

Minutes of an ABF Management Committee Meeting

October 30/31 2004

Marriott Hotel, Sydney

Commencing at 10.00am

1) Roll Call

Keith McDonald (Chair), Dennis Yovich (Secretary), Keiran Crowe-Mai (Treasurer), Eric Ramshaw, Eilis Magner (General Counsel), Valerie Brockwell (Minute Secretary)

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

Minutes confirmed.

3) Matters Arising

Refer to Action Sheet below.

List of Action Items resulting from August 2004 Management Committee Meeting

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

4) **President's Report**

- a) *David Anderson's Masterpoint Manual*
- i. The Secretary to write to D Anderson to express the Committee's thanks. **Action DY.**
 - ii. E Ramshaw will review the manual as it needs to be further reduced. **Action ER.**
- b) *Contract for Manager, Masterpoint Centre.*
The current contract expires on 31/12/04. The Management Committee approved renewal for a period of two years with an ABF option for a third year. The Secretary to write to the Manager, the letter to be vetted by General Counsel. **Action DY/EM.**
- c) *Summer Festival Convenor Appointment.*
The Management Committee approved the recommendation of the Selection Panel (meeting in Sydney 11/12 September, 2004), and appointed Sean Mullamphy as the new Convenor. Details such as contractual requirements and remuneration were considered. The Secretary to seek input on several matters from the current Convenor. **Action DY.**
- d) *Email re Bulletin work*
The Committee decided that an overseas email from a person seeking work on bulletins at events such as the Summer Festival and the Gold Coast Congress is not a matter for the Management Committee. The Secretariat to forward the email to J Scudder and T Tully. **Action VB.**
- e) *Technology Meeting*
The Chair reported on an interesting technology meeting on 29 October 2004 with himself, M Willcox and I McKinnon. Implementation of the ideas discussed would be a significant step forward for the ABF in the area of technology.
- f) *Spring Nationals Convenor*
Noted that Frank Budai has indicated that he will resign as Convenor of the Spring Nationals at the end of the 2004 event. Negotiations are under way for the appointment of a new Convenor. The Secretary to write a letter of appreciation to Frank Budai. **Action DY.**
- g) *Sponsorship*
The President will write to M Willcox. The Management Committee would be pleased to consider a sponsorship proposal from Spicers. **Action KM.**
- h) *Letter from VBA*
The Management Committee noted the letter from the VBA Disciplinary Committee advising of the suspension of a Victorian player for 8 weeks from 1 October – 26 November 2004. The Secretary to advise the Convenors of the Spring Nationals and the GNOT Final with a cc to the player concerned and the Chair of the VBA Disciplinary Committee. **Action DY.** The Chair of the Tournament Committee will check the regulations to ascertain the ABF's position as we have not had this situation for a number of years. **Action ER.**

i) *Screens for ABF Events*

Ron Mann's offer of screens for all ABF events referred to the Tournament Committee. **Action ER.**

5) **Secretariat Report**

a) *Distribution by Secretariat of Minutes/Regulations.*

- i. The Minutes of the AGM of 10 August 2004 of the Body Corporate for the ABF-owned Fyshwick property.
- ii. Final (record-of-meeting) Minutes of the August Management Committee meeting.
- iii. Minutes of the President's Meeting (with clarification re the GNOT by the Tournament Committee)
- iv. ANC Council Minutes
- v. Systems Regulations The meeting discussed the Systems Regulations. Noted that the 2004 Spring Nationals will be the first event to implement the new regulations. There are some problems still to be resolved by the Systems Committee. The Chair of that Committee has all the relevant correspondence.

b) **ANC**

The Secretariat received some minor negative feedback on the ANC. The States involved were invoiced for ANC incurred fines and payments banked in the James O'Sullivan Account.

c) *ANOT franchise fee*

This was sent to the Secretariat.

d) *Lodgement by Public Officer*

The Public Officer is waiting to lodge the relevant forms. Input from Auditor required. No response to date. Formal letter required. **Action KM.**

e) *Insurance.*

The meeting agreed that contact details for claims should be made clearer on the website. **Action KCM.**

The following insurance matters were referred to the Treasurer.

- i. The Corporate Travel Insurance Policy which has been paid. Treasurer to investigate the merit of this policy. **Action KCM**
- ii. Letter from Port Macquarie-Hastings Bridge Club. **Action KCM.**
- iii. Query from David Stern re WJC insurance matters. **Action KCM**

f) *Website Invoices.*

The Secretariat has distributed all the website invoices, however, the Committee agreed that the 2004 World Youth Championships Fundraiser (12 hours, cost \$540) would not be billed.

g) **VCC**

The VCC bank account request from Di Jacobs referred to the Treasurer. **Action KCM**

- h) *2005 WJC deposit for venue*
The Secretariat is holding payment re the venue for the 2005 WJC pending advice from D Stern awaiting contractual details. Current status to be ascertained. **Action VB.**
- i) *Istanbul*
The Secretariat reported on various pre-arrangements for Istanbul.
- j) *Seniors Age*
Email from David Smith re the Seniors age referred to the Tournament Committee.
- k) *PABF Simultaneous Pairs.*
The PABF is using the services of Anna Gudge to organise their Simultaneous Pairs. The Committee reiterated that the ABF would not participate.
- l) *Nationwide Pairs.*
The Secretary to advertise the Nationwide Pairs in the Newsletter and also emphasise the fact that the ABF has no role in the administration of the Australia-Wide Spring and Autumn Pairs which are organised by “Australian Bridge”. **Action DY.**
- m) *NSWBA Loan.*
Interest on the NSWBA loan has been paid and is up to date.
- n) *Secretariat Financial Statements.*
Financial statements by the Secretariat since the August meeting distributed and approved.
- o) *WBF President.*
The Secretariat reported sending an official congratulatory letter to Jose Damiani on his appointment of Officer in the Order of the Legion of Honour.
- p) *Guest Speaker*

At this stage, John McIlrath, President of the ABDA, joined the meeting for a 30 minute presentation of matters concerning the ABDA. John outlined ABDA services to its members to date, committee meetings, financial resources, the bulletin, and the future of the ABDA.

The President thanked John for time and his constructive presentation to the Management Committee.

6) Treasurer's Report

- a) *Gue Matter*
The Treasurer will progress the matter as soon as possible. **Action KCM**
- b) *The ABF Financial Statements from ABF Accountant.*
The precirculated document discussed at length.
- c) *Debt*
 - i. The Committee noted that the previous Treasurer had initiated recovery proceedings for an unused \$4100 travel subsidy from the estate of a deceased player. As this amount is still outstanding, the Secretary will write to the Executor of the Estate of the ABF claim. **Action DY.**
 - ii. The Treasurer will also investigate if a claim is possible from the relevant ABF insurance policy. **Action KCM.**

7) Secretary's Report

- a) *Masterpoint Centre*
 - i. The Secretary presented the schedule of accounts overdue to the Masterpoint Centre. The Management Committee requested that the Masterpoint Centre advise the Treasurer of overdue accounts on a quarterly basis. **Action DY.**
 - ii. The Masterpoint Centre to be advised not to waive penalties without reference to the Management Committee. **Action DY**
- b) *Distinguished Talent Visa*
On the advice of General Counsel, this matter is deferred until the relevant supporting documentation is provided. **Action DY.**
- c) *Letter from Margaret Morgan (Global Bridge Club)*
Referred to the Newsletter Editors. **Action DY**
- d) *2005 Playoff Notice in Newsletter*
Noted that publication of the next ABF Newsletter is being held until relevant details of the 2005 Playoffs are received from the Secretary. **Action DY.**

8) Tournament Committee Report

The Management Committee discussed and approved the Minutes of the September 2004 Tournament Committee Meeting noting that, in future, resolutions of the Tournament Committee and subjects discussed will be disseminated by posting them to our web page. Readers should note that decisions at any Tournament Committee meetings are subject to review (and may be altered) at future meetings.

- a) *Tournament Committee Minutes on Website*
The Webmaster will send out an email alerting those on the webmaster list to new information that has been made available to the web page. The ABF recommends that State Secretaries and all interested parties join this list which can be done by

sending a message to the Webmaster, via the front page of the ABF website. Click “Join our Email List” and follow the prompts. This information will now contain an alert whenever new information from the Tournament Committee becomes available. **Action DY.**

- b) *Latest TC Minutes and related issues*
 - i. The Committee decided that State fees would not change due to the rearrangement of the ANC Pairs.
 - ii. A new Seniors event prior to the ASP was licenced. Fee of 10% masterpoint levy to be calculated (along with licence fees for all other new events) by the Treasurer. **Action KCM.**
- c) *ABF Calendar*

The Tournament Committee requested to prepare the calendar of ABF events before 1 July of the previous year. **Action ER.**
- d) *The Prince of Wales Simultaneous Pairs (1-7 May 2005)*

K Crowe-Mai to organise details with Stephanie Barker and to publicise the event through the ABF Newsletter, the Masterpoint Centre Newsletter and the Website. **Action KCM.**

9) **Legal Counsel Report**

- a) *Letter from Bill Jacobs re ANC.*

General Counsel to seek advice from the Chair of Appeals. **Action EM.**
- b) *Management Committee Minute update*

The website needs updates of Management Committee minutes. **Action DY/EM**
- c) *WYC 2005*

General Counsel reported on various correspondences with David Stern pertaining to the World Youth Championships in 2005.

10) **Any Other Business**

- a) *Commonwealth Games Melbourne*

Item deferred until December meeting as input from R Grenside is required.
- b) *Helpers Policy*

ER declared a conflict of interest but the Management Committee requested he remain in the meeting and contribute to the discussion. A lengthy review updated the remuneration for ABF events. ER to prepare a second draft for consideration at the December meeting. Noted that the Helpers Policy is no longer a confidential paper and may be a useful guide for other sponsoring organisations. **Action ER**
- c) *BBO costs*

The Committee discussed the benefits of BBO and decided that, as an interim measure, upcoming events could use BBO subject to advice on costs from the Treasurer. Advice requested from the Tournament Committee. **Action KCM/ER**

- d) *Clash between 2005 AGM and Playoffs*
Clash noted and accepted with regret.

- e) *Request by John McIlrath (to MC 10/8/04) to use ABF logo*
The ABF will give permission wherever the State gives its approval. The Secretary to write to each State Association. **Action DY.**

- f) *Future Management Committee Meetings.*
The next is 11/12 December 2004 in Sydney.
The January meeting date to be decided at December meeting.
The February meeting will be 26-27 February at the Gold Coast Congress.

The meeting closed at 3.00pm

**A meeting of the James O’Sullivan Trust
Marriott Hotel, Sydney
Sunday 31 October, 2004**

The meeting commenced at 10.00am.

Present: K McDonald (Chair), K Crowe-Mai (Treasurer), D Yovich, E Ramshaw, V. Brockwell

- The JOS bank balance stands at \$34,361.54.
- The Trustees were pleased to learn that all loans are being well maintained.
- Consideration was given to a request from Armidale Bridge Club. A loan of \$25,000 approved. The Chair will advise the President of Armidale Bridge Club. **Action KM**
- Noted that the Trust owes the ABF approximately \$55,000.

The meeting closed at 10.15am

List of Action Items resulting from October 2004 Management Committee Meeting.

Item	Action	Subject	Comments
4a(i)	DY	Letter to DA re MP Manual	
4a(ii)	ER	Further review of MP Manual	
4b	DY/EM	Contract for Manager MP Centre	
4c	DY	SF Convenor appointment	
4d	VB	Email re bulletin work	
4f	DY	Letter to SN Convenor	
4g	KM	Letter to MW re Spicers	
4h	DY	Inform S/Nats & GNOT Convenors re letter from VBA Disciplinary Committee	
4h	ER	Check regs to ascertain ABF's position re above	
4i	ER	Screens	
5d	KM	Contact Auditor	
5e	KCM	Insurance claim information on web	
5e(i)	KCM	Corporate Travel Insurance Policy	
5e(ii)	KCM	Letter from Pt Macquarie-Hastings BC	
5e(iii)	KCM	Query from D Stern re WYC/Insurance	
5g	KCM	Query from Di Jacobs re VCC bank account	
5h	VB	2005 WJC deposits	
5l	DY	Nationwide Pairs	
6a	KCM	Gue matter	
6c(i)	DY	Debt to ABF	
6c(ii)	KCM	Investigate insurance claim for above	
7a(i)(ii)	DY	Masterpoint Centre	
7b	DY	Visa application	
7c	DY	Letter from Morgan Global BC	
7d	DY	Advise Newsletter re 2005 Playoffs	
8a	DY	Advise P Gumby re TC resolutions on web via email list	
8b(ii)	KCM	Licence fees	
8c	ER	ABF Calendar	
8d	KCM	P of W Simultaneous Pairs	
9a	EM	Letter from B Jacobs re ANC	
9b	EM/DY	MC minutes updates for website	
10b	ER	Helpers Policy	
10c	KCM/ER	BBO	
10e	DY	J McIlrath request re ABF logo	