



## **BFACT Council Meeting**

5:30 pm Friday 22 March 2019 Deakin

### **MINUTES .**

*Present:* Marianne Bookallil, Judith Tobin, Julia Leung, Niek van Vucht, Pam Crichton, Keith Huggan, John Donovan, John Niven.

*Apologies:* Jenny McAinsh, Andrew Dawes, Alex Hewit,

*Welcome:* President introduced and welcomed Keith Huggan representing Capital Bridge Club and offered Lyn Moss BFACT appreciation and thanks for her long and depth of service.

Confirmation of minutes: The minutes of the meeting of 8 February were confirmed and cleared for posting to Website.

#### Action Items from Minutes of 8 Feb:

- A) Judith advised that attempts to obtain secure lodgement at bank was unsuccessful. Service only offered by the major banks or by specialised storage coys. in Sydney or Melbourne. Marianne advised that she had agreed with Kerry that BFACT could hold a small lockable container within CBC safe.  
*Marianne to purchase small lockable container.*
- B) President contacted John McIlrath to secure timing for director training. John advised of two dates weekend of 31Aug/1Sep or a date in November. Marianne was concerned preferred date of 31Aug/1Sep clashed with father's day. Agreed as Sunday training was ½ day and alternate was too late in year training would be over 31Aug/1Sep week end. *President to lock in agreed weekend with John McIlrath.*
- C) Letter to BFACT associated clubs (and thumb drives) requesting information required by changes to Incorporated Associations Legislation distributed to CBC and Capital reps. SCBC letter will be delivered on Wednesday. Clubs asked to advise secretary of any issues prior to forwarding copies to regional clubs.

#### 1. President's Report (MB):

President spoke to David Morgan, Chair of ABF Tournament Committee, on matter of gaining PQPs for CiB. While supportive ABF did not feel a mixed event was an appropriate vehicle for PQPs. President would take matter to ABF AGM in April and request support CiB mixed event in line with ABF support for mixed events and guidance for BFACT to obtain PQPs or VP event in line with other states. The expectation is that this would not be achievable for the current year. However, ABF recognition via pre-entry to trials for 1<sup>st</sup> & 2<sup>nd</sup> (in full or in part) or 50:50 in terms of

cost. President sought and received Council approval to expend CiB funds in this respect. This would be only for the current year as we would hope to obtain PQPs or equivalent recognition from ABF for 2020 and out years. The objective would be to obtain ABF in principle agreement that the event is worth recognition.

## 2. Treasurer's Report (JL):

In meeting council's request to prepare abridged financial reports for council meetings Treasurer advised she had continued the procedures inherited from prior treasurers. While she is able to process transactions at the overall account level she is still learning which lower level accounts are affected. The Treasurer advised that her key objective was to prepare BFACT financial statements each financial year for submission in line with Incorporated Association requirements. In order to achieve this for 30 June 2019 she would need the assistance of a bookkeeper. The summary statement for the period since 30 June 2018 are approximately:

Receipts for period	\$42,000	
Payments for period	\$40,000	
Net receipts		\$1,260

Council members advised that clubs/teams had not taken up their subsidy to the summer festival,  
The bulk of BFACT expenditure related to the ANC and occurs in the coming quarter,  
and  
Masterpoints bills arrive every 90days and some may be outstanding.

The treasurer advised that masterpoint accounts were well documented and not an issue. Problems arose with undocumented transactions.

The President advised that certain receipts were received in cash on the day and these were held by CBC Manager in the CBC safe. John D said he could assist in identifying undocumented bank transactions.

President put to council that treasurer seek sources of bookkeeper assistance, contact Kerry to obtain access to safe and with assistance of bookkeeper develop a code to identify bank transactions.

Noted that future events where cash receipts would be obtained and held in safe were as identified on CBC events page.

## 3. Tournament Secretary's Report (NvV):

Women's team event has been run but a team has not been identified as yet as some participants are awaiting outcome of seniors/open events.

Open stage one has been completed with some issues resulting in 9, rather than 8, pairs qualifying for final with final 3 pairs to be selected from Sunday's event.

13 pairs have nominated for seniors' event so a Monday night event will be held to determine 10 pairs to go on to final. An additional pair would be sought to even up the Monday night comp.

Youth team is being organised, NvV to accompany as NPC. John Yoon is continuing to organise.

An issue as to Director for seniors' comp was discussed. While Christy had the experience and abilities, she had not undertaken the appropriate exam. Christy could direct if she completed the appropriate exam in time otherwise a suitably qualified Director would be nominated.

4. ABF Notice of AGM

Noted by council

5. Recent & Upcoming Competitions

GNOT knockout teams competition major event coming up in May.

6. Nomination of BFACT ABF Councillor

Secretary confirmed Nomination of Roy Nixon had been sent and confirmation receipt has been received from ABF.

7. BFACT administration (membership details)

Covered above only issue from clubs may be level of Information required

8. Banking (JL)

ANC travel subsidy discussed. BFACT matched contribution from CBC. Last year subsidy was \$450 pp. The high amount was due to ANC being held in Tas. The subsidy this year should be \$350 to \$450 pp half may be funded by Barry Turner Fund, after negotiation with CBC. When team captains are considered this may include up to a maximum of 28 players. An extra expense may be the Victory Dinner. Tickets would be purchased directly and supplied to participants.

Treasurer to research costings and report at next meeting.

Treasurer has discussed our banking circumstances & requirements with representative of Beyond Bank who was an expert in Not for Profit (NFP) organisations. Critical to Council is the requirement that, as far as practicable, key accounts require a second 'signature' to authorise transactions

Issues included creation of additional account(s), one to sign Debit Card, refund of GST (BFACT being NFP) and transfer of monies from low interest to high interest Money Saving account. Problems were that wording in previous minutes were not adequate for Bank's purposes and we would need to pass the following Recommendation:

Currently we have:

- Community account with bulk of funds, earning 0.8% interest
- Access Savings account, nil interest, used for CIB
- Investment account with term deposit

Recommendation:

1. Open a Money Saver account, and transfer majority of funds from the Community account across, for a better interest rate. The Money Saver account earns 1.7% for balances over 5K. (this would be a Two to Sign Account)
2. Keep the Access Savings account i.e. continue use for receipt of EFTPOS funds during CIB.
3. Open a Community account called Events (also a Two to Sign Account),
4. A Debit Visa card attached to an account and is set up as one to sign. The person must meet the signatory requirements of the bank, a new account can be set up if required
5. The card would be utilised by the Convenor of an event for small day to day expenses only during the period of the event. As a safeguard, have a Letter of Understanding to specify how the funds are spent. This would be in line with Card operating instructions to be developed in line with discussion below
6. The three current signatories will all have full access to the accounts.

Moved:

Seconded:

Council agreed this matter would be further progressed with council members advised of any significant changes and reconsidered at next meeting.

Other banking matters

- to follow up how to deregister for GST;
- Extension to GST not required as return submitted on time;
- Treasurer to contact ATO and register as contact for tax purposes president to be included as second contact;

- Treasurer to seek bookkeeping assistance from Bridge community as first option otherwise obtain quote from external sources possible contacts were considered;
- Domain name, host & associated email addresses renewal. Request Emlyn to renew and refund for costs; and
- Card security and operating instructions to be developed by Treasurer, Secretary and someone with practical experience as a convenor. Card to be held with nil (or minimal) balance in BFACT secure container within CBC safe when not in use.

### **Other Business**

Judith to contact Emlyn to discuss updating of events and updating council membership

John D follow up from interclub teams hope to have 4 divisions including novice but would depend on entry numbers he noted council concern as to level of involvement and he would seek assistance.

Treasurer to forward an initial ANC Subsidy by 26<sup>th</sup> April to Council via Secretary in case requests as to approximate subsidy are received, other documents can be distributed similarly.

Next Meetings: meeting scheduled 10 May 2019.