazer have met and created a calendar review (with a 5 year lead time). This involves:

Summer Festival	January
Gold Coast	end of February
Open and Womens Playoffs	end of March
Seniors Playoffs	early April
ANOT	April
Barrier Reef	first Sunday in May (a holiday in Qld)
New Canberra Event	end of June

NT Gold	July
GNOT	August with Coffs Harbour following
ANC	September (NZ Nationals end Sept)
Spring Nationals	end of October
ASP	early December

Still to be located: WSP, SRSP, TGBF, HGR, GWSP

## 6. PQPs

The Tournament Committee recommends that from 2012, the PQPs allocated as a result of each of the three Playoffs would be set at 48/24/6/6.

In addition, the change in format of the NST at the Summer Festival should see a change in the PQP awards to mirror those in the NWT.

The TC also recommends that the current regulation for PQP awards be reworded for clarification purposes.

Currently it states:

26.4 Teams or pairs with no eligible player are classed as ineligible. An ineligible team/pair that otherwise would be entitled to PQP shall be replaced by an eligible team/pair, and all PQP awards for the particular event shall be adjusted accordingly. See also Paragraph 26.7 (below) of these Regulations.

This should be replaced by:

26.4 Teams or pairs with no eligible player are classed as ineligible and PQP allocation will pass down to the next eligible team(s) or pair(s) unless prohibited by an event specific regulation. Teams or pairs with one or more eligible player(s) shall be eligible for PQP. e.g. if a team consisting of 1 eligible player comes 2<sup>nd</sup> in the NOT then that player will be awarded the PQP award for 2<sup>nd</sup> place and the next team will get 3<sup>rd</sup> etc. See also Paragraph 26.7 (below) of these Regulations.

This change would mean a reallocation of the published PQPs for the Gold Coast.

In some events, 3<sup>rd</sup> and 4<sup>th</sup> places are both filled by losing semi-finalists, and in these cases, the PQP awards should be equal. However, in other instances, there is a distinction between 3<sup>rd</sup> and 4<sup>th</sup> which means that the awards should differ. E.g. 6 teams qualify for the Gold Coast Teams finals. There are 2 ineligible teams. One eligible team qualifies to the semi-final whilst another eligible team is eliminated in the round-of-six. Should these teams need to share PQP then it should be done on a 2/3, 1/3 basis. In the example if they shared 3<sup>rd</sup>/4<sup>th</sup> place then the 10 PQP would be divided 6.7 and 3.3

The recommended change to the format of the NOT should be accompanied by a redetermination of PQP awards for the event.

## 7. OTHER MATTERS

The TC is keen to see the initiation of a Development Program for Directors and Scorers. In particular, more people should become familiar with the

procedures used by Matthew McManus for scoring and facilitating live score updates on the web.

Correspondence from Ron Klinger requested some form of recording of the bidding and play, if possible, for the Playoffs. This would allow accurate publication of interesting hands.

It was agreed that the ASP can change its date from October 4<sup>th</sup> – 7<sup>th</sup> to October 11<sup>th</sup> – 14<sup>th</sup> in 2012, but the organisers should check the dates of the Albury congress (not yet available), and bear in mind the October long weekend.

## **12. NEXT MEETING**

The meeting finished at 4:30pm.

The next meeting will be held on Saturday/Sunday 2<sup>nd</sup>/3<sup>rd</sup> July in Canberra.

NTCReport

NTC Report for the ABFMC May meeting.

Events Attended:

Open & Women's Playoffs  
ANOT Adelaide  
Western Senior's Swiss Pairs.

Whilst I was the Tournament Organiser for the Playoffs, my role as ABF On-Site Representative was also relevant. In my report to the MC, I noted that whilst the scoring was not up to standard, the savings by having less staff was considerable. For the future, with the demise of the Tournament Unit, there is no reason why the event cannot be run using a Director/Scorer, a working Tournament Organiser and a competent floor manager. To achieve this may be at odds with the current policy of employing the ABF Chief TD but would prove no problem employing a director/scorer conversant with both jobs. As a second observation, it would not be detrimental to try to achieve a cost neutral for the events by reducing the subsidies to a lower level. When one considers the quality of entries together with the support from the leading players there appears to be little to be gained in expending large sums of monies in running the playoffs. Perhaps an incentive scheme for successes in international events to offset these savings could be put in place.

The ANOT: Please refer to my report on this event regarding both my activities and comments.

The WSP. After chasing up the T/O I finally received the Regulations 4 days before the commencement of the event. There is no mention of closing dates for such information on the Licence Agreements and I recommend that future agreements should include a requirement to forward proposed Supplementary Regulation at least four weeks in advance.

The event attracted 35 tables - my only concern was that there was only 1 Director, which at times disadvantaged the players who had to wait to be attended to. I was told, not confirmed, that the Tournament Organiser obtained permission from a member of the TC to only have one director when two would be the requirement. If this is true then such decisions should be within the province of the NTC, aka ABF on Site Representative rather than an ad hoc decision by the TC.

There was one appeal, chaired by me, with Denis Yovich and Bob Prince as members. The Appellants were fined 1.5vp's for an appeal without merit. No initial approach was made to the Appeals Adviser. The requirements of the Licence Agreement were complied with by way of ABF recognition and notification of key personnel. There were no recorder issues.

Events coming up

The VCC  
The Barrier Reef  
The APBF  
The ANC

Due to my commitments at the APBF, I am unable to attend either the VCC or Barrier Reef. I have asked Simon Hinge (VCC) and Bruce Neill (BR) to act as the ABF On-Site Representatives.

My duties at the APBF will be to attend the Delegates Meetings and to act as the ABF Representative at the Zone 7 event on the 23rd and 24th June. I need the following:

1. Decisions relating to the Delegates meeting.
2. Decisions re payments for Fees, entry fees and collection of deposits for the accommodation as paid in advance on the ABF Credit Card.
3. Decisions re substitute player for the Open Team, especially if I, as your representative, receive an objection from other Z7 teams.
4. Decision re movement should there be an odd number of teams in any category.
5. Decision on formats and number of boards to be played.

I am happy to accept full responsibility for coming to an agreeable decision, in consultation with John Wignall and the delegates for the other teams, for each of these items.

Re the ANC, I have re-written both the Entry Form and Supplementary Regulations with input from Eilis, Legal Counsel. Both forms are on the ABF WebPage. I have one concern in that the closing date for the Teams is scheduled for 24th June. I do not return from KL until the 25th and will not be able to access any certified mail until Monday the 27th, I remind the MC that the draw for team numbers needs to be done, preferably as soon as all entries are advised.

I am arriving in Melbourne on Thursday 21st in order to assist in the set up of the venue. I will be staying until the conclusion of the Butler event. In past years the head of the TU has played a very active role in the various events. What role does the MC envisage as my duties and responsibilities? With a complete changing of the guard, notably in the scoring, I would appreciate guidance from the MC as to my authority.

Richard Grenside  
NTC

Items of interest from the papers for the APBF Delegates Meeting

Agenda: Item 14,  
Approval of the APBF Tournament Format.

Minutes of the 2010 PABF Delegates Meeting:

Admission of Z4 NBO's to APBF  
7th APBF Congress 2012 Fukuoka 24th Aug to 2nd Sep.  
APBF in 2013, Hong Kong expressing interest  
APBF in 2014 or 2015, Singapore expressing interest

The APBF Delegates Meeting, Ningbo  
SEA Games in Palembang and Jakarta, 11th to 22nd Nov 2011-05-13  
2nd Asia Cup to be held in Z4, 2014, either Bahrain, India or Dubai.  
2014 Asian Games, Korea (no dates given)

Report of the WBF Representative, Patrick Choy.  
Zone 6 tasks, presumably would include Z7, to make bridge an event for the 2014 Asia Games and to recruit the 5 missing Asean countries to the NBO.

Treasurers Report:  
Notation that HK\$3120.00 membership fees due (US\$400.00)

APBF Championship Format Review  
I suggest that all MC members read this report. I was a member of the Overview Committee. Special regard to APBF Entries & Registration.

CMPReport

## **MASTERPOINT CENTRE PROJECT – MK 2 – STAGE 1**

Development is continuing and is on track.

### **Web Site**

Estimated stage of completion – 90%

Development site [www.abfmpc.bridgeaustralia.org/index.asp](http://www.abfmpc.bridgeaustralia.org/index.asp) – MC members are welcome to browse. Club login details at present are the club number for the user name and a password of 123. State Masterpoint Secretary logins are the state letters (qld/nsw etc) and a password of 123. (These will obviously all be changed before we go live.)

The data on the site is correct as at 31 March (soon to be updated to April 30<sup>th</sup>), but any subsequent data is test data only and may not be accurate or meaningful.

#### **Done**

- Basic structure
- Player award look-up – by name and number
- Award lookup by event
- Uploading of awards files by clubs and State MP Secs \*
- Real time player details edit, including transfers in, reactivations, alternates \*
- Real time new player registration, including automatic generation of ABF Number \*
- Option for players to search inactives (recommended before adding a new player) \*
- McCutcheons
- Clubs details edit \*
- News
- CPAR forms \*
- Help pages

\* denotes password access only

#### **To do**

- Player annual cancellations

- Monthly download files
- General polishing off

## **Desktop Application**

Estimated stage of completion – 75%

2

### **Done**

- Basic structure
- Database creation and design
- Process for import of initial data from old system
- Process awards emailed to MPC the old way
- Approve awards uploaded the new way
- Reports – most completed
- Invoice production and printing
- Player, Club and Event Add/Edit
- Manual awards entry (from paper and also other miscellaneous reasons)
- Most of month end processing

### **To do**

- Fine tuning of end-of month processing
- Invoice export to Quickbooks
- Year end processing
- Documentation
- General polishing off

My next visit to David Weston is set down for next week (Tuesday / Wednesday 24-25 May). We will be going through further queries and I will also install the desktop application on his PC and work through the program in detail with him, identifying any problems with the processes or flaws in my design.

I also plan to catch up with Ian McKinnon this visit.

I think it is appropriate at this stage to release the new web site to the state masterpoint secretaries for their feedback. It might also be useful to run it past some selected clubs if we can identify a small number who might be interested in offering feedback.

Subject to any significant issues emerging from my Sydney visit next week, my plan is to obtain a copy of the 31 May database early in June, and to completely mirror the June processing that David Weston will be performing. We can then compare the reports emanating from both databases as at 30 June. As mentioned in my last report, I can see in a number of reasons why it will be difficult to get a 100% correlation.

However, the new program will contain checks and balances, and that should allow us to be pretty confident of the accuracy of the new system.

From that point forward, this testing process will be repeated each month. The number of months of testing will depend on how it goes in the first month or two.

Once we can predict a go-live date, a roll-out strategy will need to be implemented, involving decisions about hosting, switching over the domain and advising all clubs of the change and procedure and telling them their login and password details. Forward promotion should also be made via the traditional channels viz ABF Newsletter etc.

**Peter Busch**

**Altosoft Pty Ltd**

**17 May 2011**

MASTERPOINT CENTRE PROJECT – MK 2

What's changing?

- New web site – simpler, cleaner and with more functionality
- Database housed on web server, not on an ABF laptop, and using industrystrength Microsoft SQL Server .

- New MPC desktop program – providing mainly similar functionality to the present system, but quicker and more efficient processes, and eliminating many cumbersome tasks.
- Player and Club edits (including Transfers, Reactivations etc) will be made by clubs on the web site, which will update the database immediately (no MPC involvement required). A confirming email is sent to the club.
- New players are visible immediately and the new ABF number assigned is fed back to the club immediately. (There is a link on this new player page to search the actives and inactives beforehand to see if the player has been previously registered.) A confirming email is also sent to the club.
- Clubs upload their MP files instead of emailing them and the masterpoints are visible immediately on player statements, marked as “provisional”. (Formal updating of totals, plus rank promotions, are done once a month.)
- State MP Secretaries upload their congress files instead of emailing them, and like club masterpoints, congress points are visible immediately on player statements, but marked as “provisional”. They are also visible automatically on the Masterpoints by Event lookup.
- The year will be 12 periods - previously the March quarter was divided into 2 periods. (The non-quarter month-end workload will be minimal, so this should not cause any problem.) All web reports show the actual month, not just the quarter, but the major reporting by the MPC will still be done quarterly.
- As a consequence of web site users being able to make database updates or to load award files to the live database, web logins and passwords will be set up for all clubs and masterpoint administrators, and the ability to update will only be offered after entering a user name and matching password. Club logins will only be able to edit their home members and upload award files for their club. Masterpoint administrators (e.g. state masterpoint secretaries) will have unrestricted access to upload award files for any event as well as for any club.
- The MPC Manager will have a process to review and approve (to edit/delete) the masterpoints files uploaded.
- All reports will be offered as present, but I would like to open a discussion on which of these (if any) we can do without. The original reporting package was designed well before the internet was ubiquitous, and much of the data presently submitted can be found by on the web site. I would also like to move towards emailing reports instead of printing and mailing. It won't be practical to make this apply for 100% of clubs, but achieving 80% should be easy, and this will offer a considerable saving in printing, postage and labour costs. For this reason, I think we need to move to A4 reports rather than A5, as it won't be practical for clubs to print A5 reports from an email.
- Invoices will be redesigned to show amounts both GST-inclusive and GSTexclusive (club treasurers will love this!)
- No prior period adjustments will be permitted. Any masterpoints postings in an unclosed period can be changed or deleted, but once the period has closed, no changes will be possible. If the need to change later comes to light, then a current period adjustment will need to be done (like a bank statement). That will on occasion give rise to negatives appearing on player accounts, and in extreme cases, an invalid promotion may result in a demotion when the error is discovered.

Peter Busch  
Altosoft Pty Ltd  
18 May 2011

ANCRReport

AUSTRALIAN NATIONAL CHAMPIONSHIPS  
JULY 23-AUG 4

ACCOMMODATION



The Powerhouse, Albert Park has been hired for this event. It is well serviced by public transport and is very close to suitable hotels. The Sebel, across the road, has offered a special rate for both parking and accommodation. There is also a special rate for accommodation offered by their sister hotel, Citigate. This has been put onto the website along with other links to internet bookings which are offering a good rate for early reservation. Margaret Yuill is managing the website.

The Sebel has also offered a parking rate of \$16 a day. Parking is also available in the Wilson Car Park, 600 St Kilda Road (entry from Lorne Street) at an early bird rate of \$10 for the day with entry prior to 10am. Other parking is available close to the venue, but it is limited in time and the cost is greater.

#### Attention Items for Venue

- Lighting
- Calculation of Space
- Security for boards, equipment, etc.
- Bar
- Lunch Arrangements, etc.
- Victory Dinner

#### PERSONNEL

Laurie Kelso and Sean Mullamphy will be doing the directing in the main. Depending on numbers we will need assistant directors. Matthew McManus will be doing the scoring. He will be in NZ until Sunday 24 July, but Ed Barnes will be filling in for him.

The board dealing will be done by Sean Mullamphy. He will be bringing boards from Canberra for the VCC so they will be kept here until needed for the ANC.

Neil Ewart will be handling the finances for the ANC. We have just received notice of the entry fees for the teams and the butler so these will be used to create a budget.

Kim Frazer will be handling the volunteers roster. Phill Fent is working very hard on the promotion and marketing. Phill has sent out letters to the affiliated clubs inviting them to participate in the adopt-a-day for the congress events. He has already received a response from one club.

Jenny Thompson, Simon Hinge and Stan Klofa have been helping with arrangements. Anton is arranging the tablecloths.

#### EQUIPMENT

In the past we have been able to hire tables, but we need to find another supply and we have found tables to purchase at Bunnings for \$19 each. We will need these for the VCC as well, and in future years. Other clubs will be able to use them if they need tables. They will be stored at the VBA. We already have side tables and paper bins. We are hiring table top scorers and bidding boxes from Canberra. As Sean is coming down in a van with trailer he will be able to bring these for the VCC and then leave them here until the ANC.