



MINUTES OF NEW ZEALAND BRIDGE BOARD MEETING

**Held Sunday April 17th & Monday April 18th at Jet Park Hotel
Auckland commencing at 9.30am Sunday**

PARTICIPATING: Kay Nicholas (Chair), Graham Wakefield, Alan Turner, Patsy Walters, Jenny Wilkinson & Allan Barclay

In Attendance: Richard Solomon- Bridge Development Officer, Alister Stuck Secretary.

Apologies: Arie Geursen - overseas & Patsy Walters- flight delayed

1. WELCOME

Kay welcomed all to the meeting, in particular Allan Barclay as the successful candidate in the recent Board elections.

2. CONFIRMATION OF MINUTES

Copies of the following minutes were circulated prior to the meeting.

- Board Meetings – 24 March 2011
- Resolutions - 4 April 2011 & 6 April 2011

Moved that the Minutes of the Meetings held 24 March 2011 and the record of resolutions passed 4th & 6th April 2011 as circulated be confirmed.

CARRIED 19/2011

3. OUTSTANDING ITEMS

▪ Constitution Changes

Graham confirmed registration of changes is still outstanding. It was agreed that the necessary paperwork will be collated during the meeting to enable Graham to register the changes during the following week.

▪ Preparation 2011 Manual

Significant work had been undertaken updating the Manual in readiness for the reprint. The content of the Masterpoint section required further review and it was agreed that Allan Barclay and Graham Wakefield would undertake this project prior to releasing the draft to Claire Woodhall for further editing.

A new section F is to be added to the Manual for the various Delegation of Authority Documents. All Committees to review and in some cases create a suitable document for this purpose.

It was agreed to timetable the printing of the Manual so that it would be distributed prior to the National Congress in July. The existing Manual to remain in-force meantime.

- **Telecom -Website outage**

It was agreed that this matter would not be pursued further.

- **March 2011 Annual Accounts**

Alister reported that completion of the financial statements is well underway and tentative arrangements have been made for David Macdonald to complete the Audit in Palmerston North by the end of May.

- **Annual Report**

Kay and Alister to complete.

- **Annual Budget Planning**

Alan Turner reported that the draft budget had been prepared and circulated. It was agreed that any adjustments are to be submitted by May 31 to enable the budget to be ratified at the June meeting.

- **System Summary for Junior and Intermediate Events**

Alister reported that Julie had not completed this project. It was agreed that he would contact Julie to ensure that this is available for inclusion in the reprint of the Manual.

4. CORRESPONDENCE

The list of Inward and Outward Correspondence was circulated prior to the meeting.

Moved that the report summarising the Inward & Outwards Correspondence be received.

CARRIED 20/2011

- **Communication Standards**

During this segment Kay initiated a discussion regarding the standard and presentation of our written communications. It was agreed that in future, emails are to be coded with a heading that will enable to message to be filed appropriately. This will assist Alister in particular who received upwards of 100 messages daily. It was further agreed that new emails be generated where possible rather than using previous emails (unrelated in content) simply for convenience sake. Email Lists for various user groups would be helpful for all Board Members. Alister & Kay to compile and circulate.

5. BOARD REPORTS

▪ **Bridge Development**

Richard spoke to his Report which had been circulated prior to the meeting. It was noted that initial registrations for the youth weekend are down on the previous year. It was agreed that Richard would collate data from the list of attendees in recent years to gauge what percentage has converted to full Club membership. These findings are to be presented at the June meeting.

Richard advised that he was reviewing the Bridge in Schools initiative arising from the limited "take up" in recent years and was investigating the concept of a School holiday programme as an alternative approach.

▪ **Congress**

Loss of Trophy – Richard advised that the Trophy for the Intermediate Interprovincial Teams Event had been lost.

Moved that Richard be authorised to purchase a suitable replacement prior to the event in July.

CARRIED 21/2011

A discussion ensued regarding the security of the remaining Trophies and what steps could be taken to ensure that further loses are not incurred. It was agreed that Richard would develop and maintain a Spreadsheet of all NZ Bridge Trophies including the contact details of the current holder. This information is also to be made available to our Archivist Evelyn Hurley.

Donation to Earthquake Appeal – The Congress Committee sought permission to make a cash donation of \$3000 to the NZ Bridge Foundations Earthquake Appeal Fund. It was the view of the Board that given the significant capital expenditure budget that the Congress Committee had recently presented, that the funds be retained for this purpose, with the Board to further review the circumstances after the actual financial outcome of the Congress has been demonstrated.

It was noted that the decision did not preclude a collection being taken up from players at the Congress, as has been the case previously for the Tsunami Appeal.

Congress Committee Capex Requirements – A lengthy discussion ensued regarding the ongoing funding requirements identified by the Congress Committee. It was agreed that it was essential forward planning be undertaken to ensure future requirements of the Congress Committee can be funded from Congress surpluses. It was agreed that the Congress entry fees need to be further reviewed to allow for a Capex fund for the future.

Richard is to brief the Congress Committee as to these requirements. Further, Richard will coordinate the preparation of a detailed Strategic Plan to include consideration to succession planning and an asset purchasing plan

Moved that the Reports & Meeting Minutes from Richard Solomon, as circulated, be received.

CARRIED 22/2011

▪ **Finance**

Alan Turner presented the Financial Report. It was agreed that Alan would prepare and circulate this information on a monthly basis in preference to the current practice of holding over to the next face to face meeting. Alister is to provide details of Debtors to be included in Alan's monthly mail-out.

Moved that the Finance Report as circulated, be received.

CARRIED 23/2011

▪ **Operations**

Alister spoke to his report that had been previously circulated.

Moved that the Operations report, be received.

CARRIED 24/2011

▪ **International**

Jenny spoke to her report that had been previously circulated. The following changes to the make up of the NZ Teams for the APBF were noted:

Senior

Nina Hewitt & Dennis McCaughan appointed as the reserve pair.

Open

Wayne Burrows & Pamela Livingston to replace Alan Grant & Anthony Ker who withdrew from the team for personal reasons.

Youth

Val Gardiner appointed NPC

Self Funded Seniors Team

The proposal for nomination of a self funded Seniors Team (Robb- New Zealand) comprising Trevor Robb (playing Captain) Andrew Janisz, Les Gould & Gary Duncan was approved subject to the revised conditions applicable to such teams to be published shortly by separate Bulletin.

Moved that the information be received.

CARRIED 25/2011

▪ **WBF Presidents Visit**

Kay presented her report re the recent visit to New Zealand of WBF President, Mr Gianarrigo Rona and his wife. It was agreed that this had been a worthwhile marketing exercise however it was noted that the turnout at the Auckland function was lower than expected.

6. REGIONAL REPORTS

Minutes from 5 regions had been received and circulated prior to the Meeting. No Report or Minutes have been received from the Canterbury Region since October 2010. Alister is to follow this up, and also advise that Jenny Wilkinson would like to attend their next meeting in her capacity as a Board Member.

The pro-active work undertaken by the Waikato Bays Region was noted and acknowledged.

It was agreed that Alister would re-send the Logo to the Regions so that this can be incorporated into their templates. Kay undertook to provide the Regions with address footers if required.

Moved that the Minutes and reports from Central Districts, Waikato Bays, Top of the South, Otago Southland and Auckland Regional Committees, be received.

CARRIED 26/2011

3.50pm Patsy left the meeting

7. GENERAL BUSINESS

▪ **Appointment of Recorders**

Further to Resolution 9/2011 (Feb 2011 Meeting) the appointment of the National & Regional Recorders had been completed. The Board noted the following appointments for the two year period commencing 1 April 2011:

National Recorder	Noel Woodhall
Auckland	Russell Watt
Waikato Bays	Malcolm Smith
Central Districts	Alan Doddridge
Wellington	Tony Thomson
Top of the South	Sheila Beggs
Canterbury	Jenny Wilkinson
Otago Southland	Dennis McCaughan

- **Teaching Project:**

It was noted with disappointment that progress with this important project had stalled. It was agreed that Alan Turner would now drive the project and look to assemble the contributors at a meeting to be held during the Congress. Kay has agreed to format and circulate module 1. Alan to report further prior to the June meeting.

- **Tournament Taskforce**

Alister has undertaken to co-ordinate this initiative and will present some initial recommendations at the June meeting.

- **NZ Bridge Foundation- Appointment of Trustees**

Moved that Karen Martelletti, John Wignall & Tony Thomson be appointed as Trustees of the NZ Bridge Foundation, to act in that capacity together with the current Trustees, Jo Clarke and Arleen Schwartz.

CARRIED 27/2011

- **Appointment of Delegates to APBF Meeting**

Moved that two of Alan Turner, Kris Wooles, or Tony Thomson be appointed as delegates to the APBF meeting in Malaysia.

CARRIED 28/2011

- **Appointment of Delegates to Zone 7 Meeting**

Alister reported that the Zone 7 Council would meet at the conclusion of the APBF event in Malaysia.

Moved that Alan Turner and Kris Wooles be appointed as delegates to the Zone 7 meeting in Malaysia and that Alan Turner deputise for Alister as Zonal Secretary on that occasion.

CARRIED 29/2011

- **Coaching Grant Policy**

Richard has undertaken to review this and to work with Lynne Fegan to draft an evaluation section that will form part of the application process. The evaluation form is to be received and reviewed by the Regional Committees prior to payment of any Grants. It was agreed that the revised document be available for publication by May 31 2011.

Moved that for the purposes of certainty to the Regions, the Board affirms that the annual Coaching Grant of \$1000 will not be discontinued without 12 months notice.

CARRIED 30/2011

- **Policy Review – Corporate Travel Insurance**

The International Committee sought a review of the recent policy decision where the benefit of the organisations' Corporate Travel Policy had been made available to members of self funded Teams competing offshore.

Moved that self-funded teams competing internationally not be eligible for cover under the umbrella of the organisations Corporate Travel Insurance and that individuals competing on that basis be advised to make their own travel insurance arrangements as with all aspects of their travel, accommodation and participation.

CARRIED 31/2011

Alister to update the Bulletin relating to self funded Teams and place on the Website. Graham will draft a separate Code of Conduct Document for self funded teams which would include a comprehensive indemnity in favour of NZB, and a requirement for a declaration by each individual that they will have purchased private Travel Insurance to their own requirements prior to departure.

▪ **Scoring Programme Liaison**

Following the resignation of Julie Atkinson the Board agreed to appoint Keith Nicholas to act in the capacity in this position and to liaise with Martin Oyston. It was also agreed to host a meeting with Martin during Congress to discuss the ongoing development of the Scoring Programme and to discuss opportunities where by NZ Bridge could make a further investment in the project on behalf of participating Clubs.

▪ **Bridge Appeal Tribunal Update**

Graham briefed the meeting regarding the Tribunal decision released on 11 April 2011.

Moved that the advice of the Bridge Appeal Tribunal's decision dated 11 April 2011 be received and that authority be given for an appropriate Notice relevant to that decision to be placed on the NZ Bridge Website.

CARRIED 32/2011

Moved that the offer from Mr Gerard Palmer to make payment of the costs awarded against him by the Tribunal (\$1787.10) at a rate of \$10 per week be declined and that Mr Palmer to be advised that payment in full is required to be made within 60 days of the date of the Tribunals' decision.

CARRIED 33/2011

▪ **Review of Regional Committee Membership**

Moved that the composition of various Regional Committee's as constituted under resolution 36/2010 be amended as from 17 April 2011 as follows:

Central Districts

Wayne Burrows
Russell Wilson
Jean Bennett
Val Gardiner
Les Gould

Waikato Bays

Karen Martelletti
Rosemary Ritchie
Judith Bishop
Rona Driscoll
Brett Glass

CARRIED 34/2011

- **Board Portfolios**

It was agreed to defer the review of members' portfolios until the June meeting by which time the casual vacancy on the Board will have been filled.

- **GST on Levies**

It was agreed that this be added to the "Outstanding Items" List and flagged for further discussion at the August meeting.

- **GST on Masterpoints**

Moved that Masterpoints will continue to be charged at the existing rates as per page E8 of the Manual but that for clarity this page be amended to read + GST where applicable.

CARRIED 35/2011

- **Regulations Update – Organisation and Running of 10A & 15A Tournaments**

Moved that the following paragraph on page B5 of the Manual, namely:-

"Although the running of these events is delegated to the Regions (who in turn may ask one of their Clubs to host the event), NZ Bridge reserves the right to approve the appointment of the Director and the format. Therefore, we urge organisers (the Match Committee) to consult with the Board if there is any doubt as to the appropriate format. The Secretary of NZ Bridge has a list of contact details of NZ Bridge Officials who can assist.

Every effort should be made to appoint a National Director to officiate or at the very least be present in an official capacity to assist a Tournament Director. If a National Director is not available, see Tournament Director's Policy (page C5)."

be replaced to read as follows:-

"Although the organisation and running of these events is delegated to the Regions (who in turn may ask one of their Clubs to host the event), New Zealand Bridge will appoint the Director for all 15A and above events. In addition final signoff of the Tournament Notice and the event format lies with NZ Bridge by way of delegation to the Chief Director."

CARRIED 36/2011

6.30pm - Meeting Adjourned

8.30am Monday April 18th 2011- Meeting Resumed

Apologies: Arie Geursen, Patsy Walters & Richard Solomon

Remuneration Committee

The Committee reported that it was in the process of finalising the Fixed Term Contract with the National Secretary for a 5 year term commencing 1 April 2011.

Moved that subject to final negotiation of minor aspects of the Contract that the Chairperson be authorised to execute the document.

CARRIED 37/2011

Mileage Rates

Allan Barclay sought clarification regarding the Mileage reimbursement rate, and when this was set and reviewed. It was the view of those present that no adjustment to the current Mileage rate of 50 cents per Km was warranted.

Board Travel

Moved that Alister be authorised to secure the purchase of a Corporate Koru Membership aligned with our existing Travel Card arrangements, with effect from 1st May 2011.

CARRIED 38/2011

NPC Reports- Interprovincial Teams

Allan Barclay tabled this item. It was agreed that page D38 in the Manual be amended to include a further duty requiring the completion of a Captains report. This is to be furnished to the relevant Regional Committee on each occasion, as soon after the conclusion of the Interprovincials as possible. Allan Barclay will design and circulate a suitable Template for this purpose.

Workshop- Events Management

It was agreed that the Board would host a workshop after Congress to review the management of major Bridge events including the National Congress, with Congress Committee Members invited to participate on that occasion.

9.50 am Meeting Closed

Dates of next Meetings

10 June & 11 June 2011 - Wellington

5 August 2011 – Wellington, followed by a Regional Conference