



New Zealand Bridge

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

**Held Friday April 3rd at 5.30pm and Saturday April 4th 2009 at 8.50am
At the Victoria Bridge Club – Wellington**

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

In Attendance Alister Stuck, Secretary; Richard Solomon - (BDO) Friday only,
Arie Geursen CTD Saturday only.

1 WELCOME

Kay welcomed all to the meeting in particular new board Members - Graham Wakefield and Alan Turner and also BDO Richard Solomon. Kay also recorded a vote of thanks to outgoing board members, Jim Murray & Murat Genc.

2 CONFIRMATION OF MINUTES- JAN 30th & 31st 2009

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

CARRIED 11/2009

3 MATTERS ARISING AND OUTSTANDING ITEMS

The Board spent considerable time working through the list of outstanding items with the view to clearing a number of long overdue items.

Bridge Teachers' Assn (in recess)

Richard Solomon reported that he had contacted Wayne Burrows but had been unable to progress alteration to the current placement of the group's residual funds of approx \$2500. The Board agreed with a suggestion that once the NZ Bridge Foundation is formed the funds in question could be gifted to the foundation and earmarked for teaching projects in the future.

The discussion moved on to the concept of voluntary accreditation for Bridge Teachers. Alan Turner to research this and report back to the Board at the next meeting. Kay and Richard Solomon to prepare and circulate a draft checklist for teachers and to draft a survey document and strategy paper.

Charities Commission

Graham Wakefield is working on NZ-Bridge's Charities status accreditation.

NZ Bridge Foundation

Graham Wakefield to circulate a draft foundation document prior to the next meeting.

Committee Roles, Objectives, & Budgets

It was noted with disappointment that unacceptable progress had been made with this important area. The new Board agreed to prioritise this and require that all Board Committees finalise their membership and primary role / functions prior to the next meeting.

Bank Accounts

The project has been delegated to Alister who reported good progress to date.

- Credit cards have been ordered for the Chair, Secretary, and the Chef de Mission.
- The call accounts for the Regions have been opened and are operational.
- The account signatories' list has been updated and forwarded to the ASB
- Online banking access for the regions under way
- Alister to check with Kris Wooles as to his requirements for the CDD Committee.

Masterpoint Conversions

The Regulations Committee undertook a review of current policy in particular the conversion rate for Gold Points to A Points. This is currently at a ratio of 1GP to 0.5 A Point.

There was some discussion around the timing of this change and some support to backdate to Jan 1st 2009 thus including the 2009 summer festival

It was moved that this conversion rate be amended to 1:1 (effective 1 Jan 2009)

CARRIED 12/2009

Michael felt that the proposed change did not go far enough and suggested that a ration of 1GP to 1.8A Point was more appropriate. The original motion was put to the meeting and Michael requested that his vote against it be recorded.

Letter- WBF re Mind Sport Games

Kay reported that the letter had not been drafted. It was agreed that this would be prepared and copied to the (IBPA).

Venice Cup- Zone 7 places

It was reported that the Zone had retained 2 spots for the 2009 event in Sao Paulo.

Strategic Plan

No progress has been made. It was agreed that this project be given priority and a report to be tabled at the next meeting.

2009 Manual

The draft manual is with the Regulations Committee for sign-off. It was agreed that this is to be returned to Alister by Wed April 8th and sent to the Printer soon after Easter.

Year End Masterpoint Cut Off Date

The Administration Committee undertook a review of the current policy where the rating points for the following year are calculated on or around 1 October in the year prior.

It was moved that the cut off date be amended to Dec 31st with any changes to Tournament Grade to be effective from Feb 1st in the year following.

CARRIED 13/2009

Bridge Development Role

The scope of this position was reviewed recently. It is recognised that an updated Employment Contract, similar to that of the Secretary's, is required and the intent is to commence this update process as soon as possible.

Events/Congress- Scope & Delegation of Authority document

Kay advised that the draft document is being worked on.

Logo & Grants policy

Alister confirmed that a copy of the Logo and the revised grants policy have been copied to the Regional Committee Secretary's. A brief discussion around the design of a new logo ensued. It was suggested that a competition to design a new logo be held during the year. It was further suggested that the designer of the new logo be offered a free entry to congress as a prize. It was left for Richard and Kay to explore this matter further.

Scoring Programme

Kay to write to the ARC with copies to Howick and Royle Epsom clubs regarding the points that were raised at the Regional conference in January.

4 CORRESPONDENCE

The list of inwards and outwards correspondence was circulated prior to the meeting with originals available at the meeting for viewing and further clarification if required. Alister sought some guidance from the meeting as to their expectations around what is to be included in the correspondence list in the future. It was agreed that routine emails etc be excluded.

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

CARRIED 14/2009

Items flagged for further discussion

Email- Jim Jessep

Jim raised a concern regarding the weightings attributed under the constitution to Club's voting entitlements. He also commented on the appropriateness of Hamilton as the venue for the PABF in 2010.

Kay to respond

Letter- Christchurch Bridge Club

The Club President John Skipper wrote congratulating the Board on its recent Regional Conference and for being able to participate as an observer. He reaffirmed the Club's offer to the Board of free use of their facilities for Board meetings. John also mentioned concern around the draft budget showing a deficit result and the share of the budget that was allocated to the International Programme. The letter concluded with some good observations around membership retention and an offer from Christchurch club to share their successes around player retention. The points raised were warmly received.

Kay to respond

Letter- Marlborough Bridge Club

The Club Secretary Robin Young wrote to the Board on behalf of the 8 Affiliated Clubs in the Marlborough, Nelson and West Coast areas. The letter was a precursor to a discussion paper around the establishment of a 7th Region encompassing the above areas. The discussion paper was duly received along with further commentary from Jim Murray written in a personal capacity.

The Board discussed issues raised by the proposal at length and it was agreed to request a more detailed Business Plan addressing some of these. It was also agreed to secure wider consideration and input by referring the proposal to the next Regional Conference so that the Board could receive appropriate feedback before any determination is made. This would include a response from the present Canterbury Region/Clubs and assessment from a national perspective. "

Alister to draft a response

Letter- Patrick Carter

Patrick alerted the Board to anomalies in the interpretation of the Masterpoint rules in particular around 8B events. It is common practice in both the Auckland and Waikato Bays regions that entry is restricted with 2 open players being unable to play together. It was agreed that the Regulations Committee would review this issue with urgency and provide a policy statement as appropriate. It was suggested that these events could continue but the Masterpoints be reduced to that applying to the 5B schedule.

Regulations to respond

Email from ABF re Zonal Playoffs

The email outlining the ABF's stance was circulated. It was agreed that Alan and Arie would respond, as they were involved in the meeting with the ABF in January

AT & AG to respond

5 ADDITIONAL AGENDA ITEMS

Board Committees

A draft list of Board portfolios was tabled at the meeting and agreed. The list of assigned portfolios to be appended to the minutes and published on the Website. The Committee Chairs were tasked with seeking out and co-opting additional committee members who are suitably skilled and able to contribute to the committee.

The names and email addresses of the committee members to be forwarded to Alister for inclusion in mailing lists and undated on the Website.

Details of members of already established committees to be forwarded to Alister by Wed April 8th.

Tournament Schedule

The Admin Committee is to undertake a review of the placement of major tournaments from 2010. This project was initiated at a recent phone conference meeting but responsibility for this project to move to new committee members Michael & Patsy.

The review is to look at a more even spread of the major events and to consider some lighter weekends in the calendar so that club events and directors exams etc could be more easily scheduled.

Congress 2011

Richard advised the meeting that the timing of the 2011 Congress was under review. The September dates clash with the Rugby World Cup and the Kingsgate hotel is not available. It is likely that the Congress will be moved to the July school holidays.

This is further complicated by the possibility of a clash with the ANC event in Australia.

Richard has undertaken to enter urgent dialogue with the ABF to ensure that this clash is avoided and any change to the scheduling of Congress is released as soon as possible.

Interprovincials

A discussion was held around the timing and location of the Interprovincial Championships. The meeting was advised that there is some support to move the event away from the National Congress and to rotate the Event around the regions. One possible option for 2010 was to hold the Event immediately preceding the PABF in Hamilton. The participants would be invited to stay on and contest the PABF Pairs event.

It was agreed that the Congress Committee investigate this option further and report to the Board by May 10th 2009.

Masterpoint Charges- NZ Wide Pairs

Alister spoke to this following contact from the Wellington Region. As it stands the Regions are charged for the Masterpoints. The Board resolved to adopt Alister's suggestion that these charges be waived for the NZ Wide Pairs from and including the 2009 event.

CARRIED 14/2009

Jean Peche Awards (Policy)

The policy behind this Award is not clearly defined. It was agreed that the Administration Committee research this area and write and circulate policy by May 10th 2009

It was moved that this award cannot be won by a player more than once.

CARRIED 15/2009

Jean Peche Awards (for 2008)

Details of the nominations had been circulated to the Board prior to the meeting. It was agreed that they were of a high calibre.

It was moved that the 2008 prize be awarded jointly to Nick Jacob of Auckland and Liam Milne of Wellington.

CARRIED 16/2009

Alister to advise

6 BOARD REPORTS

Bridge Development Officer

As Richard was not attending the Saturday meeting he spoke to his BDO report, which had been previously circulated.

The meeting adjourned at 10pm

The meeting resumed at 8.50am Saturday.

Operations

Alister spoke to his report and the attendees contributed to a decision around how best we improve lines of communication within the group. It was agreed that this could be improved significantly and that all members have a role to play. It was agreed that email traffic should be acknowledged within 24 hours of receipt and that urgent items with shorter deadlines to be so marked in the subject line.

Alister further reported that 15 annual returns from clubs remained outstanding. His plan to enlist the help of the Regional Committees to collect this information was endorsed by the Board. It was noted that the levy payments to the Regions could not be completed until this information was collected.

Of the returns received there is some incidence of membership numbers being manipulated, with “social members” deducted.

The Board was in agreement that this was not an acceptable practice. Kay agreed to contact the Clubs in question.

Regulations

This report was tabled at the meeting and Murray spoke to it, outlining the use of Web meetings. The Committee is proposing to host a Director’s Forum at the National Congress. The details of the forum are to be published on the Website as soon as possible.

Marketing /Development/ Communication

In the absence of a report Kay updated the meeting as to the development of a new Website for NZ Bridge. The mock-up has been completed and Kay will circulate the link to the board members. The final design and implementation would take 4-6 weeks from sign off.

International

Norm spoke to his report that had been pre circulated. It was agreed that the International Programme for 2010 be released early with the view confirming those players in the mix (trialists or squad members) by mid Dec 2009.

It was moved that the Board endorse the following as NPC’S for 2009 as recommended by the Chef de Mission. Alan Turner abstained from the vote.

Open -	Alan Turner
Women’s -	Kris Wooles
Seniors -	Tony Thomson
Youth -	Stephen Blackstock

CARRIED 17/2009

Chef De Mission

The report from Kris Wooles had been circulated prior to the meeting.

Conduct Disputes & Disciplinary

Kris Wooles reported that the Committee had no business in hand at present.

Finance & Strategy

The newly appointed chair, Alan Turner, spoke to the meeting in the absence of a formal report. Alan reported that a very successful meeting was held the previous day with members of the previous finance committee and Peter O'Boyle the Treasurer. A number of good initiatives were discussed at that meeting including re assigning some of the book keeping functions to the Secretary. Alan will compile and circulate a report of the meeting.

Remuneration Committee

Kay outlined the Committees activities for the coming year. These include goal-setting sessions with the employees. Kay outlined the Committee's activities for the coming year, which will include goal-setting sessions with the Secretary and Bridge Development Officer. A Human Resource Management Services is to be invited to join the Committee.

Regional Reports

The Board was delighted to receive reports/ minutes from all 6 regions. A number of good initiatives are underway and the regional committees are sharing this information with each other. The Otago Committee sought clarification on a couple of matters, which Alister is to respond to.

6 GENERAL BUSINESS

Vacancy- National Recorder

Arie reported that he had a suitable candidate in mind and would approach them as soon as possible to ensure that this vacancy is filled as soon as possible. It was noted that one of their first tasks would be to draft some policy and guidelines for the regional recorders.

Hireage of NZ Bridge Equipment

A brief discussion was held regarding policy around the use of our equipment by 3rd parties. This related in particular to the equipment under the care of the Congress Committee including Boards, Screen's and the recently acquired tabletop scorers. It was agreed that Kay and Alister would draft a policy document. In the interim requests to hire this equipment would be managed by the Congress Committee.

SPARC Governance Model

Kay tabled a copy of the "9 steps to effective governance" a SPARC publication. Kay saw this as a useful tool for the Board to use and to model its activities on. Graham agreed to have this bound document copied and would circulate to the Board members and personnel.

Baden Wilson Trophy

Michael reported that it seems this trophy has been misplaced. It was agreed that the board would replace this if the original could not be found. It was also agreed that a trophy for the woman's section be acquired. In light of this likely loss it was agreed that the Administration Committee would compile a Register of Trophies (Congress & Island events). The register is to include a photograph record. Alister mentioned that he was holding 3 trophies (2 damaged) and that he would provide their details to Administration.

Remote Meetings

Murray is to investigate the feasibility of trailing Skype in preference to Phone conference meetings. Murray to circulate his findings and instructions if a trial is considered appropriate

John Lenart

The Board discussed the options around naming an event in honour of the late John Lenart. It was suggested that a trophy could be purchased and attached to either of the “Centre Island” events, which are contested in the region where John resided.

The discussion progressed to the concept of a hall of fame so that those people who have made a considerable contribution to bridge would be recognised and remembered.

The Admin Committee were tasked with progressing these matters further.

Hon Solicitor.

Kay reported that she had contacted Scott Smith regarding this position and that he was interested in assisting. Kay is to contact Scott again to discuss and agree the scope of this position.

Meeting Schedule

A draft schedule of meeting dates proposed for the remainder of the year had been circulated prior to the meeting. Discussion identified a number of issues. Kay is to review the dates taking account of comments made including the need to avoid a clash with the PABF and Bowl events, and recirculate.

Contributions to the Foundation

Patsy reported that she had been approached by several players who were interested in contributing to a fund that could be used to assist promising players to represent New Zealand overseas. The Board welcomed this news and it was agreed that the Bridge Foundation would be the idea mechanism to manage such donations.

The Meeting closed at 11.45am



BOARD COMMITTEE POSITIONS 2009

Administration & Operations

Michael Ware – **Chair** & Patsy Walters

Finance & Strategy

Alan Turner – **Chair** & Michael Ware

Marketing / Development / Communication

Graham Wakefield – **Chair** & Norm Silcock

Event Management – (Goal is to change the name to Congress & Events when Delegation of Authority is completed)

Patsy Walters – **Chair** & Murray Wiggins

International

Norm Silcock – **Chair** & Alan Turner

Regulations

Murray Wiggins – **Chair** & Graham Wakefield

Remuneration Committee

Kay Nicholas – **Chair** / Alan Turner / Graham Wakefield