



New Zealand Bridge

**MINUTES OF THE BOARD OF MANAGEMENT
OF NEW ZEALAND BRIDGE**

Held via Phone Conference Sunday 6th September 2009 at 7.00pm

PRESENT Kay Nicholas (Chair), Norm Silcock, Patsy Walters, Graham Wakefield.

In Attendance Alister Stuck, Secretary, Arie Geursen CTD.

Apologies Alan Turner, Michael Ware, Murray Wiggins, & Richard Solomon BDO.

1 WELCOME

Kay welcomed all to the meeting.

2 CONFIRMATION OF MINUTES- August 14th & 15th 2009

It was moved that the minutes of the August meeting were a true and correct record of the meeting.

CARRIED 37/2009

3 CORRESPONDENCE

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

It was moved that the Inwards and Outwards Correspondence as circulated be accepted.

CARRIED 38/2009

4 MATTERS ARISING AND OUTSTANDING ITEMS

NZ Bridge Foundation

Graham advised that the Foundation Trust Deed has been executed and lodged for incorporation with the Registrar of Charitable Trusts. The Board is most grateful to Steph Jacob who assisted Graham by making a special trip to Auckland Airport to secure the signatures of Kris Wooles and Arlene Schwartz prior to their departure to Sao Paulo. Without this the incorporation of the Foundation would have been delayed several weeks.

It was confirmed that it will not be possible to hold a meeting with the three Trustees at Congress as Arlene and Kris are not attending. The Board will look to engage in informal discussions with the Chairperson Jo Clark during the Congress week.

5 BOARD REPORTS

Operations

Alister spoke to his report which had been previously circulated. Alister reported that the bulk of the current year's financial transactions had now been coded in "Xero". The source documented for approx 8 items have not been located and these would have to be obtained from the ASB.

Alister will host a phone conference with the Regional Treasurers prior to Congress to agree a process for coding their transactions.

In the absence of Alan Turner who is on Sao Paulo Alister is to seek an update from David Macdonald as to the timetable for release of the Audited Financial Statements and report back. Alister has undertaken to prepare a strategy for the printing and distribution of the Accounts as soon as they are available. It is very likely that this will have to be done from Hamilton in the days leading up to the AGM.

National Congress / PABF Organising Committee

Arie reported that the Congress entries were on a par with last year.

6 REGIONAL REPORTS

Copies of meeting minutes from 3 Regions (Auckland, Central Districts, & Wellington) were circulated prior to the meeting.

7 GENERAL BUSINESS

Vacancy- Hon Solicitor

Kay reported that she had a further discussion with Scott Smith during the previous week. Scott advised that he will confirm arrangements with NZ Bridge within 10 days.

Corporate Travelcard - Air New Zealand

Graham will present further information following a face to face meeting with an Air New Zealand representative, however a written application has been submitted on behalf of NZB as agreed by email following the decision at the August meeting to investigate this opportunity, including for provision of individual travelcards for each Board member, Executive Secretary, Chief Director and Development Manager. No annual fee is involved and use is limited to travel reimbursable by NZB.

Air New Zealand invoice monthly with respect to travel initiated by use of the Travelcards and provide full details for coding/cost centre allocation by NZB."

AGM Preparation

Alister advised that the Annual Report Booklet (minus the Financial Statements) have been distributed. The layout and updated cover page have been favourably received with positive feed back from a number of Clubs.

Recognition of Sponsors

It was agreed that the display Board will be used by the Board to acknowledge its various Sponsors. The Congress Committee to make this available at the start of the Interprovincials and Kay will arrange for a poster to be put together for the display.

Board Policy – Honorarium Payments

Regional Committees are responsible for setting their own Honoraria and are responsible for any RWT payable. This expense is capped at \$1500 per region per year as outlined in the "Scope and Delegation of Authority" Document dated July 7th 2008.

Auckland Regional Committee has requested clarification and the Board will consider any requests to increase the above sum on a case by case basis if accompanied by a full explanation/rationale. Any variation approved would apply to the then current year only and a fresh application would be needed for any subsequent year.

"Top O' the South Region"

Alister suggested that a meeting with some key personnel involved in the establishment of the new region be scheduled during the Congress week. This would be a good opportunity to meet with the group and to outline and agree what needs to be actioned prior to the establishment of the new Region.

The suggestion was supported by those present and it was agreed that Alister would contact Steve Gray in this regard.

The meeting closed at 8.10pm