



## New Zealand Bridge

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### **MINUTES OF THE BOARD OF MANAGEMENT of NEW ZEALAND BRIDGE MEETING**

**Held Friday 30 January at 5.30pm and Saturday 31 January 2009 at 9.30 am  
At the Christchurch Bridge Club**

**Present** Kay Nicholas (Chair), Norm Silcock, Michael Ware (Saturday) ,  
Murray Wiggins, Jim Murray and Murat Genc  
**In Attendance** Arie Geursen, Chief Director, Trish Scott, Secretary and Alister Stuck  
(Appointee to Secretary Position)  
**Apologies** Patsy Walters

#### **1 WELCOME**

The Chair welcomed all and thanked members for their attendance at the meeting.  
Alister was welcomed to the meeting at the appointee to the position of Secretary of NZ  
Bridge

#### **2 CONFIRMATION OF NOVEMBER MINUTES**

**1/2009** It was moved that the minutes of November meetings were true and correct  
records of these meetings. **CARRIED**

#### **3 ADDITIONAL AGENDA ITEMS**

- Board Manual
- Board Committees / Delegation of Authority – yet to receive / approve  
documentation for the following Committees :
  - Finance & Strategy
  - Marketing / Development / Communications
  - Event Management
  - International
  - Regulations
- Technology Advisory Committee – recommendation that such a Committee  
be endorsed
- Coaching Grant – Wellington Region
- Cut off date for Player Ratings

#### **4 MATTERS ARISING FROM PREVIOUS MINUTES (??)**

**Bridge Teachers' Assn** Chair to follow issue up with Bridge Development Officer  
**NZ Bridge Foundation** Chair to follow up urgently with Graham Wakefield  
**Masterpoint Prog.** On Agenda

<b>WBF – Beijing</b>	Letter being prepared by Chair
<b>Strategic Plan</b>	Draft plan has been prepared and circulated – work ongoing
<b>Overseas Gradings</b>	Information to be prepared for NZ Bridge Office re gradings for e.g. England, South Africa, Canada and USA so a formula is known in relation to NZ gradings

## 5 CORRESPONDENCE

**2/2009** That the correspondence as tabled be accepted **CARRIED**

## 6 REPORTS

### Administration

The recommendations regarding the update of the masterpoint programme had been circulated to the Board following a teleconference which included John Kruinger and David Stephen who agreed to represent the Board in an approach to Treshna. Their report is quite positive – believe Treshna has a good understanding of what is required; the project needs management, documentation; clear guidelines around goals; milestone progress payments. Discussion held regarding the price / quoted figures around the project, with a figure of up to \$24,000 being recognised. Any further expenditure would require justification. Meeting to be held at 1.00 pm tomorrow with David and John regarding end goals of the project. The upgrading of the scoring package will be an end result of the upgrading of the Masterpoint Programme around how the Masterpoints are presented. Any other scoring software will need to comply.

**3/2009** It was moved that John Kruinger be endorsed as the Masterpoint Project Manager. There would be no payment for the position but all relevant expenses would be reimbursed. The prime objective of John's role is to ensure the Project is completed as soon as possible and meets the standards specified. **CARRIED**

**4/2009** It was moved that David Stephen, John Kruinger and Martin Oyston be endorsed as Technical Advisors to the Board. **CARRIED**

**5/2009** It was moved that a Technical Advisory Committee be endorsed, comprising the three Technical Advisors, Arie Geursen, Murray Wiggins & Kay Nicholas **CARRIED**

**6/2009** That responsibility of pricing, schedule and signing off of payments to Treshna, and reimbursement of any expenses incurred be devolved to the Technical Advisors and Technical Advisory Committee **CARRIED**

The Technical Advisory Committee will be responsible for preparing a Scope and Delegation of Authority document.

### **Office**

The Office of NZ Bridge will be moved from Christchurch to Palmerston North. It is anticipated the move will occur from the afternoon of Friday 20 February and that the Office will be up and running on Tuesday 10 March. Administrative arrangements are in hand and telephone cover will be arranged and advised to clubs.

Discussions held around the payment of accounts between Trish concluding and Alistair commencing and internet banking facility set up.

February includes the date for the Annual Return from clubs which advises the membership for not only the levy invoice but also the weighting in voting for Board members. This information is due in by 7 February. Nominations for Board members is due into the office by 12 February and will be sent out to clubs as soon as possible following that date to enable voting to be undertaken and back into the office by 15 March 2009.

### **Election – Board Members**

**7/2009** That Trish Scott and Evelyn Hurley be approached to act as scrutineers to assist the Secretary of NZ Bridge in the election process of 2 Board members **CARRIED**

### **Coaching Grant**

Draft Coaching Grant policy had been prepared. Discussion on how to fund the Regional Committees to take responsibility for requests under this policy., e.g. \$1000 allocated per annum, if receipts etc. indicate this amount has been used, next year a further \$1000 will be advanced. If underspent, to be topped up back to \$1000 for the following year (unless there is a plan around a special project covering the shortfall) The outstanding amount presented from last year for the Wellington region will be followed up when further information is received from the Wellington Regional Committee and the Chair and Bridge Development Officer.

**8/2009** That \$1000 be granted to Regional Committees each financial year for use under the Coaching Grant Policy. If used and receipts in order money will be replaced each year to \$1000. **CARRIED**

### **Rating Date**

There had been a number of enquiries from Clubs this year regarding the perceived disparity of Players' expectations of rating points, given the information outlined in detailed reports from the web, and the Rating slips which are sent out to clubs. This disparity apparently comes from the date at which the year end run is undertaken, e.g. 1 October, therefore any results which are not presented and processed by this date are not included in the equation for the following year's ratings. The detailed report given by the website does include this. The possibility of using 31 December as the cut off date for rating points will be reviewed further by the Administration Committee.

### **Manual**

The Clubs have been informed that the Manual will not be available until 1 April to include any amendments to Regulations, Systems, etc. Section D has been made available to the Regulations Committee and Chief Director in an endeavour to ensure this will be up to date e.g. the WBF has new regulations around screens and bidding boxes; insufficient bid examples and weighted adjusted scores, system regulations, e.g. incrypted signals illegal. The other sections of the Manual are currently being prepared with the updated lists of Secretaries and Directors and the necessary amendments to the Constitution, will be forwarded to the Regulations Committee for

editing, etc. This will then be returned to the Office of NZ Bridge to arrange printing and distribution. The Manual will again be available to be downloaded from the web. When the new updated masterpoint system is available, a new Masterpoint Manual will need to be written.

### **International Committee**

Zone 7 Playoffs. Arie Geursen and Alan Turner had a meeting with the ABF, which John Wignall also attended for discussions around the issue. Zone 7 playoffs will be held in Macau, so no additional cost involved; team getting first being through to the final with other teams playing off for right to challenge first time in final. If there are four teams there will be a structured draw. Report on discussions held around this issue, number of 'spots', about Laws; possibility of ABF Board meeting in Hamilton. Arie Geursen, on behalf of NZ Bridge is on Regulations Committee. Kay Nicholas and Alister Stuck will be in communication with the ABF while they are on the Gold Coast.

### **Trials**

Information being collated into a spreadsheet. International Committee to have a conference call soon to clarify / confirm teams and format for trials; advice to be sent to trialists, also date for posting of systems on the web. Policy regarding third pair, selection; travel; lead person to whom players' questions are addressed will also be notified, e.g. whether a uniform is required and if so, what size etc.

### **4 Year Programme**

With the formula of a four year programme being set in place, this will enable early advice to be given to trialists regarding dates of entry, e.g. by 15 December each year.

### **Chef de Mission**

The Chair and Kris Wooles have discussed and agreed a draft Position Description which the Board has endorsed as a Working Document. Credit Card to be arranged for Chef de Mission.

### **Scope and Delegation of Authority**

**9/2009** That the Scope and Delegation of Authority as circulated to the Board be endorsed as a working document for the International Committee **CARRIED**

## **Marketing, Development & Communication Committee**

### **Congress Committee**

To function as do other Committees of NZ Bridge – Scope and Delegation of Authority to be prepared. Discussion regarding subsidy / costings of Congress. Minutes of the Committee meeting to be available to Board members – Chair to follow up.

**PABF 2010** Access to funding will be required in the near future to assist in the preparation of this event

### **Bridge Development Officer / Roles**

Jim Murray and Michael Ware met with Richard Solomon regarding the roles he undertakes on behalf of NZ Bridge, e.g. development, magazine and Congress.

A report covering this meeting was circulated to the Board prior to the Board meeting. This meeting covered issues of bridge development, and the proposal that Regional Committees nominate a Bridge Liaison / Development person. Suggested that the concept be trialled in one region initially; strategies for increasing membership; lesson attendance; bridge involvement. Jim, Michael and Richard to look at the role of the Bridge Development (Liaison) Officer and work on strategies to increase membership and if necessary co-opt others to assist.

### **Bridge Teachers' Weekend**

Date and venue for the next Bridge Teachers weekend to be investigated

### **Conduct, Disputes and Discipline Committee**

Letter received from the Committee indicating resolution of outstanding issue. The Board agreed that an appropriate Budget be allocated to this Committee together with a bank account.

### **Regional Committees**

Report in from the Otago / Southland Region. Request also to replace Jeremy Kennard who had left the region – CV sent for Kirsten Collins.

**10/2009** That Kirsten Collins be endorsed as a member of the Otago / Southland Regional Committee **CARRIED**

The Board meeting programme for 2009 needs to be advised to regions to assist in timely reporting.

## **7 GENERAL BUSINESS**

### **Minutes**

All Committees of the Board to send copies of minutes of meetings to the Office of NZ Bridge for circulation to Board members.

### **Scope & Delegation of Authority**

Chair to send out skeleton formats to Event & Congress Committee; Regional Committees, Technical Advisory Committee and any others as required.

**At 10.00 pm the meeting adjourned until 9.30 am Saturday morning**

**Saturday 9.30 am**

### **Finance & Strategy Committee**

Discussion regarding the Regional Committee accounts; these will be kept as they are at the moment, but savings accounts need to be opened in order to achieve some interest.

Michael Ware will ensure that these are dealt with within the next two weeks. Alister has offered to assist with this process if required.

Currently NZ Bridge is not looking to increase the levy for next financial year. The format for the invoice for the current year was circulated to the meeting.

Budget to be set for CDD Committee and Bank account to be set up (additional justification of expenditure).

VISA cards to be amended, e.g. cancel one in the name of Stan Abrahams, the one in name of Trish Scott to remain until the April end date and not be renewed. The Chair, Chef de Mission and new Secretary will need to have cards issued.

Regular presentation of accounts to be paid, and accounts paid. Scope and Delegation of Authority to cover roles of Secretary, Accountant, Finance Committee.

Process required where Project Manager / Technical Advisory Committee can approve payments around milestone achievements regarding the Treshna masterpoint project.

WBF taxes on youth airfares had been paid and Peter O'Boyle to pay the PABF account.

Meeting concluded at 10.30 am

**NEXT MEETING      Venue and date to be advised**

Regional Conference to follow the end of the Board meeting.