

MINUTES

ABF Management Committee Meeting

ABF Headquarters, Fyshwick, ACT, 2609
Saturday 15th and Sunday 16th December 2012

1. ROLL CALL

Keith McDonald (President), Dianne Marler (Secretary), Roy Nixon (Treasurer), Ellis Magner (Legal Counsel), Allison Stralow and Simon Hinge

In Attendance: Jane Rasmussen (Executive Secretary)

Observer: Bruce Neill

2. CONFIRMATION OF PREVIOUS MINUTES – 3rd and 4th November 2012

Minutes amended and confirmed.

3. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

EM	Brief for RC re refusing entries	Ongoing
PG/EM	Outstanding Ethics matter	Ongoing
RN & FC	ANC fees	Progressing
KM	AW Ranking Scheme	Pending
BN	Scores Template	Progressing
EM	Migration Path/NWP matters	Progressing
DM	Overseas players seeking affiliation	Progressing
JR	Advertise NWP in AB	Pending
BN	Address youth at championships in January	Pending
DM	Teaching/Marketing Grants	Pending
DM	Daytime State Championships attendances	Pending

4. MC REPORTS

(a) President's Report

The President raised various matters which are minuted under General Business.

(b) Secretary's Report

Items from the Secretary were dealt with during the meeting or in the list of correspondence.

(c) Treasurer's Report

(i) Auditors have conducted preliminary testing for the end of year audit at ABF Headquarters. Send Audit letter to MC Members.

Action: JR

(ii) The ABF agreed to renew its subscription to Australian Bridge for all clubs in 2013 subject to negotiations with the Treasurer. **Action: RN**

(iii) Request from the Trustees of the JOS for a donation of \$10,000 to the memory of Jessel Rothfield approved.

(iv) Treasurer to chase License Fee for Territory Gold. **Action: RN**

(d) Secretariat Report

Executive Secretary to ensure that an ABF advertisement is placed in every edition of Australian Bridge for 2013. **Action: JR**

(e) Legal Counsel

- (i) Advice has been received from Hunt and Hunt re: Constitution. Circulate to Councillors and States. **Action: DM**
- (ii) Enquiry received from affiliated club. MC reiterates that Legal Counsel is not at the whim of individuals or clubs. Correspondence passed on to the State Association.
- (iii) MC received verbal advice on matter of incorporation as a Company Limited by Guarantee. GC advised to maintain status quo. ABF MC may decide to reconsider at a later time.
- (iv) Simon Hinge and Sean Mullamphy to be invited to become members of the National Authority. Matthew McManus to be invited to be an observer. Secretary to thank past members for their service. **Action: DM**
- (v) MPC contract completed. Secretary to send on to DW for review and signature. **Action: DM**
- (vi) Advice received concerning 100% rule. Will be sent on to State concerned. **Action: DM**
- (vii) Policy covering 100% rule to be promulgated, posted to the web site and sent out to all States and Territories seeking their support in compliance. **Action: DM**
- (viii) Ethics matter progressing – ABF Appeals Coordinator to provide input.
- (ix) Nationwide Pairs Agreement – EM to chase signature. **Action: EM**
- (x) AWR – Ozone funds. EM to write to PaulM confirming understanding. **Action: EM**
- (xi) MC seeking endorsement from PaulM to transfer \$25,000 of available funds to Women in Bridge Committee to defray cost of running Jamboree. **Action: DM**
- (xii) Dignity and Respect Paper – EM to update so that it can be posted to the ABF Web Site. **Action: EM**

5. OFFICER and COMMITTEE REPORTS

(a) Tournament Committee

- (i) The GNOT will be the last PQP event for the year.
- (ii) All Tournament Organisers to employ one male and one female recorder.
- (iii) ATO hobby form required for all ABF and Licensed events for BBO operators. Rate per board for BBO Operators to be increased for Playoffs and GNOT to \$3 from January 2013. **Action: DM**
- (iv) Women's Team Captain referred to TC.

(b) National Tournament Coordinators

- (i) Date of Birth to be placed on entry forms where participants are seeking a discount due to age. **Action: DM**
- (ii) Dual role worked very well during 2012. Thank them for their report and provide feedback as to performance. **Action: DM**

(c) Central Masterpoint Project

- (i) Report received and circulated. Feedback to be provided by SH. **Action: DM**
- (ii) The matter of reactivation fees referred to the Finance Committee for discussion. **Action: RN**

(d) Youth Committee

- (i) Chairman of Youth Committee – financial controller? **Action: JR**
- (ii) Secretary to poll State Associations as to the effectiveness of the Youth Program. The Youth budget was approved at \$67,000. **Action: DM**

- (e) **Women's Committee**
Chasing financial information as to cost of hosting Jamboree. **Action: DM**
- (f) **National Viewgraph Coordinators**
Budget approved. MC approved looking into new equipment if necessary to bring the unit up to speed. **Action: JR**
- (g) **National Marketing Officer**
(i) Current incumbent verbally committed to a further 2 years.
(ii) Is working with TO of SFOB and TBIB.
(iii) Will finalise Strategic Plan for general distribution to States. Secretary to thank VBA for input from Ben Thompson. Advise that comments have been taken into account. Document is still growing. **Action: DM**
(iv) Marketing report from States to be received by 31.1.13. **Action: AS**
(v) National Marketing Officer to request information from TBIB as to the cost of the insurance in 2013. **Action: AS**
- (h) **National Teaching Coordinator**
(i) Will provide report against KPI's for January meeting.
(ii) Celebrity speaker issue now resolved.
- (i) **National Appeals Coordinator**
No report received.
- (j) **National Recorder**
No report received.

6. AUSTRALIAN EVENTS

- (a) **Playoffs 2012**
Report from Tournament Organiser was circulated to the MC. Secretary to send email of thanks. **Action: DM**
- (b) **GNOT**
(i) ABF GNOT regions to be transferred back to State Associations by the end of 2013.
(ii) MC proposed that the GNOT Final in 2014 be held in Canberra. Secretary to write to State Associations to gather input re: Zones, both regional and metropolitan. **Action: DM**
(iii) Ray Ellaway to be approached to act as Co-convenor from 2013. **Action: KM**
- (c) **GNP**
(i) Subsidy payments being done electronically as far as possible.
(ii) DM not available for final, but JB, VB and JR to handle administrative matters on the day.
- (d) **Bridge for Brains**
Advance publicity sent to all States and Territories by Monica.
- (e) **Australia Wide Pairs**
RN to send draft to Eilis to chase up. **Action: RN**
- (f) **Nationwide Pairs**
Last event for the year ran on 16th December.
- (g) **Make A Wish Foundation**

Nothing to report.

(h) Licensed Events

All reports for 2012 now received.

(i) SFOB

Tournament Organiser gave a verbal report to the MC as to the status of the Summer Festival.

Arrangements for Indonesian Team accommodation finalized.

Numbers for event a little behind last year.

(j) ANC 2012

Chasing final report and license fee. RN liaise with Pam Nunn. **Action: RN**

(k) ANC/Butler 2013

Progressing.

7. INTERNATIONAL EVENTS

(a) APBF

No second team will be sent to the APBF for the Zonal playoffs. The team that is present will participate in the playoffs. This policy to be rolled out by placing on the policies page on the Web. **Action: DM**

(b) World Youth

All NPC reports now received.

(c) WMSG

Still one NPC report outstanding. Recalcitrant to be reminded again. Will affect request to captain in 2013 if not forthcoming. **Action: DM**

(d) Zone 7

Zone 7 Financials received and acknowledged. Secretary to email Alister asking if any NBOs are in arrears. **Action: DM**

8. GENERAL BUSINESS

(a) Marketing Grants

Covered above.

(b) Non Masterpointed Sessions

100% rule to be forwarded to All State Associations. **Action: DM**

(c) Website Review

Website to go live at end of January 2013.

(d) Mid Year Meeting Venue

Will be held in Sydney on Sunday 3rd November 2013.

(e) People who Play Bridge Documentary

SMulcahey to progress. AS to monitor.

(f) NPC Womens Team

An application was received from BTravis on behalf of the Australian Women's Team to endorse Howard Melbourne as their NPC for both events. The MC endorsed the request on the understanding that approvals from WBF, EBU and APBF be confirmed. Secretary to action and reply.

Action: DM

TC to be asked to formulate Policy document with respect to applications from Non-Residents of Australia.

Action: BN

Forthcoming Meetings

26th January 2013 – Canberra

2/3 March 2013– Broadbeach

21/22 April 2013 – Sydney

18/19 May 2013 – AGM Canberra

2nd November 2013 – MC Meeting Sydney

3rd November 2013 – Mid Year Meeting Sydney

ACTION ITEMS FROM THE DECEMBER MEETING

Item	Action Required	By Who
4c(i)	Audit letter to MC Members	JR
4c(ii)	Renew subscription to AB for 2013	RN
4c(iii)	License Fee – Territory Gold	RN
4d	ABF Ad in Australian Bridge	JR
4e(i)	Circulate advise from Hunt & Hunt	DM
4e(iv)	National Authority invitations and thankyou's	DM
4e(v)	MPC contract to DW	DM
4e(vi)	Advice on 100% rule to State	DM
4e(vii)	Policy covering 100% rule to web site	DM
4e(x)	Nationwide Pairs Agreement signature	DM
4e(xii)	Endorsement from PM to transfer of funds to WiBC	DM
4e(xiii)	Dignity and Respect Paper finalization	EM
5a(iii)	ATO Hobby Form requirement for retention	DM
5b(i)	DOB for Youth players on entry form	DM
5b(ii)	Thank for report with positive feedback	DM
5c(ii)	Re-activation fees	RN
5d(i)	Financials – Youth Committee	JR
5d(ii)	Youth Program effectiveness poll states	DM
5f	Equipment check BBO	JR
5g(iii)	Thanks to VBA – working document	DM
5g(iv)	Chase marketing reports – deadline 31.1.13	AS
5g(v)	Cost of insurance for 2013	AS
6a	Thanks for report	DM
6b(ii)	Write to States re: GNOT relocation	DM
6b(iii)	Ray Ellaway co-convenor GNOT	KM
6e	AWP – RN to send draft license to EM	RN
7a	APBF no second team policy for web	DM
7c	Chase NPC Report from WMSG – last chance	DM
8b	100% rule for States	DM
8f	NPC for Womens Team	DM
8f	Policy document – Non-residents of Aust to NPC to TC	BN