

# MINUTES

## ABF Management Committee Meeting

NSWBA, 162 Goulburn Street, Sydney  
Saturday 11<sup>th</sup> and Sunday 12<sup>th</sup> January 2014

### 1. ROLL CALL

Keith McDonald (President), Dianne Marler (Secretary), Roy Nixon (Treasurer), Simon Hinge, Allison Stralow

**In Attendance:** Eilis Magner (Legal Counsel), Jane Rasmussen, Bruce Neill (Observer)

### 2. CONFIRMATION OF PREVIOUS MINUTES – 3rd November 2013

Minutes were amended (change of date) and confirmed.

### 3. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

EM	Dignity and Respect Paper finalization	Progressing
RN	Finance Committee to look at Tournament Budgets	Progressing
EM	Workplace OH&S reply and for web page	Pending
BN	Appeals panel form letter	Progressing
DM	Wardrobe policy and special projects	Pending
KM	President to contact ASC	Pending
DM	Appeals to be sent to Legal Counsel	Progressing
DM	Contact Recorder	Progressing
SH	B4B – SH to write article for ABF Newsletter	Pending
RN	License fee – adjustment and cap for GCC	Progressing
DM	Updating of ANC handbook with entry fees	Pending
DM	NPC reports for World Youth	Progressing

### 4. MC REPORTS

#### (a) President's Report

The President did not raise any issues at this meeting.

#### (b) Secretary's Report

Matters sent to the secretary were dealt with on email or discussed during other business at this meeting.

**(c) Treasurer's Report**

- (i) Treasurer stated that end of year finances were well in hand and that the Auditors were on target. The Treasurer projected a profit of between \$130-\$140K.
- (ii) Treasurer raised issue of ABF "contractor" list and what constitutes a contractor. Following discussion RN to source independent opinion and come back to MC with appropriate plan of action. **Action: RN**

**(d) Executive Secretary Report**

Heavily involved in end of year financials and ensuring paperwork available for Auditors.

**(e) Legal Counsel**

- (i) Legal Counsel amended the eligibility requirement for representation for circulation to the TC and NTC's.
- (ii) Ron Clapham asked for an opinion on voting rights at AGM. General Counsel to review and make available to MC. **Action: EM**
- (iii) Query regarding eligibility of overseas player to participate in Australian events was considered and an opinion made available to the secretary to forward back to appropriate recipients.
- (iv) Matter of ethics raised following GCC in 2013 will be considered by the Ethics Committee. Secretary to reply to player accordingly. **Action: DM**

**5. OFFICER and COMMITTEE REPORTS**

**(a) Tournament Committee**

Tournament Committee meeting minutes of the 23<sup>rd</sup> November were amended and approved. Secretary to send back to Chair of TC prior to posting on the ABF web site. Posted to: <http://www.abf.com.au/about-abf/meeting-minutes/>

**Action: DM**

**(b) National Tournament Coordinators**

- (i) Contract extension considered by the ABF MC. Endorsed slight increase to remuneration with all other terms remaining in force for a further 2 years. MMcM and LK confirmed their wish to continue. Secretary to convey outcome. **Action: DM**
- (ii) NTC report was tabled. No comment from ABF MC. Sec to thank writers. **Action: DM**

**(c) Masterpoint Centre**

- (i) MPC Manager an employee or contractor? Treasurer to ask MPC Manager to get a statement from the taxation department. **Action: RN**
- (ii) The MC agreed to the proposed amendment of the cut-off date/time for receipt of data. Will be included in next newsletter as 4.00pm on 1<sup>st</sup> day of each month.

- (d) Youth Committee**
- (i) A follow up email was sent to the Chair of the Youth Committee seeking budgetary input for 2014. Will be circulated to the MC following meeting. **Action: DM**
  - (ii) Possible succession plan for Chair of the Youth Committee was discussed. Secretary to seek clarification. **Action: DM**
- (e) Women's Committee**
- BBO online Women's Festival in 2014. ABF Finance committee to look at a prize structure. **Action: RN**
- (f) National Viewgraph Coordinators**
- (i) Report received and acknowledged. **Action: DM**
  - (ii) Extension to contract considered by MC. Following commitment from current incumbents, MC endorsed slight increase to remuneration and a 2 year extension. Secretary to notify them. **Action: DM**
- (g) National Marketing Officer**
- Report received and acknowledged. A new Emerald Grand Master will occur whilst the SFOB is in progress. A bulletin article would be appropriate. **Action: SM**
- (h) National Teaching Coordinator**
- Report received and acknowledged.
- (i) ABF Logo and State logo should appear on all TTP literature.
  - (ii) Payment details should be between the Coordinator and the Organiser.
  - (iii) Second and subsequent TTPs should be user-pays.
  - (iv) AS to attend the launch in Canberra. **Action: AS**
- (i) National Appeals Coordinator**
- Secretary to chase report and ensure that all appeals pending posting to the ABF web site are with the General Counsel for review a.s.a.p. **Action: DM**
- (j) National Recorder**
- No report forthcoming. Secretary to liaise. **Action: DM**

## 6. AUSTRALIAN EVENTS

- (a) Playoffs 2014**
- (i) Tournament Organiser agreement to be agreed and signed. 25% of budget to be paid on signature, 50% to be paid at the completion of the Open and Women's playoffs, the remainder to be paid at the conclusion of the Senior Playoffs when all reports have been received. **Action: DM**
  - (ii) The Asia Cup will be held in China and there is a spot available for a second senior team. The ABF will pay the entry fee only. Criteria for selection to be determined by the TC and posted to the web site. **Action: BN**

- (iii) If the winners of the Playoffs choose to attend the Asia Cup, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> pairs will receive a further \$2000. If any of these three pairs opt out of the Asia Cup they will only receive the advertised prize money. Should a need arise to “augment” the team from pairs 4<sup>th</sup> to 6<sup>th</sup> then an amount of \$2000 per pair will be made available for them to do so. **Action: DM**
- (b) GNOT**
- (i) Agreed succession plan now in place.
- (ii) TO to be counselled that no “special deals” are to be made with regional coordinators. All who participate to pay full fee.
- (c) Bridge for Brains**
- Simon Hinge to write article for the ABF Newsletter including amount raised in 2013. **Action: SH**
- (d) Australia Wide Pairs**
- Brad Cole new organizer. Licence Agreement to be put in place.
- (e) Nation Wide Pairs**
- Continues to sustain good entry numbers.
- (f) Make-a-Wish Foundation**
- Volunteer collectors will be present at the SFOB.
- (g) Licensed Events**
- (i) There was some discussion about license fee policy. The Treasurer will review and recommend amendment to any event with a capped license fee. MC to endorse proposal prior to rolling out. **Action: RN**
- (ii) Reports received from various Tournament Organisers. Each TO has been thanked. Reports were circulated to MC. Only one report remains outstanding – Spring Nats (received shortly after the meeting closed).
- (h) Summer Festival**
- An invitation for a “prospective” second team to attend the Commonwealth Nations Bridge Championships in Glasgow has been received. The MC would like the TC to formulate the criteria for the 2<sup>nd</sup> team but first preference would be to the winners of the NWT’s at the SFOB. No financial assistance will be provided for the second team. Invitation to be placed on website calling for expressions of interest. **Action: BN**
- (i) ANC 2014**
- (i) The MC received a report from the Tournament Organiser. Prizes to the winners of the Butler to be same as in 2013 – ie \$1,000 per pair plus entry into Butler Stage 1 (and 2 if they qualify) for 2015.
- (ii) ABF to provide medallions for Teams and Butler events, host state to be responsible for engraving of medallions and trophies.

- (ii) Entry fees established at \$32,000. The ABF will meet the differential between ABF subsidy and new entry fees. Subsidy figure will be conveyed to NSWBA.
- (iii) Secretary to update ANC handbook with this information. **Action: DM**

## 7. INTERNATIONAL EVENTS

- (a) **World Youth**  
Secretary to chase reports from NPCs of World Youth Teams. **Action: DM**
- (b) **World Championships – Bali**  
Awaiting reports from the Open and Senior Captains. **Action: DM**
- (c) **Asia Cup**  
As detailed above.
- (d) **Other Overseas Events**  
Placed on web site as they are received.

## 8. GENERAL BUSINESS

- (a) **Insurance**  
Mike Hooten and Ian Mabbutt from the Calliden Group along with Steve Weil from Tony Bemrose Insurance Brokers addressed the meeting with plans to offer Home Insurance to ABF members at a competitive premium. With final tweaks, the offer should be available on the 1<sup>st</sup> April 2014.
- (b) **Website Succession**  
JR and DM to produce a succession plan. **Action: DM/JR**
- (c) **Uniforms**  
After careful consideration of the proposal from the NMO, the MC endorsed the following:-
  - (i) No colour restriction – white not preferred option; polo shirts (2) for playing area; own white shirt to be worn for ceremonial occasions; no coat of arms or embroidering of event on clothing; spray jacket; silk tie or scarf. For ceremonial occasions a plain black jacket (with ABF logo) will be ordered by the Secretariat and held at ABF Headquarters. **Action: JR**
  - (ii) Uniform requirement to be collected by Captain of each team and forwarded to Secretariat. This duty to form part of player's charter.
  - (iii) Policy to apply from 1<sup>st</sup> January 2015 for a period of 5 years.
  - (iv) Youth players (participating at same event as other teams) to be included.
- (d) **WBF VP Scales**  
Response to be sent to Ian McKinnon emphasizing that these new scales are still being formulated especially for pairs events.
- (e) **ABF Newsletter**  
Secretary to write to Chair of Newsletter Committee asking for mechanism in place to assist Editor. **Action: DM**

## 9. CORRESPONDENCE

- (a) Email from B Travis has been forwarded to the Ethics Committee.
- (b) Email response to SABF re: appointment of P. Gue noted.
- (c) Email from B Travis concerning BBO Operators was referred to the TC for recommendation. **Action: BN**

### Forthcoming Meetings

1/2 March 2014 – MC Meeting Gold Coast

12/13 April 2014 – MC Meeting Sydney

25/26 May 2014 – AGM Canberra

## ACTION ITEMS FROM THE JANUARY MEETING

Item	Action Required	By Who
4(c)(ii)	Independent opinion from HR specialist	RN
4(e)(ii)	Voting rights from Ron Clapham	EM
4(e)(iv)	Sec to reply to B Travis	DM
5(a)	TC minutes to web site	DM
5(b)(i)	NTC contract extension – advice to NTCs	DM
5(b)(ii)	Thank NTC's for report	DM
5(c)(i)	Employee or contractor status for DCW	RN
5(d)(i)	Chasing 20014 Youth budget	DM
5(d)(ii)	Succession plan for Chair of Youth Committee	DM
5(e)	Women's Online Festival Prizes	RN
5(f)(i)	Thank NVC for report	DM
5(f)(ii)	Contract extension for NVCs	DM
5(g)	Emerald Grand – article for bulletin SFOB	SM
5(h)(iv)	AS to attend launch TAP	AS
5(i)	Chase appeals – send to EM	DM
5(j)	Report from NR	DM
6(a)(i)	Send agreement to TO for signature	DM
6(a)(ii)	Second Senior Team for Asia Cup – selection criteria to web site	BN
6(a)(iii)	Additional subsidy for Asia Cup to web site	DM
6(c)	SH to write article for Newsletter	SH
6(g)(i)	License fee capping	RN
6(h)	Com Games 2 <sup>nd</sup> Team – calling for expressions of interest	BN
6i(iii)	Update ANC Handbook	DM
7(a)	Chase NPC reports	DM
7(b)	Chase NPC reports	DM
8(b)	Web succession plan	DM/JR
8(c)(i)	Uniform ordering	JR
8(e)	Content of ABF Newsletter ???	DM
9(c)	B Travis email concerning BBO Operators to TC	BN