

Minutes of an ABF Management Committee Meeting

On August 7th 2004

At Dallas Brooks Hall, Albert Street, Melbourne

Commencing at 10.00am

1) Roll Call

Keith McDonald (Chair), Dennis Yovich (Secretary), Eric Ramshaw, Richard Grenside, Eilis Magner (General Counsel), Valerie Brockwell (Exec Sec/Minute Secretary).

The President welcomed new Committee Member, Richard Grenside.

Apology

Keiran Crowe-Mai (Treasurer)

2) Confirmation of Minutes of meetings held June, 2004.

Minutes confirmed.

3) Matters Arising

See Action Sheet which follows:

List of Action Items resulting from the May 2004 Management Committee minutes

Item	Action	Subject	Comments
1	KM	Vacancy on MC	Done
4a	KM/KCM	Contact M Willcox re NW Prs	In train. (MW to address Clubs in Qld. Other tours may result)
4c	DY	ANC page for website	Pending. DY to write to C Chua. Action DY
4g	KCM	Supply 2005 ANC timetable	Pending
4h	DY	Electronic copies of bridge hands	Done
4l	DY	Data from MP Centre for each meeting	Done
4p	DY	ABF ranking scheme	Done (pending response from Q van Abbe)
6b	KM	P Marston's Editorial	Delete
6d	KCM	Masterpoint Matters	Discuss later
7b	KCM	Items (i) to (xvi)	No progress
7c(iv)	KCM	Credit card facilities	No progress
10g	VB	Release Feb -04 TC minutes	Done
11a	VB	Invite Pres ABDA/ABTA to Oct MCM	Done
11b	DY	Liaison Officer – agenda item next meeting	Done
10c	DY	Handicap at ANCs – agenda item Pres Meet	Done

11d(iv)	EM	Redraft Decs of Avail for Olympiad	Discuss later
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List of Action Items resulting from June 2004 Minutes

Item	Action	Subject	Comments
3	D Yovich	RG to MC	Done
3	DY	ANC page for website	Done
3	DY	Electronic copies of web hands	Done
4b	DY	Letter from NPC Womens Team	Done
4f	DY	BFACT	Pending
4h	DY	ASE letter – contact EBU	Done
4j	DY	Letter from S Hans	Done
5b	DY	Summer Festival Convenor ad	Done
7a	DY	GNOT Certificates	Done
9	DY	TC minutes on website	Pending
10a	DY	Newsletter C'ttee Report	Done
11a	DY	Appointment of Liaison Officer	Discuss later
3	KCM	Supply 2005 ANC timetable	Pending
4c	ER	Draws based on incorrect scores	Referred to TC
4e	ER	Acknowledge receipt Systems regs	Done
4d	K McDonald	D Stern's memo to Olympiad NPCs	Done
4h	KM	Letter to ASE	Done
5c	KM	Email from G Quittner	Done
10a	KM	Newsletter Committee Report	Done
4a	K Crowe-Mai	Contact NPCs re withdraw options	Pending
4i	KCM	Levels of remuneration	Pending
5v	KCM	Insurance options for Istanbul	Pending
5f	KCM	Closure of an NAB account?	Pending
6a	KCM	Computer	Pending
11b	KCM	Gold point fee increase	Pending
5a ⁱⁱ	V Brockwell	Incidental team exp to NPCs	Done
5a ⁱⁱⁱ	VB	Olympiad (Recorder payments)	Done
5a ^{iv}	VB	Australian Coat-of-Arms	Done
5a ^v	VB	Pay Olympiad entry fees	Done
5b	VB	Advise existing applicants of new ad	Done
5e	VB	Advise Pub Officer of new MC memb	Discuss later
9	VB	Release May 04 TC mins	Awaiting further instruction
Combined			
4g	KM/EM/KCM	Two-tier membership	Discuss later
5a	KCM/VB	Subsidies to players	Done
3 & 5v	EM/ER	Follow up Redraft Decs of Avail	Discuss later

4) President's Report

a) *Misappropriated cheque*

In the matter of the ABF cheque which has been misappropriated by an outside source, the ABF has taken all necessary steps, the matter has been referred to the police and the ABF will stand by its rights. Current information from NAB is that the bank will credit us with the amount misappropriated.

b) *Commonwealth Nations Bridge Championship*

RG will travel to each Management Committee meeting via Melbourne to liaise with CNBC Convenor, Professor Halmos. RG will submit progress reports to the Management Committee **Action RG.**

c) *Letter from Ian McKinnon.*

The letter (dated 21 May) was discussed. The President was authorised to proceed forward to investigate the technical vision beginning with a meeting between KM, I McKinnon and M Willcox . **Action KM.**

d) *Marketing Committee*

The President advised that A Richman has agreed to chair the Marketing Committee.

e) *Historical biographies on the website*

This concept was approved in principle for such historical figures as Victor Champion, James O'Sullivan, Bill Schaufelberger and the like. **Action DY**

f) *Nationwide Pairs*

The event is slowly being adopted by Clubs around Australia. M Willcox will address some Clubs in Queensland. If successful, there may be other such forums.

g) *VCC account*

As the VCC Convenor is retiring, the account is to be closed and the balance sent to the ABF Treasurer who will discuss opening another account with the new Convenor.

Action KCM

5) Secretariat Report

a) *2004 Olympiad*

(i) The Secretariat has

*submitted the player names to the WBF for the three teams,

*paid the team entry fees),

*paid the ABF subsidies to the teams,

*advanced \$2000 per team for the cost of Recorders (the captains to submit a full accounting after the event and return any monies not used for Recorders.)

(ii)The Captains are responsible for all other submissions to the WBF such as systems.

(iii) Coat-of-Arms & Blazers

The Secretariat has sought and obtained permission for team members to wear the Australian Coat-of Arms on their blazers. As stated in the letter which accompanied the subsidy cheque, it is the Captain's responsibility to organise the uniform for their respective teams. The uniform is a memento and must be a blazer. The ABF will

contribute \$100 per player towards the cost of each blazer on application by the Captains to the Secretariat. The meeting suggested that the Secretary contact the Manager of the NSWBA for advice as there is a routine procedure in place in Sydney re blazers. **Action DY.**

(iv) *Declarations of Availability*

The Secretariat will distribute the Declarations to the three Captains. Each Captain must return the (seven) signed Declarations to the Secretariat by 17 September 2004. **Action VB.**

b) *Convenor Summer Festival*

Dialogue with the current Convenor was relayed to the meeting. It was decided to hold a policy/interview meeting of the Selection Panel in Sydney on 11/12 September. **Action VB.**

c) *Webmaster's Invoice*

The invoice for services 1 April-30 June 2004 has been paid. The Secretary to extract information for ongoing billing procedures to various events for implementation by the Secretariat. **Action DY/VB.**

d) *Public Officer*

The Secretariat tabled forms received from the Public Officer. These need to be signed and information supplied by various officials prior to lodgement in Canberra. **Action VB.**

e) *Secretariat Financial Statements*

Submitted and approved.

6) Treasurer's Report

a) *Two-tiered membership proposal*

The matter of the two-tiered membership proposal is now considered by the Management Committee to be absolutely urgent. **Action KCM.**

b) *Bank Reconciliation*

Bank reconciliation completed until end June 2004.

7) Secretary's Report

a) *Query from A Struik*

The continuing need for recorders at ABF events within Australia was queried. In the future, human recorders of bridge matches may be replaced by electronic recording. However, there are a number of mechanical issues (provision of equipment, availability and expertise of operators, reliability, production of reader-friendly text file output) to be resolved before this is feasible. Most of the excessive time for the first session of the 2004 ANC finals (over 3.5 hours for 2x10 boards) was attributable to the requirements of BBO.

b) *Licence fee rationale.*

The need to espouse the principles was discussed. It was reaffirmed that the policy for new events is 10% of the masterpoint fee and that events move from the first level only when they have become established. The President will write a paper on

rationale of licence fees. **Action KM.**

8) Legal Counsel Report

- a) *WJC Convenor Contract.*
General Counsel reported that the contract is completed. Copies are held at the Secretariat.
- b) *Declaration of Availability*
Following some minor changes, General Counsel approved the Declarations for release. They will be sent to the Secretariat for further distribution to the Captains. Refer to item 5a(iv).
- c) *Indemnity Insurance*
The Committee approved the payment of General Counsel's annual indemnity insurance cover. **Action EM/VB**
- d) *Reports from Recorders*
General Counsel emphasised that reports from events must be sent to the National Recorder.
- e) *Mobile phones*
Current regulations state that a person may not answer a mobile phone which rings during session time without consulting a director. It was agreed that the regulations need re-wording. ER and RG to confer and send a proposal to General Counsel to approve. **Action ER/RG/EM**
- f) *National Authority matter*
General Counsel advised that the National Authority has consulted on a matter. The decision was unanimous. A report will soon be forthcoming. **Action EM**

The promulgation of the minutes of the National Authority was discussed. It was agreed they should be approved by the Management Committee then distributed to the website, the Newsletter and to Councillors and States.

9) TC Report

- a) *ANC Pairs events*
Comments were considered from the last Tournament Committee meeting that, as State's nominations to ANC pairs events were dropping off, the pairs events should be amalgamated to a single event. The Management Committee decided not to adopt this suggestion at this time. Noted that the Tournament Committee minutes may need adjustment.
- b) *Systems Regulations*
L Kelso has distributed the Management Committee with a draft copy of the Systems Regulations. Some discussion. Noted that further discussion will take place at the ANC Council Meeting tomorrow.
- c) *Appeals advisors.*
The Committee emphasised the need for appeals advisors at all ABF events. **Action**

ER.

d) *2004 VCC & McCance Trophy*

The Committee thanked M Willcox for his report.

(i) Ethics matters from this report were referred to General Counsel for any further possible action by the Ethics Committee. **Action EM.**

(ii) Also noted the potential clash between the VCC and the Barrier Reef Congress.

10) General Business

(a) *Appointment of ABF liaison officer for ABF events*

There is a need to have a suitable person on site at each event to represent the ABF. A suitable list is required. **Action DY**

(b) *Commonwealth Games Melbourne*

Discussed under item 4b

(c) *Helpers Paper*

The Treasurer is to progress this matter based on the information contained in the papers received from the previous Treasurer. There was agreement that the Summer Festival needs to come under the "Helpers Paper". **Action KCM.**

Approval was given for an assistant scorer at the ANC; travel and accommodation with remuneration for \$100/day including *per diem*.

(d) **President's Meeting Minutes**

Tabled and discussed.

(i) Item 6 (a), the increase in the cut off age for youth club players from 18 to 25 agreed to by the Presidents to be promulgated. **Action DY.**

(ii) The Secretary to ask R Hills to become a member of the State Director's Accreditation Committee. **Action DY**

(iii) The Secretary to contact the VBA to ascertain the name of Justin Stark's replacement as ABF Delegate. **Action DY**

(iv) Noted no support for a handicap event in the ANC.

(v) A point of clarification is required re item 19 GNOT. The Executive Secretary asked to consult with the Convenor before releasing the Minutes. **Action VB.**

(e) *Masterpoint Centre*

J Hansen has formally requested that the Management Committee look at his contract.

The Secretary to clarify his requirements and provide the dates relative to the Manager's contract. **Action DY.**

The meeting concluded at 3.15pm

**Minutes of a Meeting of the James O'Sullivan Trust
Held at the Dallas Brooks Hall, Albert Street, Melbourne
on 7 August 2004**

The meeting commenced at 3.15pm.

Present

K McDonald (Chair), D Yovich, E Ramshaw, R Grenside,

In Attendance

E Magner, V Brockwell.

Moved ER/DY that Richard Grenside become a Trustee replacing John Arkinstall. Carried.
General Counsel to arrange written acceptance from RG. **Action EM.**

The Trustees agreed to ask the ABF for a further payment of \$20,000 against the approved line of credit.

Since the last meeting, Port Macquarie-Hastings has received a loan of \$20,000. The Queensland Contract Bridge Association has also received a loan of \$20,000.

The meeting concluded at 3.30pm.

List of Action Items resulting from August 2004 Management Committee Meeting

Item	Action	Subject	Comments
4b	RG	Comm Nations Bridge Ch'ship	
4c	KM	Meeting with M Willcox, I McKinnon & KM	
4e	DY	Historical bios on website	
4g	KCM	VCC account	
5(iii)	DY	Contact NSWBA re advice on team blazers	
5iv	VB	Send Declarations to NPCs, Istanbul	
5b	VB	Contact JAS re meeting 11/12 Sep	
5c	DY/VB	Extract info from Webmasters inv and bill events	
5d	VB	Public Officer	
6a	KCM	Two-tiered membership proposal	
7b	KM	Licence fee rationale	
8c	EM/VB	EM's Indemnity Insurance	
8e	ER/RG/EM	Mobile phones	
8f	EM	National Authority matter	
9c	ER	Appeals advisors	
9d	EM	Ethics C'tee matters from VCC	
10a	DY	ABF Liaison Officer	
10c	KCM	Helpers Paper	
10d(i)	DY	Promulgate inc in Yth Club players age	
10d(ii)	DY	Write to R Hills	
10d(iii)	DY	Write to VBA	
10d(v)	VB	Pres Meeting Mins (GNOT clarification)	
10e	DY	Masterpoint Centre Manager's contract	