



New Zealand Bridge

**MINUTES OF A MEETING OF THE BOARD
OF NEW ZEALAND BRIDGE
Held Friday May 7th & 8th 2010 at the Atrium Apartments Wellington
commencing at 5.00pm Friday**

PARTICIPATING Kay Nicholas (Chair), Julie Atkinson, Graham Wakefield, Alan Turner, Michael Ware, Patsy Walters & Jenny Wilkinson

In Attendance Alister Stuck Secretary, Richard Solomon BDO

Apologies Arie Geursen CTD

1 WELCOME

Kay welcomed all to the meeting.

2 CONFIRMATION OF MINUTES- April 11th 2010

Moved the minutes of the April 11th meeting as circulated were a true and correct record of the meeting subject to minute 26/2010 being amended to read as follows:-

"Procedural Issues

Michael raised concerns associated with aspects relating to the Invitational Seniors Team and aspects of Board processes. It was agreed that these issues would be carried over for discussion at the next Board Meeting 7th/8th May".

CARRIED 26/2010"

It was noted that Kris Wooles would not be able to attend the first PABF Delegates meeting in Hamilton. Alan Turner will attend in his place.

3 CORRESPONDENCE

The list of inwards and outwards correspondence was circulated prior to the meeting.

Moved that the Email dated 27 April 2010 from Michael Gibson advising that the Human Rights Commission was not proceeding with his complaint arising from the selection of the Women's Team pairings for the PABF, and that he did not intend to get further involved, be received.

CARRIED 27/2010

The Board believes that the action taken by this player was inappropriate and without foundation.

The email from Trevor Robb seeking Board ratification of several proposals relating to NZ Senior Teams was discussed. Agreed that these proposals would be forwarded to the International Committee for consideration at their annual review meeting later in the year.

At the same time it was re-confirmed that NZ Bridge would be sending one nominated Seniors Team and one additional Seniors Team (following a request from the PABF Organising Committee) to the 2010 PABF.

A full and frank discussion took place with respect to issues raised by the Invercargill and Winton Bridge Clubs regarding Masterpoint Charges. It was agreed that Kay and Graham would prepare a response on behalf of the Board.

Moved Inwards & Outwards Correspondence as circulated be received and approved.

CARRIED 28/2010

4 OUTSTANDING ITEMS

The list of outstanding items was circulated prior to the meeting. It was agreed that discussion would be deferred and dealt with as necessary as separate items under General Business.

5 BOARD REPORTS

Operations

It was moved that the Operations Update as circulated be received.

CARRIED 29/2010

Bridge Development & PABF 2010

It was moved that the reports from Richard Solomon, as circulated, be received.

CARRIED 30/2010

It was noted that following the PABF aspects of the Bridge Development role would be reviewed.

Finance

Alan spoke to his report which had been circulated prior to the meeting. The audit of the Financial Statements for the year ended March 2009 has been finalised and a copy of the audited Accounts mailed to the Clubs and Regional Committees.

Completion of the March 2010 Financial statements is well underway. It is anticipated that BDO will have a draft set available by the end of May. The meeting was pleased to learn that two Regions have an Audit Certificate available at this early stage.

The final 6 monthly GST return was filed with the IRD earlier in the day. It is likely that a small refund would be received after making the necessary adjustments for the errors in previous returns and given that no income in advance was received.

CARRIED 31/2010

International

It was moved that the Jenny's Report as circulated be received.

CARRIED 32/2010

Moved that it be a recommendation to the International Committee that the Trials entry process be amended to require applicants to submit a CV detailing their Bridge achievements with their nomination.

CARRIED 33/2010

Chef De Mission

It was moved that the Kris's Report as circulated be received.

CARRIED 34/2010

6 REGIONAL REPORTS

Copies of meeting minutes from 4 Regions (Central Districts, Auckland & Wellington & Waikato) were circulated prior to the meeting. The meeting noted the decision by Central Districts to make an expense refund rather than a honoraria payment to the Regional Secretary. It was agreed to discuss further under General Business.

It was moved that the reports be received.

CARRIED 35/2010

7 GENERAL BUSINESS

Strategic Plan

A draft document had been prepared and circulated by Alan prior to the meeting. It was agreed that the draft was a good starting point and that further work would be undertaken prior to the next meeting covering the following key areas:

- Teaching and Membership
- New player recruitment and retention
- National Tournament Schedule & Tournament participation

It was also agreed that the Bridge Development paper that Patsy, Michael and Richard drafted at the February 2010 meeting would be included in the Strategic Plan. Alan and Michael are to action this.

Scoring Programme

Julie led a discussion regarding the future development of the Scoring Programme. It was her view that the needs of the Clubs were not being considered when enhancements were made to the Programme. During the last eighteen months developmental work and improvements had focussed on the requirement of the PABF to achieve Programme interface with Bridge Pads. Julie on our behalf to seek and collate information from Administrative Programme users especially as to what they required of the Programme.

Regional Committees

It was moved that the Regional Committee nominations as circulated be ratified and appointed as the members of the respective Regional Committees as from 1 July 2010 when the current memberships lapse.

CARRIED 36/2010

A comprehensive list of these appointments is annexed to these minutes.

It was agreed that as the Wellington Committee will comprise only 4 members the Wellington Regional Clubs be invited to nominate 2 further people for appointment to increase the Committee membership.

Julie did not participate in the discussion relating to the Auckland Committee appointments and did not vote on resolution 36/2010.

Jean Peche Policy

It was moved that the Policy Document with Kay's suggestions be adopted.

CARRIED 37/2010

Jean Peche Award Nominations

It was moved that the nomination of Sam Bailey from the Otago Southland Region be supported and referred to the Trustees of the NZ Bridge Foundation.

CARRIED 38/2010

NZ Bridge Directors Group

An email from the Convenor was received and discussed. The Board agreed that as this is an independent group it was not appropriate to endorse the groups Web based discussion forum.

Annual Return Form

It was noted with concern that there were several instances of obvious discrepancies between the NZ Bridge Database and the numbers disclosed by Clubs as part of the Annual Return.

It was agreed that the Annual Return Form be amended to ensure that meaningful information is sought and provided. The Annual Return will also require Clubs to certify that the membership numbers and other details stated in their Returns are correct.

Striking of Annual Membership Figures

It was moved that the membership numbers for the purpose of striking the Player levy would be taken from the NZ Bridge Database at the end of the first week of February. It would then be up to Clubs to provide documentation supporting any requests to vary the number of players that are levied.

CARRIED 39/2010

Honoraria Payments and Reimbursement of Expenses

Moved that no reimbursement of expenses be permitted except those properly incurred and approved and supported by receipts for audit purposes. All Scope & Delegations of Authority Documents are to be amended to include this clause.

CARRIED 40/2010

Complaints Disputes & Discipline Committee

Moved that Alan Dormer be appointed to the CDD Committee

CARRIED 41/2010

Recognition – Winners of National Events

Graham suggested a review of the policy of acknowledging the winners of National Events such as the NZ Pairs and NZ Teams. One option was the reintroduction of Medals and Graham provided some samples and a costing of what could be considered. It was suggested that the Medals could replace the prize money that is currently attached to these events.

Richard advised the group that Medals would be reintroduced at this years Congress and that he would share the samples with the other members of the Congress Committee.

10.17pm Friday – meeting adjourned

8.30am Saturday – meeting resumed

Apology for lateness- Michael Ware

Referral to CDD Committee

A potential referral to the CDD committee was briefly discussed. It was agreed that further discussion with respect to this matter be deferred until the Hon Solicitor had the opportunity to review the matter.

Commonwealth Nations Tournament – India Oct 24 to 29 2010

On the recommendation of the International Committee a decision made in 2009 not to support this event was reversed following interest from several players.

Moved that a Notice calling for nominations from fully self funding teams of 4 or 6 players be placed on the Website with Nominations to be lodged with the Secretary no later than 5pm Thursday June 10th 2010 and that the International Committee undertake the selection process.

CARRIED 42/2010

Recommendation – Self Funding Teams

Following adoption of the position re the Commonwealth Nations event the following recommendation to the International Committee was moved:-

"That when New Zealand is invited to send representative Teams to international events and funding by NZ Bridge is not realistic then self funding options be considered."

CARRIED 43/2010

Scope and Delegation of Authority – Regulations

Julie spoke to the paper circulated prior to the meeting.

It was moved that clause 2.2 in the Scope and Delegation of Authority to the Regulations Committee be amended as attached and that Michael Ware, Lorraine Stachurski and Daniel Skipper be appointed as additional members of that Committee.

CARRIED 44/2010

2010-2011 Manual

The Board noted that publication and distribution of the revised Manual was well overdue and agreed that this needed to be remedied as a matter of urgency. The delay was due to a late request from some quarters to review several of the Regulations, this was after the previous Regulations Committee had completed and presented the revised Manual earlier in the year. It was agreed that this would not be possible and would only add further delays.

The Manual is to be forwarded to the Printer over the next few days with the view to distributing to Clubs & Regions and interested parties as soon as possible.

It was noted that a review of the Alerting regulations and an alignment to the WBF and ABF rules where possible would be undertaken by the Regulations Committee. It is hoped that some of the findings and recommendations could be signalled at the next AGM.

Procedural Issues

This topic was first raised at the previous meeting following some disquiet over the selection of the invitational Seniors Team and concerns to clarify the delegation of authority given to the International Committee. Michael sought clarification of the role of the Board and the Board Committees.

The matter was discussed at length and the Board members agreed to make a concerted effort to improve communication at Board & Board Committee level. The Chair facilitated a discussion relating to Step 1 of the SPARC publication – "Nine Steps to Effective Governance" which addresses the Role of the Governing Board / What is Governance / Components of Effective Governance.

Coaching Grant Returns

The Coaching Grant Returns were circulated prior to the meeting. It was noted that the Canterbury Region had exceeded their allocation and would need to cover the excess from existing resources and be required to provide further details regarding the allocation of Grants in their area. It was moved that all Regional Coaching Grant Funds be topped up to \$1000 and that a pro rata grant allocation be provided for the "Top of the South" region from July 1 2010.

CARRIED 45/2010

Travel Bookings – Interprovincial Championships

It was resolved that the Congress Committee consider requiring IP travel booking to be made via the Travel Card facility with Air New Zealand. Richard will discuss with the Committee with the view to a change in policy for 2011.

Position Descriptions

It was agreed that position descriptions be drafted and agreed for roles of Chef de Mission and the Chief Director. Kay undertook to manage this in conjunction with the incumbents.

Treshna Project

Alister reported that it was proving very difficult to find a suitable time to conduct testing of the Project. The situation is not helped by the fact that the Developers working on the Project are full time Students so have limited time availability other than the holiday period. Alister is to contact John Kruiniger and suggest that the Developers schedule in a further session in Palmerston North at a mutually agreeable time. Alister is happy to schedule over a weekend if this proves helpful.

Email Voting

It was moved that where the Board and Board Committees are participating in an email vote that this be undertaken on a "reply all" basis.

CARRIED 46/2010

Logo & Letterhead

It was moved that the NZ Bridge logo as used on the new Masterpoint Certificates be adopted.

CARRIED 47/2010

Communication Standards

It was moved that NZ Bridge adopt "Arial 12" as its standard on all Documents.

CARRIED 48/2010

Zone 7

Michael asked if the procedure for nominations to the Zonal Committee were documented and if so available. Alister undertook to obtain copies of the Zone's Constitution, the latest Financial Statements and a meeting Agenda from John Wignall prior to the meeting in Hamilton.

The Meeting closed at 12.30pm

Next Meeting

Sunday June 20	10.00am	International Review (Chch)
July 4 & 5	9.30am	Jet Park Auckland
August 22	9.30am	Regional Conference (Auckland)

Board Committees for 2010

Administration & Operations

Chair – Michael Ware

Members – Patsy Walters, Arie Geursen & Lynne Fegan

Finance & Strategy

Chair – Alan Turner

Members – Michael Ware

Marketing, Development & Communication

Chair – Graham Wakefield

Members – Richard Solomon, Jenny Wilkinson & Tina McVeigh

Event Management

Chair – Patsy Walters

Members – Richard Solomon, Julie Atkinson, Alan Taylor & Alan Turner

▪ **Congress & PABF Committee**

- Richard Solomon, Arie Geursen, Alan Taylor, John Evitt, Lesley Chubb & Patsy Walters

International

Chair – Jenny Wilkinson

Members – Alan Turner, Arie Geursen, Chef de Mission / Kris Wooles Norm Silcock & Martin Reid

Regulations

Chair – Julie Atkinson

Members – Graham Wakefield, Arie Geursen, Claire Woodhall, Michael Ware, Lorraine Stachurski & Daniel Skipper

Remuneration

Chair – Kay Nicholas

Members – Alan Turner, Graham Wakefield & Bronwyn Baker

Conduct, Disputes & Discipline

Chair – Kris Wooles

Members – Alan Taylor, Judith Medlicott, Graham Stout & Allan Dormer

Technology

Members – John Kruiniger, David Stephen, Arie Geursen & Martin Oyston

Kay Nicholas as Chair is ex officio on all Committees

Alister Stuck is Secretary to all Committees except Remuneration

Jean Peche Award Policy as at 7 May 2010

Background:

Dr Peche was an Irish Journalist who visited New Plymouth. He donated some money to New Zealand Bridge to further New Zealand Youth Bridge. The Award is named after his wife Jean.

Recent Past Winners:

2009: Nick Jacob and Liam Milne

2008: Nick Bailey

2007: Susan Humphries

2006: Not awarded

2005: Michael Whibley

Eligibility Criteria:

- 1) Players aged 21 or under as at January 1st of the Calendar Year to which the Award relates
- 2) Nomination of Candidates must be made by Regional Committees and / or Clubs by 31st March and relate to the previous Calendar Year
- 3) Players who have previously received this Award are ineligible for further nomination

Award Amount:

\$100 (The Trustees of the New Zealand Bridge Foundation may adjust in future years)

Award Criteria:

The Award is made to the most promising Under 21 Player based on performance during the prior Calendar Year.

Note – This Award is not based solely on Masterpoints achieved in the prior Calendar Year but also includes a subjective assessment of ability and bridge achievements made at the sole discretion of the board in consultation with the Trustees of the New Zealand Bridge Foundation

Award Process:

- The successful nomination(s) are determined by the NZ Bridge Board in consultation with the Trustees of the New Zealand Bridge Foundation.
- There may be more than one winner each year or it may be determined that no Award be made in any year.
- The Jean Peche Award presentation is made by the New Zealand Bridge Foundation at the Congress Awards Function.

Funding:

Funds for the Award are held and administered by the New Zealand Bridge Foundation as from April 1st 2010, following transfer of an initial amount of \$1000 from NZ Bridge to re-establish a dedicated Jean Peche Award Fund.

NZ Bridge INC

Regional Committees effective July 1st 2010

Auckland Region

Peter Bowyer
Tony Morcom
Patrick Carter
Angela Royle
Rosaleen Koch
Trevor Robb

Waikato Region

Karen Martelletti
Allan Barclay
Rosemary Ritchie
Lois Smith
Judith Bishop
Rona Driscoll

Central Districts Region

Jean Bennett
Les Gould
Val Gardiner
Wayne Burrows
Gerry Palmer
Russell Wilson

Wellington Region

Heather Jared
Paula Jenner
Margie Michael
Tony Sutich

TOS Region

Chris Marshall
Phil Rutherford
Sally Moore
Leigh Gamby
Steve Gray
Robin Young

Canterbury Region

Joan Small
Judith Calder
Trish Scott
Les Frater
Michael Johnstone
Dave Putt

Otago Southland Region

Frances Sheehy
John Mitchell
Frank Gradon
Kristen Collins
Marilyn Jackson
Lynne Fegan



New Zealand Bridge

**NZ BRIDGE INCORPORATED
SCOPE AND DELEGATION OF AUTHORITY
REGULATIONS COMMITTEE**

The Regulations Committee under the new Constitution is an established Committee of the Board, and its membership, responsibilities and delegations as provided for by Rule 26 of the Constitution of NZ Bridge Constitution are as detailed:-

1. Membership

The Committee shall comprise at least the following members:

- 1.1 A Board Member who is Chairperson of the Committee
- 1.2 A second Board Member
- 1.3 Additional co-opted members as appropriate
- 1.4 The Chief Director of NZ Bridge (ex officio)
- 1.5 The Chairperson of NZ Bridge (ex officio)

The Regulations Committee is authorised by the Board to undertake the following functions and responsibilities:

2. Prepare and Maintain NZ Bridge Regulations

- 2.1 Prepare a set of Regulations covering the following:
 - 2.1.1 Organisation and management of bridge Tournaments
 - 2.1.2 Interpretations of the Laws as promulgated by the WBF
 - 2.1.3 Bridge Directors' qualifications
 - 2.1.4 Transfer of foreign rankings
- 2.2 Regularly review the Regulations:
 - 2.2.1 Review and amend the Regulations in accordance with amendments of the Laws and / or to improve regulations that are ineffective
 - 2.2.2 Review and amend the Regulations where appropriate following discussion with the ABF
 - 2.2.3 Review and amend the Regulations when necessary to ensure the appropriate running of events. This should occur annually but more frequently if required
 - 2.2.4 When making changes, the following objectives are to be considered:
 - a) Current New Zealand requirements
 - b) Desired continuity of Regulations

- c) Preference that the interpretation reflect the intent of the same regulation of the ABF.
- d) The most effective regulation for different levels of play

Any substantive changes made to the regulations are to be recommended to, and approved by, the Board of New Zealand Bridge.

3. Communication Responsibilities

To facilitate achievement of its primary purpose, the Regulations Committee must demonstrate a strong commitment to continuously maintain effective and timely communication relevant to its role and functions through:

3.1 Direct communication with:

- 3.1.1 The Board of NZ Bridge
- 3.1.2 Other Committees of the Board
- 3.1.3 The Chairperson and the Secretary of NZ Bridge

3.2 Communication via the Board or the Board Secretary or the Board Chair with:

- 3.2.1 Regions and Clubs
- 3.2.2 Other NBOs

4. Financial

The Committee is authorised to initiate expenditure for items and/or activities within its Scope of Authority and within its budgetary allocations. In addition, the Committee may also proceed with expenditure provided that:

- 4.1 Expenditure is for a specific capital project sanctioned by the Board and subsequently delegated to the Committee for management
- 4.2 Expenditure above budgetary allocation has been approved by the Board
- 4.3 Unbudgeted expenditure resulting from emergency operational requirements has been retrospectively sanctioned by the Board

5. Reimbursement

Subject to compliance with any policies or procedures determined from time to time by the Board, Committee members shall be entitled to reimbursement of costs and expenses lawfully or properly incurred by them in the fulfilment of their obligations to the Committee.

No reimbursement of expenses is permitted except those properly incurred and approved and supported by receipts for audit purposes.

6. Documentation/Record Keeping

- 6.1 The Committee Chair is responsible for ensuring that the following records are established and maintained:
 - 6.1.1 Minutes of meetings whether they be held in person, by telephone conference or by other means of electronic communication

- 6.1.2 Decisions made on issues within its delegated authority
- 6.1.3 All correspondence specific to its delegated authority
- 6.1.4 Income and expenditure
- 6.2 The Committee Chair is responsible for ensuring that review of Committee policies, procedures, plans and budgets occurs at least annually

7. Reports

The Committee Chair is responsible for compiling a Report to the Board to be submitted to the Secretary seven (7) days prior to any scheduled meeting of the Board. This Report shall include:

- 7.1 A summary of the activities of the Committee, including the minutes of meetings, policy decisions within its designated authority and all related correspondence
- 7.2 A summary of expenditure against budget and comment on significant deviations
- 7.3 Recommendations to the Board in relation to policy matters within the scope of the Committee
- 7.4 Any matters referred from the Board to the Committee for investigation or comment

8. Conditions Attached to this Delegation of Authority

For the avoidance of doubt, the Regulations Committee does not have the power to:

- 8.1 Borrow money
- 8.2 Initiate any levy
- 8.3 Sub-delegate

9. Actions and Decisions in Respect of this Delegation of Authority shall be Recorded by Resolution

This Scope and Delegation of Authority Document is a "Working Document" that will be reviewed at least annually.

Released: 8th May 2010

Reviewed on or before: 8th May 2011

**Julie Atkinson
On behalf of the Board of NZ Bridge**