



New Zealand Bridge

**MINUTES OF THE BOARD OF MANAGEMENT
OF New Zealand BRIDGE
Conference Call Meeting Held Sunday June 7th 2009 at 7.30pm**

PRESENT Kay Nicholas (Chair), Graham Wakefield, Alan Turner, Patsy Walters, & Murray Wiggins.

In Attendance Alister Stuck, Secretary; Arie Geursen CTD

Apologies Michael Ware, Norm Silcock

1 WELCOME

Kay welcomed all to the meeting.

2 CONFIRMATION OF MINUTES - May 10th 2009

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

CARRIED 20/2009

3 MATTERS ARISING AND OUTSTANDING ITEMS

The meeting worked through the list of outstanding items. Some good progress had been made in a number of areas. Items outstanding were discussed and were either re-allocated or revised time lines for completion agreed.

Charities Commission Registration / NZ Bridge Foundation

Graham reported that he still has some work to do to complete these important tasks. He has undertaken to prioritise and will report back before the July meeting.

Voluntary Accreditation of Bridge Teachers

Alan reported that he had held discussions with Tina McVeigh and that this matter would be included for discussion at the July Regional Conference. The preparation of the Teachers Checklist and the Survey paper has been deferred until after the Conference.

Scope and Delegation of Authority Documents

It was agreed that all documents to be finalised by the July meeting. Copies of any draft agreements to be forwarded to the Secretary.

Review of Tournament Schedule 2010

The Administration Committee reported that they had made no progress with this review. It was agreed that this is to be escalated with Kay, Alister, Patsy and Susan Edwards to work on this with the view to reporting at the July meeting.

Jean Peche Awards (Policy)

The Administration Committee reported that they had made no progress with this project.

Trophies Register

The Administration Committee reported that they had made no progress with this project. Alister suggested that this project could be offered to the Hon Archivist Evelyn Hurley, as there are synergies with the cataloguing work that she has underway. It was agreed that Alister approach Evelyn in this regard.

Directors Forum at National Congress

The Regulations Committee confirmed that they would host a get together at the National Congress. Murray is to firm up the details ASAP and forward to Alister so that the workshop can be advertised on the appropriate Web pages.

Equipment Hireage (Policy)

Kay and Alister reported that they had a Draft Policy Document almost completed. This is to be circulated to the Board and the Events Committee for consideration by June 12th.

Registration of Constitution Changes from 2008

Graham reported that he has this in hand and will confirm completion prior to the July meeting.

Contact Clubs with Membership Anomalies

Kay and Alister are to schedule a visit with one of the Clubs concerned and plan to co-ordinate this at the time of the July meeting.

Overdue Levies - Region Payouts

Alister advised that of the 8 Clubs with overdue levies, only 3 remain unpaid. It was agreed that he would continue to follow up. The levy portions due to the Regional Committees would be paid out during the week of June 8th to all Regions except Auckland and Otago/Southland who have member Clubs in arrears.

Letter - WBF re Mind Sport Games

Kay expressed some concern that she had not received any feedback regarding the letter that was drafted for the WBF. Those present gave a commitment to review and respond by Wed June 10th so that the letter can be finalised and sent. If this process is delayed further the draft letter will be withdrawn and the matter concluded with.

Policy for Recorder Roles

Arie confirmed that Noel Woodhall had accepted the position of Recorder for the National Congress. Arie, Graham, and Kris Wooles are to draft Policy Documentation, which can be rolled out to the Regions prior to the July meeting.

4 CORRESPONDENCE

The list of inwards and outwards correspondence was circulated prior to the meeting. It was moved that the Inwards and Outwards Correspondence be accepted.

CARRIED 21/2009

Item of Correspondence flagged for further discussion

The Board has received an account from the Estate of John Lenart for legal work undertaken with the Treshna project. Arie Geursen advised the meeting that it was his view that NZ Bridge would normally be charged for major projects that fell outside the scope of the Hon Solicitor role. Such accounts had been received and paid in the past although it was noted that the fee was normally discounted. It was agreed that Alan Turner be authorised to contact the Executors of the Estate to discuss the matter and pay such amount as appropriate.

5 BOARD REPORTS

Operations

The Report circulated by Alister was received by the Meeting. Alister outlined the activities over the previous month. The new computer hardware is now onsite and is being setup with the assistance of Wayne Burrows. It is hoped to have all the files transferred over to the new work stations by the end of the week and after the Masterpoint run scheduled for June 10th.

Masterpoint Programme Upgrade

Arie provided a Progress Report from John Kruniger who was liaising with Treshna. Alister advised that he had confirmed an onsite meeting with Treshna & John Kruniger prior to the July Board meeting in Christchurch.

Finance & Strategy

Alan spoke to his Report, which had been previously circulated.

It was agreed that that our banking arrangements with ASB be severed and that the offer from the BNZ be accepted. This new offer will enable the Regions to operate their own accounts (still under the umbrella of NZ Bridge) and have Internet Banking facilities. Alister is to manage the transition process and will work closely with the Regions and the BNZ to ensure a smooth transition.

Alan informed the meeting that the Board will move to an Internet based accounting package to replace the MYOB programme. Alister is to liaise with BDO - Spicers regarding implementation.

Alan advised that he was still waiting for draft budgets from a number of Committees. It was agreed that a deficit budget would not be tolerated and that final document is to be signed off by the July meeting.

The Board formally endorsed the proposal previously circulated by Alan to purchase new Computer Hardware for the National Office.

CARRIED 22/2009

It was moved that the Events and Congress Committee be renamed the Events Committee.

CARRIED 23/2009

It was also moved that the members of the Events Committee be Patsy Walters (Chair), Murray Wiggins, Richard Solomon, Alan Taylor, Alan Turner, and Arie Geursen.

The Events Committee may establish and empower Work Groups to manage and oversee specific events e.g. Congress and PABF on its behalf.

CARRIED 24/2009

It was noted that Peter O'Boyle had been unable to submit a financial transaction summary for the year to date in time for this meeting. Alan is to follow-up with Peter to ensure that appropriate financial reporting is established with urgency. Alan also noted to follow up regarding the availability of the draft accounts for the March 2009 year.

Regional Reports

Copies of minutes of Meetings and or Reports were received from Auckland, Waikato Bays, Central Districts, Wellington and Otago Southland. A number of Regions have queried the process around end of year reporting and the coding of financial transactions. Alister to forward the enquiries to Peter O'Boyle for further clarification.

In addition to the report the Canterbury region submitted the following two remits for consideration at the Regional Conference in July.

1. Top Club Competition_(smaller Clubs experiencing difficulty in fielding teams in three categories)

That the Top Club Team Competition format be amended so that each grade (Open, Intermediate and Junior) be treated as separate competition so that individual Clubs do not have to enter teams in all Grades.+

2. Inter-Provincial Teams Competition (Dissatisfaction with trial format. Event has lost its prestigious focus.)

Be separated from National Congress.
Be moved annually around the Regions.+

It was agreed that the Board would prepare and circulate information papers for each of the proposed remits. Murray to deal with Remit 1 and Patsy will write the paper for remit 2. This information is to be with the Secretary no later than July 3rd so that it can be included with the Agenda papers for the Regional Conference.

6 GENERAL BUSINESS

NZ Bridge - Presence at National Congress

Alister outlined a proposal to establish a formal presence at the National Congress and operate the office there on a reduced hours basis. The Board endorsed his view that this was a good opportunity for NZ Bridge to showcase itself.

The plan would be to set up in Seminar room 3 and used this when it is not being used for the Rubber Bridge playoffs. Alister has asked those Board and Committee members who will be at Congress to assist with a roster. It is envisaged that this would involve no more than 1-hour each day before play. Kay suggested that this was a good opportunity to profile the Board members and has asked each Board Member provide a photo and a paper outlining their goals for NZ Bridge and a summary of their contribution to date.

This information to be forwarded to the Secretary by August 31st.

Insurance Review

Graham has reviewed our insurance cover recently and reported his findings and recommendations to the meeting.

Of note was the possibility of comprehensive travel cover for players and captains etc when on international duty. Graham will report further on this possibility shortly.

Graham recommended that the Board increase its asset cover from \$50,000 to \$100,000 given that the Regions are covered under this policy.

Graham further recommended that the Board consider taking out fidelity cover in addition to the existing cover for public & statutory liability.

Kay thanked Graham for the good work he had undertaken and it was agreed that Graham to negotiate with the Broker bearing in mind that our current policy expires on June 30 2009.

Action: Graham

The Meeting closed at 10.00pm