

# MINUTES

## ABF Management Committee Meeting

Vibe Hotel, 111 Goulburn Street, East Sydney (Saturday)  
NSWBA, 162 Goulburn Street, East Sydney (Sunday)

Saturday 6<sup>th</sup> and Sunday 7<sup>th</sup> August

### 1. ROLL CALL

Keith McDonald (President), Roy Nixon (Treasurer), Allison Stralow and Simon Hinge

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

**Apologies:** Dianne Marler (Secretary)

**Observer:** Bruce Neill

### 2. CONFIRMATION OF PREVIOUS MINUTES – 25<sup>th</sup> and 26<sup>th</sup> June 2011

Minutes amended and confirmed.

### 3. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

|       |   |         |
|-------|---|---------|
| EM    | Draft protocols from Ethics Meetings for web        | Pending |
| RN    | Sharing of reports, form to be created              | Ongoing |
| DM/SH | Archival of event data                              | Ongoing |
| SH    | Security Protocols                                  | Ongoing |
| EM    | AWRS agreement                                      | Pending |
| EM    | Alternative National Recorder                       | Pending |
| MB    | Return of documentation from ER                     | Ongoing |
| KM    | World Championships 2017 – looking into sponsorship | Pending |
| DM/JB | ERBA: GNOT Convenor to decide                       | Pending |
| JR    | List of all equipment for Dec Meeting               | Pending |
| JR    | Procedures for Bridgemates                          | Pending |
| EM    | License agreement – Australian Bridge               | Pending |
| DM    | Sebastian Yuen Appeals                              | Pending |

### 4. MC REPORTS

#### (a) President's Report

- (i) MC agreed to invite a Chinese team to the SF in 2012. President to write to the Chinese Contract Bridge Association advising that they may send the team put forward. KM to advise SM and CP. AS to speak to SMC and SM re: marketing of the Chinese team. **Action: KM/AS**
- (ii) Investigate the ABF's document management system. President to write to MB re: retrieval and management of archival data. **Action: KM**

#### (b) Secretary's Report

Items actioned from previous meeting: -

- (i) Governance Committee has investigated fraud control and a letter will follow shortly.
- (ii) Secretary to respond to BT re: Chadwick trophy. **Action: DM**

**(c) Treasurer's Report**

- (i) Insurance policy for Global and professional liability was accepted by the States at the President's meeting. Treasurer to contact the States as to the premium to be paid by each State. **Action: RN**
- (ii) BAS has been submitted for 2<sup>nd</sup> Quarter.
- (iii) \$30,000 has been received from Migration Path, another 30K to be paid at the end of December and the final 30K to be paid in June 2012.
- (iv) Treasurer to review work done by Management Consultant re: secretariat role and put forward a position description and performance review criteria. Also annual salary agreement proposal and previous leave loading entitlements. **Action: RN**
- (v) Masterpoint Centre Manager contract has been renewed for 3 years. Contract to have a self-renewing clause subject to 6 months' notice in writing by either party to terminate. Contract effective 1<sup>st</sup> July, CPI to be determined by MC each July. **Action: EM**
- (vi) Tournament Helper's Document on web – CP to work on this by next meeting. **Action: CP**

**(d) Secretariat Report**

No report.

**(e) Legal Counsel**

- (i) SF Tournament Organiser to submit specification for board dealing replication. Too late for 2012, contract for 2011 to remain in place. Tender document to be done in April 2012. **Action: EM**
- (ii) National Recorder expression of interest to be placed on web with a closing date of 30<sup>th</sup> September. **Action: EM/DM**
- (iii) Intellectual property has not been misused.
- (iv) Legal Counsel met with Migration Path. MC agreed to dates for further payments. MC sees no need for further action.
- (v) AWRS – President and Legal Counsel to meet with PM. **Action: KM**
- (vi) Draft protocols from Ethics Meetings – Legal Counsel requested they be reviewed. General Counsel of the QBA to be approached. **Action: KM**

**5. COMMITTEE REPORTS**

**(a) Tournament Committee**

- (i) No report was received. BN briefed MC on some points raised. Playoff structure to be discussed at September meeting. Implementation of decisions from sub-committees e.g. CF in Butler Stage 2. Information dissemination needs to be tightened. **Action: BN**
- (ii) The ABF Calendar as of the 4<sup>th</sup> August has been confirmed. Secretary to write to States informing them of the confirmation. **Action: DM**

**(b) National Tournament Coordinator**

NTC has indicated to the Management Committee that he intends to step down at the conclusion of the Summer Festival of Bridge in January 2012. Advertisements for a replacement NTC to be in the next ABF Newsletter. MC to review NTC role and the role to be answerable to the Tournament Committee. **Action: DM**

**(c) Central Masterpoint Project**

- (i) Peter Busch and David Weston joined the meeting to discuss the progress in the new Masterpoint Centre website.
- (ii) The matter of capitation fees has been resolved. Treasurer to consult with MP Manager and all complaints to be sent to the Treasurer. Secretary to amend the statement on the website to indicate that the free membership is for new members for one year but that the ABF will trial the scheme for 2 years. Copy of amended statement to be sent to MP Centre Manager. **Action: DM**
- (iii) Peter Busch gave an electronic presentation of masterpoint centre site. Legal Counsel to draft a privacy policy for the ABF and Masterpoint Centre websites. 1<sup>st</sup> January 2012 for roll-out of new site. **Action: EM**
- (iv) MC thanked PB and DW for their work and invited them back to the November meeting for an update. **Action: DM**

**(d) Youth Committee**

- (i) Report received from David Thompson. MC agreed to send either an under 21 or under 26 Team to APBF in Japan in 2012 but not both. Girls team to be sent to Cuba in 2012. No under 28 team will be sent. Lauren Travis is now a member of the Youth Committee. President to respond to the Youth Committee and ask that they present a total budget highlighting priorities. **Action: KM**

**(e) Women's Committee**

**(f) BBO**

- (i) BBO equipment may need to have a hiring agreement. Loss of router and internet equipment at VCC noted. **Action: EM**
- (ii) Applications for Vu-graph co-coordinator have closed. 4 applications have been received.

**(g) National Marketing Coordinator**

- (i) Report from Marketing Coordinator on the State Marketing grants was received. States to present a marketing plan before a marketing grant is issued. Send report to all councilors before the mid-year meeting.

**Action: JR**

**(h) National Teaching Coordinator**

**6. AUSTRALIAN EVENTS**

**(a) Playoffs 2012**

- (i) Tournament Organiser for the Senior Playoffs will be David Stern.
- (ii) Advertisement for Tournament Organiser for the Open and Women's Playoffs to be in the next ABF Newsletter. Tournament Organiser to receive remuneration of \$2500. **Action: DM**

**(b) GNOT**

**(c) GNP**

**(d) Bridge for Brains**

**(e) Nationwide Pairs**

**(f) Licensed Events**

Profit and Loss report from the Barrier Reef has been received.

**(g) SFOB**

- (i) Payment to CBC for removal of equipment and stand-by players. Tournament Organiser to obtain 2 quotes for removal of equipment. Arrangements for stand-by players remuneration is to cease. MC is looking at all budgets and some financial prudence is to be undertaken as part of a broad transition into transparency. **Action: DM**
- (ii) SF SWPT format changes for 2012 were relayed via BN.

**(h) ANC 2011**

- (i) Butler winners to receive a letter of congratulations and a request for them to submit their planned international event to be sent by December 1<sup>st</sup> 2011. **Action: DM**
- (ii) Butler prize to cease.

**(i) ANC 2012**

Treasurer has asked NT for a draft budget as soon as possible. ABF CTD will be director of both the Butler and ANC Teams. **Action: RN**

**7. INTERNATIONAL EVENTS**

- (a) **APBF** – No report has been received from the Captain of the Senior Team. **Action: DM**
- (b) **WBF Events** – There will be only one targeted event in 2012. The APBF Congress in Fukuoka, Japan in August 2012. Procuring uniforms and adhering to the WBF Policy was discussed. MC agreed to appoint someone to coordinate the purchase and policy of uniforms for all international Events. **Action: DM**

**8. GENERAL BUSINESS**

**(a) Bridgemates**

Secretary to seek clarification of the terms and conditions re: the purchase of Bridgemates by the ABF for the States. **Action: DM**

**Forthcoming Meetings**

10th September Mid-Year Meeting – Adelaide  
5<sup>th</sup> and 6<sup>th</sup> November – Canberra

11th September – Adelaide  
10<sup>th</sup> and 11 December - Canberra

***ACTION ITEMS AUGUST MEETING***

|                 |   |              |
|-----------------|---|--------------|
| <b>4a (i)</b>   | Chinese team to SF                            | <b>KM/AS</b> |
| <b>4a (ii)</b>  | Archival and retrieval = MB                   | <b>KM</b>    |
| <b>4b (ii)</b>  | Chadwick trophy                               | <b>DM</b>    |
| <b>4c (i)</b>   | Premiums from States                          | <b>RN</b>    |
| <b>4c (iv)</b>  | Position description etc                      | <b>RN</b>    |
| <b>4c (v)</b>   | MPC Contract                                  | <b>EM</b>    |
| <b>4c (vi)</b>  | Director's remuneration                       | <b>CP</b>    |
| <b>4e (i)</b>   | Tender document by April 2012                 | <b>EM</b>    |
| <b>4e (ii)</b>  | National Recorder for website                 | <b>EM/DM</b> |
| <b>4e (v)</b>   | AWRS – meeting                                | <b>KM</b>    |
| <b>4e (vi)</b>  | Draft protocols to be reviewed by QBA Counsel | <b>KM</b>    |
| <b>5a (i)</b>   | Playoff structure for September meeting       | <b>BN</b>    |
| <b>5a (ii)</b>  | ABF Calendar to States                        | <b>DM</b>    |
| <b>5b</b>       | NTC resignation                               | <b>DM</b>    |
| <b>5c (ii)</b>  | Capitation statement                          | <b>DM</b>    |
| <b>5c (iii)</b> | Privacy policy for MP Centre website          | <b>EM</b>    |
| <b>5c (iv)</b>  | Attendance at November meeting                | <b>DM</b>    |
| <b>5d</b>       | Youth Committee                               | <b>KM</b>    |
| <b>5f (i)</b>   | BBO hiring agreement                          | <b>EM</b>    |
| <b>5g (i)</b>   | Marketing report to councilors                | <b>JR</b>    |
| <b>6a (ii)</b>  | O and W P/O's TO for web                      | <b>DM</b>    |
| <b>6f (i)</b>   | Payment to CBC for stand-by players           | <b>DM</b>    |
| <b>6h (i)</b>   | Letter of congratulation to Butler winners    | <b>DM</b>    |
| <b>6i</b>       | Treasurer's request for draft Budget          | <b>RN</b>    |
| <b>7a</b>       | Write to M Mullamphy re: report               | <b>DM</b>    |
| <b>7b</b>       | Uniform coordinator                           | <b>DM</b>    |
| <b>8a</b>       | Bridgemate usage clarification                | <b>DM</b>    |

# MINUTES

## James O'Sullivan Trust

NSWBA, 162 Goulburn Street, East Sydney  
Sunday 7<sup>th</sup> August

### 1. **ROLL CALL**

Keith McDonald (Chairman), Roy Nixon (Treasurer), Allison Stralow and Simon Hinge

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

**Apologies:** Dianne Marler (Secretary)

**Observer:** Bruce Neill

Statements have been issued to all clubs as of the 30<sup>th</sup> June 2012.

The Trustees discussed the current interest rate and agreed to keep it at 5%