

MINUTES

ABF Management Committee Meeting

Gold Coast Convention Centre, Broadbeach, QLD
Saturday 2nd March 2013

1. ROLL CALL

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

In Attendance: Jane Rasmussen (Executive Secretary)

Observer: Bruce Neill

2. CONFIRMATION OF PREVIOUS MINUTES – 26th January 2013

Minutes amended and confirmed.

3. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

RN & FC	ANC fees	Progressing
KM	AW Ranking Scheme	Pending
BN	Scores Template (P Busch to assist)	Ongoing
EM	Migration Path/NWP matters	Progressing
DM	Overseas players seeking affiliation	Progressing
DM	Endorsement from PM to transfer of funds to WiBC	Pending
EM	Dignity and Respect Paper finalization	Pending
SH	VBA form on protocols	Pending
EM	Legal opinion on Oz One residual funds	Pending
RN	Accountant Expression of Interest for web site	Pending
RN/DM	Expression of Interest for Playoff TO and Scorer 2014	Progressing

4. MC REPORTS

(a) President's Report

- (i) Management Committee endorsed Simon Hinge as Captain of the Seniors team for the Seniors Bowl in Bali. MC endorsed David Morgan as Captain of the Open team for the APBF in Hong Kong, Ishmael Del'Monte as the Captain of the Open team for the Bermuda Bowl and Howard Melbourne as the Captain of the Women's team for both the APBF and Venice Cup. One NPC outstanding – for the Seniors Team for Hong Kong.
- (ii) Management Committee authorized the signing of the Audited Accounts and the letter of authority on audit clearance.
- (iii) President would like to have a joint meeting with the MC and the Tournament Committee later in 2013. **Action: DM**
- (iv) President noted letter received from Sue Boyce, Senator from QLD. To be included on marketing page. **Action: DM**

(b) Secretary's Report

- (i) To send another reminder to PM re: Australia Wide Pairs Master-pointing.
Action: DM
- (ii) Re-send membership information to Zone 7 Secretary and request a date for cut-off for Zonal Playoffs in HK and composition of Zone 7 Laws Committee.
Action: DM
- (iii) Secretary to send MC all incoming and outgoing correspondence prior to next scheduled meeting.
Action: DM
- (iv) Secretary to write to President of Zone 7 for Zonal Regulations and Number of teams to represent each country in Zonal Playoffs.
Action: DM
- (v) Secretary to prepare itemized report of activities between meetings for info of other MC members.
Action: DM
- (vi) Secretary to chase up report from JB regarding performance of trainee directors at the SFOB.
Action: DM

(c) Treasurer's Report

- (i) Audited reports circulated to MC. President to sign Audited documents and return to Auditors.
Action: KM.
- (ii) Subsidies for Hong Kong APBF will be \$2100 plus \$300 extra for Captains. The subsidy for Bali will be \$2200 plus \$300 extra for Captains. Treasurer to notify all Captains.
Action: RN
- (iii) Finance Committee to look at tournaments and budgets and international budgets.
Action: RN
- (iv) Treasurer to look into setting aside funds for the World Championships 2017.
Action: RN
- (v) Treasurer will circulate a revised budget for year. Will prepare budget for cycle including an amount each year for Australia hosting World Champs – future fund? FC endorsed this proposed action.
- (vi) Treasurer has instituted changes that have brought payment system under control for SFOB. May want to consider appointing a board of management to oversight the event. Marketing person focused on product; event organizer to focus on day to day activities; SM to do TO work up front. Secretary to circulate recent correspondence between members of Executive.

Action: DM

(d) Secretariat Report

No Report

- (e) **Legal Counsel**
- (i) National Authority and Law16B for the website. **Action: EM**
SM to become full member. LK will become observer. EM to advise.
Alternate members – need to be very careful about introducing unless in club constitution. Have a duty to handle the class issue with care. EM to send opinion to all – received from NSWBA.
 - (ii) Inform PM that the ABF is seeking legal advice re: Oz-one Funds. **Action: EM**
 - (iii) Letter received raising concerns of a player to remain anonymous. MC agreed to adhere to request asking MPC Manager to provide an alias. DM to send email to Peter Busch. **Action: DM**
 - (iv) Recorder reports from SFOB noted. May be referred to Ethics Committee.

5. OFFICER and COMMITTEE REPORTS

- (a) **Tournament Committee**
TC minutes were circulated and marked up with comments. Will be returned to KM for confirmation prior to posting to the ABF web site. **Action: DM**
TC asked to consider payment structure for NOT. **Action: BN**
- (b) **National Tournament Coordinators**
Report received. Secretary to thank them. **Action: DM**
- (c) **Masterpoint Centre**
Most recent newsletter indicates that membership is approaching 36,000.
- (d) **Youth Committee**
A revised budget was received and endorsed by the MC. Secretary to advise. **Action: DM**
- (e) **Women's Committee**
No discussion.
- (f) **National Viewgraph Coordinators**
Report tabled. Secretary to send thanks. **Action: DM**
- (g) **National Marketing Officer**
- (i) Report received and circulated. Marketing reports not received as yet from SA or ACT.
 - (ii) TBIB has database of players who took up travel insurance. Will handle all future contact with prospective customers. SM to pull back.
 - (iii) Vision statement should go on to ABF web site. Will discuss Strategic Plan at April Meeting. Secretary to add to agenda. **Action: DM**
 - (iv) SH to follow up with Laura Ginnan re: setting up ABF Face Book page. **Action: SH**
- (h) **National Teaching Coordinator**
- (i) Report received and circulated.
 - (ii) Treasurer to formally approve budget and that of the NMO.
NTC to be advised that OK to spend if within budget. Anything outside of agreed budget must go via Treasurer. **Action: RN**
 - (iii) Funding for intermediate teaching – apply for money from Special Projects. AS to advise. **Action: AS**

(i) **National Appeals Coordinator**

No report received.

(j) **National Recorder**

No report received.

6. AUSTRALIAN EVENTS

(a) **Playoffs 2012 - Seniors**

Thank tournament organizer.

Action: DM

(b) **GNOT**

Treasurer to write to John Brockwell and Ray Ellaway re: GNOT to Canberra feasibility and appropriateness of the event.

Action: RN.

(c) **Bridge for Brains**

Progressing towards May event.

(e) **Australia Wide Pairs**

Dealt with earlier in meeting.

(f) **Nationwide Pairs**

Dealt with earlier in meeting.

(g) **Make a Wish Foundation**

Dealt with earlier in meeting.

(h) **Licensed Events**

The MC noted that the NTBA had requested a change of date for 2014. Secretary to confer with Web Master and reply.

Action: DM

(i) **SFOB**

(i) Notice to be placed on ABF web page alerting players to the fact that the MC is taking the matter of inadequate scoring at SFOB seriously. Reinforce that we will continue to work on a resolution and advise outcome.

Action: DM

(ii) Chair of marketing committee to confirm amount raised by M-a-W at SFOB.

Action: AS

(j) **ANC/Butler 2013**

Progressing.

7. INTERNATIONAL EVENTS

(a) **APBF**

Entries due on the 31st March 2013.

Action: JR

(b) **World Youth**

Nothing to report.

(c) **Bermuda Bowl, Venice and d'Orsi Cups**

Entries due on the 15th June 2013.

Action: JR

(d) **Zone 7**

See above.

8. GENERAL BUSINESS

- (a) **Interim Committee Victoria**
A report was circulated from QVA, secretary to thank. **Action: DM**
- (b) **ANC TO for 2015**
Request received from BAWA seeking endorsement of Sheenagh Young as TO of ANC/Butler Pairs in 2015. MC so endorsed. Secretary to reply. **Action: DM**
- (c) **Cheating, ethics and security guidelines**
Action item for Simon Hinge. **Action: SH**
- (d) **Performance management of NTCs**
TC asked that MC reconsider request that this fall to them. For April Meeting. **Action: DM**
- (e) **Canberra Centenary Event**
Endorsed by MC. Will await further information.
- (f) **One Team Policy for APBF/Zone 7.**
MC endorsed.
- (g) **Workplace and Occupational Health Policy for Redcliffe Club.**
EM to look at it. **Action: EM**
- (h) **Gold Masterpoints for State Events**
To be added to agenda for Presidents' Meeting. **Action: DM**
- (j) Laurie Kelso joined the meeting at 1130am tabling a proposed new system card based on editable .pdf format. Suggested changing copyright to ABF. Advised that NZ want to take out license to use ABF copyrighted card – this protects use of “morphed” cards in NZ. Looking to vary procedures after 1C and 1NT openings – want an announcement made every time these bids are made. Will roll out for comment by states and territories in Australia as well as ABF Councillors. Agreed to include proposed new system card. **Action: LK**

9. CORRESPONDENCE

- (i) **Letter from SABF re running non-masterpointed sessions.**
The MC considered correspondence and thanks SABF for sending reminder letter to all of their clubs. **Action: DM**
- (ii) **Letters concerning abandonment of GNP**
Secretary to send all correspondence to other MC members. **Action: DM**
AS suggested that the ABF MC prepare statement for web page – The former TO of the GNP has been asked to put a format for a similar event together for consideration by the ABF MC.

Forthcoming Meetings

20/21 April 2013 –Canberra
18/19 May 2013 – AGM Canberra
22/23 June – Sydney
24/25 August - Sydney
2nd November 2013 – MC Meeting Sydney
3rd November 2013 – Mid Year Meeting Sydney

ACTION ITEMS FROM THE MARCH MEETING

Item	Action Required	By Who
4a(iii)	Joint meeting with TC	DM
4a(iv)	Sue Boyce letter for Marketing page	DM
4b(i)	AW Pairs master pointing	DM
4b(ii)	Cut-off date and Composition of Laws Committee	DM
4b(iii)	All incoming and outgoing prior to next meeting	DM
4b(iv)	Write to Wignall re: Zone 7 Regs and representatives in Zone 7 POs	DM
4b(v)	Secretary to send MC activities between meetings	DM
4b(vi)	Secretary to chase up Directors Accreditation report	DM
4c(i)	Sign Audited reports	KM
4c(ii)	Send Captains notification of subsidies	RN
4c(iii)	Finance Committee to look at Tournament Budgets	RN
4c(iv)	Send aside funding for World Championships	RN
4c(vi)	Secretary to circulate recent correspondence	DM
4e(i)	Law 16B for website	EM
4e(ii)	Inform PM that ABF is seeking Legal Advice re: Oz-one	EM
4e(iii)	Provide alias: contact P Busch	DM
5a	Minutes received TC to consider payment structure for NOT	BN
5b	NTC reports received. Secretary to thank.	DM
5d	Revised budget endorsed. Secretary to advise Youth Committee	DM
5f	BBO report tabled. Secretary to thank	DM
5g(iii)	Vision statement for website. Strategic plan for April meeting.	DM
5g(iv)	SH to follow up re: Facebook	SH
5h(ii)	Teaching and Marketing budgets, extra to be OK'd by Treasurer	RN
5h(iii)	Intermediate teaching funding – Special Projects	AS
6a	Thank Tournament Organiser Senior Playoffs	DM
6b	Write to JB and RE re: GNOT feasibility etc	RN
6h	NTBA request a change of date for 2014	DM
6i(i)	Website scores resolution	DM
6i(ii)	M-A-W at SFOB – amount raised.	AS
7a	APBF entries 31 st March	JR
7c	BB, VC and SB by 15 th June	JR
8a	Interim report from QVA – thank	DM
8b	BAWA request for TO ANC 2015 – Sheenagh Young endorsed.	DM
8c	Ethics and Security issues	SH
8d	Performance management of NTCs to MC- April meeting	DM
8g	Workplace OH&S for Redcliffe Club – Legal Counsel to investigate	EM
8h	Gold MPs for State events to be agenda item for Pres Meeting	DM
8j	New system card	LK
9(i)	SABF to be thanked for reminder letter	DM
9(ii)	GNP abandonment – statement for webpage	DM