

Minutes 2018 AGM and 2018-19 BFACT Council Meetings

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Minutes
Annual General Meeting
Sunday 16 September 2018, 5 pm,
CBC Clubrooms, Deakin

1. **Attendance:** Hasmat Ali, Justine Beaumont, Marianne Bookallil, Sue Clarke, Peter Clark, Pam Crichton, Ross Crichton, Ian Dalziell, Len Dixon, John Donovan, Stephen Fischer, Jeanette Grahame, Peter Grant, Atul Hajela, Greg Haustead, Terry Heming, Terri Henderson, Ivan Johnstone, Ruth Landau, Julia Leung, Patricia McDonald, Stephen Mendick, Lynne Moss, John Niven, Roy Nixon, Ann Pettigrew, Ian Robinson, Andrew Spooner, Judith Tobin, Lyn Turner, Jodi Tutty, Doina Uzubalis, Niek Van Vucht, Daryl Whitfield, Emlyn Williams, Phil Young.
2. **Apologies:** Faye Grant, Elizabeth Havas, David Hoffman, Julia Hoffman, Cathy Nichols, Sebastian Yuen.
3. **Acknowledgement of proxy votes:** Sebastian Yuen provided his proxy vote to the President.
4. **Confirmation of Minutes of the 2017 AGM**
Motion: “that the Minutes of the AGM of 2017 be accepted as a true record of that meeting”. Proposed Ian Dalziell, seconded Jodi Tutty. Accepted.
5. **Matters arising from the Minutes of the AGM of 2017**
No matters arising
6. **Report of the President**
Marianne presented her report. She thanked the retiring committee members John Yoon (treasurer) and Ian Dalziell (secretary).
7. **Special Resolution**
Motion: That the Rules of the Association, known as the “BFACT Constitution”, be replaced in whole by the document “BFACT Constitution 2018”, a copy of which is attached to the notice of motion and marked Annexure 1.
John Yoon explained the need for constitutional reform and that the drafted new rules had been circulated to members, discussed in a public meeting and been on the BFACT website.
The Motion was passed unanimously: 21 Ayes, 0 Noes, 0 Abstentions.
The members of the subcommittee (John Yoon, Sebastian Yuen, Marianne Bookallil and Ian Dalziell were thanked).
8. **Report of the Treasurer**
The treasurer tabled his final report and the previously circulated audited financial statements for 2017-18. He noted that although the finances

remained healthy, there were uncertainties. In 2017 the Canberra in Bloom festival had run at a financial loss and it was too early to determine the result of the 2018 festival which is yet to be held. He therefore recommended that the affiliation fee remain unchanged in 2018-19. He also suggested that the new Treasurer and Council consider de-registering the Council for GST purposes. Acceptance of the report was moved and seconded (John Yoon, Roy Nixon). The report was accepted.

9. **Appointment of Auditor for 2018-19**

Motion: "that Mr Peter Parsons be re-appointed as auditor for BFACT for 2018-19". Proposed John Yoon, seconded Lynne Moss. Accepted.

10. **Affiliation Fee for 2018-19**

Motion: "that the annual affiliation fee for 2018-19 be set at \$8.50 (including GST) for all members of affiliated bridge clubs". Proposed John Yoon, seconded Ian Dalziell, Accepted.

11. **Report of the Tournament Secretary**

Niek presented and spoke to his written report that was accepted by the meeting.

12. **Appointment of Returning Officer**

Roy Nixon was appointed as Returning Officer and presided over the Council elections.

13. **Election of Office Bearers:**

President	Marianne Bookallil	Declared elected
Vice President	Judith Tobin	Declared elected
Secretary	John Niven	Declared elected
Treasurer	Julia Leung	Declared elected
Tournament Secretary	Niek Van Vucht	Declared elected

The President thanked Ian Dalziell and John Yoon who are retiring from the Council for their many years of dedication to the Council.

14. **Any Other Business**

Stephen Fischer spoke on his committee's proposals for reform to the selection procedures for the Seniors' Trial. Both Ian Robinson and Ross Crichton made suggestions. Members were asked to contact Stephen if they have other comments. These included implications for the creation of the Calendar.

15. There being no further business, the President thanked everybody for their attendance and declared the meeting closed at 5.40 pm.



BFACT Council Meeting

5:30 pm Friday 05 October 2018 Deakin

MINUTES

Present: : Marianne Bookallil, Judith Tobin, Julia Leung, Niek van Vucht, John Yoon, John Donovan, Pam Crichton, Lynne Moss, John Niven

Apologies: Jenny McAinsh, Andrew Dawes

The President welcomed everyone to the New Council especially new members:
Julia Leung as Treasurer, and
John Niven as Secretary.

Confirmation of minutes: The minutes of the meeting of 24 August 2018 were confirmed (M: Lynne Moss, S: John Donovan).

1. Matters Arising:

Advertising of Canberra in Bloom (CiB). The failure of there being any advertising of the CiB within recent congresses was noted. The reason for this failure to be followed up with ABF by the President.

Timing of Seniors and Open Teams selection competitions was discussed as well as the availability of a state rated director. Need to resolve all issues by end of October in order to meet printing deadlines may force our hand re. Next year. We may need to run Seniors selection over two sessions in April. Niek to take up with Calender Committee.

2. President's Report (MB): The President advised that the new BFACT Constitution was accepted at the AGM and correspondence from ACT Govt meant it was now in effect.

As a consequence of the new Committee bank signatories would need to be updated. Council noted the requirement to remove John Yoon and Ian Dalzeil and add Julia Leung and Judith Tobin as signatories to the Beyond Bank account.

Signing Officers were to arrange to meet at BFACT banking Civic offices at a mutually agreed time to register signing changes.

The Council agreed to undertake all steps required to enable use of Electronic Approval of banking Transactions. (M: Julia Leung, S: Marianne Bookallil)

3. Treasurer's Report (JY): The CiB was expected to return a profit of \$2k - \$3k with Youth Subsidies to be in the order of \$10k. These figures were as yet not finalised. The Council would be advised once final figures were available.

4. Tournament Secretary's Report (NvV): Covered above

Other Business

5. Motion to appoint supplemental councillor John Donovan : Motion was put and carried. (M: Marianne Bookallil, S: Lynne Moss)
6. Staffing of following functions: Public Officer; Director Coordinator; Contact for ABF determining Masterpoints for overseas players. John Donovan to undertake last role. Secretary of ABF to be advised. As Public Officer an extension of Secretary functions John Niven to undertake this function. Secretary to notify Access Canberra by 5 November as required. President to pursue suitable nominee for Director Coordinator.
7. New Constitution – membership list. Discussion as to the means by which the Council would fulfil this new legislative obligation. Agreed that the most practical means to fulfil this while ensuring maximum privacy to members was to obtain details from individual clubs via thumb drives which would be securely stored. These would be returned to clubs for update annually. Agreed John Yoon to research actual address requirements to be maintained (streetVpostal) : Marianne to purchase requisite number of thumb drives.
8. Recorder for BFACT. Functions and need for recorder was discussed. President to ask Stephen Fischer if he is available.
9. Out of Council Decision Beginners Championship CBC event not BFACT
Recording an out of session decision by the old council. The beginners championship was inadvertently put in the calendar as a BFACT and not CBC event. BFACT didn't have an honour board etc and it seemed silly to keep as a BFACT event given its history - a decision was made out of session to run as a CBC event
10. C2 Directors Exam Pass by Stephen Fischer The excellent pass in the Theory and recommendation that Stephen be accredited at C2 director level was noted. Marianne to liaise with Sebastian re protocol to appointment. Matter deferred to next meeting.
11. Recent & upcoming competitions. In order to anchor next year's timings it was agreed that the 2019 AGM and Gala Pairs would be scheduled for Sunday 29th September.
12. Other Business. a) The benefits of deregistering for GST and only registering in years ACT hosts ANC when it is an issue was discussed. A second opinion to be obtained from Ian Thompson.
13. Other Business. b) The lack of any BFACT sponsored event attracting PQP points was discussed. Need to negotiate with ABF after discussion with

Roy Nixon on any historical matters affecting ACT as we seem to be only jurisdiction without an owned PQP event (Summer Festival is ABF).

14. Other Business. c). The need for a new Honour Board re Open Teams was discussed. John Donovan to discuss with CBC their willingness to provide space for a board. Costs will be met by BFACT. Matter is not urgent.

15. Other Business. d). Council noted the request by CBC for grant/subsidy in line with BFACT policy for various bridge related items. Agreed this could be done once CBC had submitted a formal receipt inclusive of GST

Next Meetings: Council meeting scheduled for 7 December 2018.



BFACT Council Meeting

5:30 pm Friday 7 December 2018 Deakin

MINUTES :

Present: : Marianne Bookallil, Judith Tobin, Julia Leung, Niek van Vucht, Alex Hewitt, John Donovan, Pam Crichton, Lynne Moss, John Niven

Invitee : Justine Beaumont.

Apologies: Jenny McAinsh, Andrew Dawes

The President welcomed everyone and especially our invited visitor Justine Beaumont.

Confirmation of minutes: The minutes of the meeting of 05 October were confirmed and cleared for posting to Website subject to amendments.

Matters Arising:

The President formally introduced Justine Beaumont who would present her report into her review of the Canberra in Bloom (CIB) arrangements.

Justine spoke to her paper which covered: Publicity, Staffing, Venue, Tournament Regulations and Website, Entries and Infrastructure.

Some matters i.e. financial, would not be final until the accounts of the 2018 CIB was finalised.

A discussion on the format for CIB 2019 that would maximise the attraction of PQPs ensured. This included length of Tournament, teams - mixed partnership, swiss, knockout it was agreed Justine would follow up with David Morgan (Chair of ABF tournament committee) to discuss most likely format to be allocated PQPs

Another issue was clarification on definition of a "country" entry given the nature of ACT.

Justine was thanked for her thorough report and arrangements for follow up discussions would be made between Justine and Marianne. .

1. President's Report (MB):

The President advised that

Stephen Fischer had agreed to take on the post of BFACT Recorder

Sebastian Yuen had agreed to be Director Development and

Secretary to send thank you to accepters and also notify John McIlrath of Sebastian's appointment.

2. Treasurer's Report (JY): The treasurer advised of difficulties in accessing the banks electronic signature process. This would need to be followed up with bank.
Priority for treasurer is to clear current accounts.
3. Tournament Secretary's Report (NvV):
Seniors ANC trials. Niek,Pam, John Donovan and Marianne to meet to discuss recommendations / format for the seniors trials.
4. ACT Legislative Changes
Pam to investigate ability to obtain a secure drawer/space at CBC for BFACT to comply with ACT legislative requirements while providing adequate security re members private information
5. The TBIB insurance paper was noted
6. Entry to restricted events by Grand Slam member will be at discretion of tournament organiser until negotiations between ABF and Grand Slam as to translation of rankings reach agreement. There is also a proposal that having won a restricted event will prevent recompeting for the event
7. Noted that Roys term as ACT councillor is up for reappointment proposed to reappoint Roy as councillor

Other Business

SCBC reported that it was holding its AGM next week . As the current President was in Hospital he would not be standing, the club was also looking at undertaking recruitment and teaching of new players

Lyn (capital) advised the club was to produce a booklet advertising the club and may seek a marketing grant

Next Meetings: Council meeting scheduled for 8 February 2019.



BFACT Council Meeting

5:30 pm Friday 8 February 2019 Deakin

MINUTES

Present: : Marianne Bookallil, Judith Tobin, Julia Leung, Alex Hewit, Pam Crichton, John Niven.

Apologies: Jenny McAinsh, Andrew Dawes, Niek van Vucht, Lynne Moss.

Confirmation of minutes: The minutes of the meeting of 7 December were confirmed subject to corrections and cleared for posting to Website subject to amendments.

16. President's Report (MB):

The President advised that a meeting was held to discuss the CIB the format of the

Mixed Teams would depend on number of entries with 8 teams to final; other event could be on a knockout format, other options would be on a Swiss Round Robin.

The matter was deliberated by Tournament Committee but as yet no decision is known.

There is expected to be a charge for the venue this year. Justine to organise a committee to look at arrangements Pam to email possible committee members to Justine.

17. Treasurer's Report (JY): The treasurer advised of continuing difficulties in managing the banks electronic signature process. Most issues are resolved or in process of being resolved. There may need to be a new account set up to facilitate banks second approver.

The council agreed to the setting up of other account(s) to facilitate the exercise of the requirements the constitution Annex 4 relating to account oversight. Moved Pam Crichton Seconded Alex Hewit.

The bank also suggested changes to Fixed Term Interest accounts to improve return to BFACT. This may also require adjustment to accounts.

Julia advised she would need to prepare the GST return for 17-18 years and due 28 Feb. as well as due to threshold limits we would be better off deregistering for GST except for ANC years. Agreed we would examine process for achieving this

Julia would also examine presenting an abridged financial report to meetings.

Julia to examine problem with possible unpaid invoice. It is not clear BFACT has received invoice from club and this would first need to be clarified prior to consideration of payment

18. Tournament Secretary's Report (NvV):
NA

19. ABF Councillor

Council agreed to renomination of Roy Nixon as BFACT Representative.

20. BFACT Legislative Change Requirements.

- a) Under legislative change Secretary is responsible for maintaining register of members.
- b) This raises the issue of maintaining membership information securely.

There is the issue of a secure container being an attraction to thieves.
Julia and Judith to check with possibility of storing USBs at bank.

Secretary to distribute Thumb Drives to member clubs and obtain information for retention for ACT govt.

21. Director Development

President discussed Sebastian's role in training and development of Directors.

Some costs would be involved, BFACT has funds available. Costs would include paying for director training and mentoring directors, who would need to be paid if working for the whole event. BFACT would use the same formula as the ABF of paying directors in training 50% of the usual director fees. CIB could be used as a training ground for senior level.

Alex Hewit advised SCBC is particularly interested in training up new director(s).

President to contact John McIlrath to agree date for director training.

22. Marketing Grants.

Changes are expected to be made to future marketing grants to clubs via ABF these are expected to be halved. More specific information is to come.

23. Competitions

Niek, Pam, John D and President met to discuss Seniors Competition.
Stage 1 would be held on 8th & 15th April.

Finals would be scheduled for end of April with 10 pairs expected to participate.

Actual dates and format of finals to be finalised.

A Senior Director would be needed for this event.

24. Interclub Teams

In absence of John D president spoke to John's paper. Currently scheduled for 23 July.

Issues of concern are that John D as Convenor and Director would need assistance. Catering would also need consideration.

Pam raised the issue BFACT assisting in subsidising catering for upcoming CBC events.

Currently CBC would cater the upcoming women's event, BFACT would cater the upcoming open event.

MB to write up changes Seniors Trial event for publication in CBC newsletter.

Discussion on difficulty in getting nominations for Restricted events

25. TOURNAMENT QUALIFIERS

Nieks email was discussed and it was universally confirmed that were a qualifying pair was no longer available then a new pair from a further event should be selected and not allow substitute for one of the original qualifying pair

Other Business

SCBC changes to Office Bearers were advised

A discussion of the benefit of obtaining services of high quality Sydney based teacher to ACT and possible subsidy by BFACT ensured. The view was the teacher and teaching methods used had much to offer.

Discussion of return from ABF indicated no areas of significant concern

Next Meetings: Council meeting scheduled for 22 March 2019.



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.

26. 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 1st & 2nd (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.

27. 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.

28. 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.

29. ABF Notice of AGM

Noted by council

30. Recent & Upcoming Competitions

GNOT knockout teams competition major event coming up in May.

31. Nomination of BFACT ABF Councillor

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

32. BFACT administration (membership details)

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

33. 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 26th 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.



BFACT Council Meeting

5:30 pm Friday 10 May 2019 Deakin

MINUTES :

Present: : Marianne Bookallil, Judith Tobin, Julia Leung, Niek Van Vucht, Pam Crichton, John Donovan, Alex Hewat, Keith Huggan, John Niven.

Apologies: Jenny McAinsh, Andrew Dawes.

President welcomed attendees and opened meeting.

Confirmation of minutes: The minutes of the meeting of 22 March were confirmed subject to updating of banking minute and cleared for posting to Website.

Action Items from Minutes of 22 march:

- D) President had acquired a small lockable container.
- E) President contacted John McIlrath to agree weekend of 31Aug/1 Sept. to undertake director training. Mr McIlrath agreed.
- F) Outstanding letters (and thumb drives) to BFACT associated clubs requesting information required by changes to Incorporated Associations Legislation delivered to SCBC and mailed to Monaro and Cootamundra Clubs. Completed USB drives from CBC & Capital now held in CBC safe.

34. President's Report (MB):

The President advised that her recent attendance at ABF meeting highlighted two matters of interest to BFACT.

- a) APBF is to be held in Perth in 2020. Issues are is BFACT going to send teams. If so, how many and how do we choose teams.
- b) Other matter is the Strategic Plan. A copy of which is on the website. The ABF is looking at a number of areas including assisting clubs, marketing, new members and International plyers. The ABF plan will require money which will come from the States. Marketing grants have already been reduced and will disappear in 2020 to be replaced by a process in which clubs will be able to apply direct to the ABF. (see email to clubs of May 4th) Clubs may commence applying in line with the email. Another area of savings suggested by the ABF is reducing the amount of Masterpoint Charges returned to the States. In relation to BFACT this is not expected to be significant in the order of \$600.

35. Treasurer's Report (JL):

The treasurer distributed and spoke a statement which compared BFACT Income and expenditure in relation to the State hosting the ANC that year. The budget will require adjustment to remove the effect of ANC income in the previous year and currently we are experiencing a loss of approx. \$7600. This is expected to increase by the amount of subsidy to players in the ANC as well as guardians for the underage members in the youth team.

36. Tournament Secretary's Report (NvV):

The Tournament Secretary announced the makeup of the Open, Women, Seniors, and Youth teams. These were ratified in turn by Council and will be posted on the BFACT website.

Lessons/feedback learned from the trial process included:

Seniors trials were all held at night whereas competition is during day.

Split Field in open made management more difficult than needed.

Women's field was smaller than expected and this would need to be increased in future.

Standard costs for trials appeared to be inequitable given the different amount of games played. A solution would be to slightly increase the fees for trials involving a larger number of games.

Were players qualified for more than 1 event the tournament secretary recommended allowing the player to choose their preferred option. This would foster more harmonious team makeup.

The President thanked Niek for undertaking the long and difficult task of organising the ANC teams.

Discussion on subsidy for ANC indicated \$320 per person, plus \$100 direct purchase of ticket for those attending the dinner and a further \$300 for tickets for 3 guardians for under age youth team members. CBC Barry Turner Fund will provide half the subsidy for ANC team members.

Discussions were also held on process for paying subsidy into players accounts and payment of amounts ABF.

37. Substitution Adjustment Register(MB)

A formal complaint made against a pair competing for the ANC highlighted the need for robust rules for those competing for significant BFACT events.

Judith to examine BFACT, Interstate and ABF regs to ensure BFACT substitution regulations are robust and report back to Council.

38. National Director Sebastian Yuen (MB)

The President congratulated Sebastian Yuen on being promoted to National Director level 1

39. Canberra in Bloom (CiB) (MB)

President advised that Justine had called and that little had changed re CiB however she was in need of someone to assist her on advertising.

Other matter relates to BFACT running a mixed teams event at CiB. The ABF did not offer PQPs however they did offer a prize of free entry to the first placed team to the mixed playoffs. This prize was available to 2nd and 3rd placegetters should the higher placegetter not be able to take up the prize. The prize would lapse after 3rd placegetter.

40. ABF Medallions (MB)

Used by BFACT only for CiB however ABF has advised of changes to ordering where states order direct from manufacturer rather than ABF.

41. Recent and Upcoming Competitions

JD advised that invitations have gone out to clubs for the interclub competition and he would shortly be visiting clubs to encourage novice and restricted players to participate. He would later be seeking assistance to manage the catering.

42. Banking (JL)

Treasurer has continued discussions re our banking requirements with our Bank. Further these outcomes were discussed and assessed by Council out of session.

These discussions have led to the following amended banking arrangements proposal.

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

The committee agreed upon the following:

- The community account (no. 03416852) will remain open on a transitional basis as members have these account details to make payments. This will be changed to be a 2 to sign account. To provide a greater interest rate a 'monEsaver' account will be opened and called the Operational Account. The Balance in the community account will be transferred to the 'monEsaver' (Operational

Account). Over the coming year members will be informed of the account details for the 'monEsaver' account and in approximately 12 months the community account will be closed. Julia will inform Beyond Bank when this account should be closed.

- The current Access Savings Account (no. 03558622) will be closed
- A 'monEsaver' account will be opened and called BFACT operational and this will be a two to sign account. All major purchases for the event will be paid from this account via invoice.
- A community account will be set up for BFACT events and called Events account and may have a debit visa card attached to this account for Convenors. At a later stage one of the committee members may also be issued a debit visa card attached to this account to make small purchases. This is a one to sign account which the current signatories will have access to. The committee will only hold limited funds in this account and then top it up as needed.
- The signatories to all the accounts will be Marianne Bookallil, Julia Leung and Judith Tobin
- Once these accounts are set up all payments and transfers between the accounts will be completed via the business banking platform with Beyond Bank. These three signatories listed above will have full access to all the accounts.

Moved: J. Leung

Seconded: M. Bookallil

Carried

Other banking matters

- Follow up how to deregister for GST is still in progress;
- Registration of current contact officers with ATO for tax purposes hampered by our inability to determine current contact officer process continuing with ATO;
- Treasurer has obtained bookkeeping training and is now comfortable with makeup of spreadsheet and John Yoon has offered assistance in preparation of end of year accounting data;
- Domain name, host & associated email addresses renewal has been completed; and

- Need for card security and operating instructions will be revisited should council see a need to activate a card in the future.

43. BFACT Legislative Change Requirements

See action Item C.

44. Director Development

See action Item B

Sebastian had advised president that he was still awaiting advice on structure of training weekend and he will put together a strategy for maintaining skills of Directors for next council meeting

45. Marketing Grants.

See Presidents Report

46. Competitions International(MB)

As mentioned above the APBF will be held in Perth during 2020. While a national team will be sent there may be openings for state representative team(s) to participate. The issue at hand is if we send BFACT reps how do we select them in the time available. The problem relates to the available time does not have much scope for an extra competition and if we utilize an existing event which?

Tournament Secretary (NVV) to review calendar to determine possible selection avenues.

Other Business

Judith advised that the update to the Website of results and current office holders had been undertaken by Emlyn.

Alex advised that SCBC had received a grant to update playing equipment. SCBC has since determined that not all the expected equipment needed updating and would send a letter asking that the remaining funds be availed to update other needed player equipment.

Pam advised that she would be put forward a marketing grant of which the BFACT component would be \$1000

Next Meetings: Council meeting scheduled for Friday 5 July 2019



BFACT Council Meeting
5:30 pm Friday 05 July 2019 Deakin

MINUTES :

Present: Marianne Bookallil, Julia Leung, Niek Van Vucht, Pam Crichton, Alex Hewat, John Niven.

Apologies: Jenny McAinsh, Andrew Dawes. Judith Tobin, John Donovan, Keith Huggan.

President welcomed attendees and opened meeting at 5.30.

Confirmation of minutes: The minutes of the meeting of 10 May were confirmed and cleared for posting to Website.

Action Items from meeting of 10 May:

- G) President had acquired a small lockable container 3 USBs had been returned from clubs. Container now held in CBC safe,
- H) VPs examination of BFACT and Interstate substitution rules at agenda item 1,
- I) Subsidy and tickets for ANC have been paid some possibility of discount for youth players still open,
- J) TD prepared and distributed paper on managing APBF,
- K) Treasurer advised finalisation of Banking arrangements should be resolved once approved minutes are available to bank.

47. President's Report (MB):

The President advised that Tournament Secretary has been progressing work for ANC and Treasurer has been progressing accounts for end of year. These & other matters would be covered individually.

48. Treasurer's Report (JL):

The treasurer distributed and spoke to a provisional set of BFACT accounts as at 30 June 2019. John Yoon has assisted in clarifying outstanding payments as at 30 June 2018. The Treasurer highlighted and spoke to variations to budget and prior year amounts. Overall both Income and expenditure were lower this year and some figures required further checking. The emphasis on remaining work would be to prepare the accounts for audit.

49. Tournament Secretary's Report (NvV):

The Tournament Secretary advised that ANC arrangements were progressing however there remained some confusion over Government House invitations. This matter would be left to VBA to address. Board dealing for CiB is underway this would be costed at a per board rate.

50. Substitution Adjustment Register (MB)

The President spoke to the Vice President's paper on substitution adjustment register. Judith examined BFACT & NSW processes made various comments/ suggestions. VBA is currently examining their process and has agreed to share the outcome with BFACT. The President suggested that once the VBA information is available the matter should be progressed via a sub- committee with a view to finalisation of policy by ANC trials in 2020. The President will find sub-committee members.

51. Director Development (MB)

The President spoke to Sebastian's paper. The makeup of the Course scheduled 31 August & 1 September was noted and agreed and would be advertised on CBC Web Page. Sebastian to contact Ian Dalziell for any past flyers and work done for prior courses.

Sebastian noted the need for a current list of ACT Directors this could be requested at the time Sebastian advises clubs of upcoming training. Results from previous attempt to establish a stocktake of directors would be sought. The Committee agreed the list should be of active directors and those no longer willing to be active to be removed from the list. SY should seek updated details from clubs.

52. Marketing Grants.

The SCBC request to repurpose the balance of their existing grant was agreed.

53. UPCOMING EVENTS

a) Canberra in Bloom 4-7 Oct. (CiB) (MB)

President advised that Justine had called and that progress on structure of event was not finalised and for 2019 a 3 day mixed team event was proposed for rather than 4 day which may be available in following years. The proposal was to name the event the Val and John Brockwell Mixed Team event in recognition of their efforts to establish CiB as a gold point event. No objections were raised to this. Justine has advised she requires assistance to take entries. This action is in train.

b) Inter Club Teams 21 July (MB)

President spoke to John Donovan's paper. John has advised while he remains convenor, he has replaced himself with Christy Geramboux as Director. He will be present throughout the day but notes the low level of entries to date and would request club reps. advertise the event to their members as well while he will organise nibbles through day, but not lunch, he requires someone to organise platters at end of session.

Reps agreed to advertise and Secretary agreed to arrange end of session nibbles after liaising with JD as to final numbers.

- c) ANC will be in Orange NSW in 2021.
- d) APBF Selection
APBF will be run in Perth during April 2020. Currently selection of ACT team representatives will be by invitation for expression of interest (EOI) in CBC bulletin and advice to clubs. Budget costs for BFACT will include cost to APBF, entry fee for team and subsidy for costs including airfares yet to be determined.
Playoff for team selection will be determined on number of entries and to allow for other selection events and festival timings.
Outstanding matters requiring resolution prior to formal EOI are:
amount, if any, to be contributed by BT Fund, dates of competing events, estimate of costs of fares
- e) Gala Pairs/AGM 29 September
This will occur weekend before CiB. MB to organise
- f) ANC Women's Team
An issue may arise if Margaret Bourke is unavailable to play. Given the v. short notice to commencement of competition it was agreed that should this occur Elizabeth Havas be requested to arrange an alternate partner in consultation with NPC.

54. Banking (JL)

Treasurer advised all significant matters have been discussed above.

55. BFACT Legislative Change Requirements

Still awaiting return of thumb drives from Monaro & Cootamundra Clubs. All other drives should be within container within CBC safe. Secretary to email clubs requesting they be brought to ACT by anyone attending interclub teams. If not JN to forward reply paid padded envelope to contacts.

Other Business

Alex Hewat (SCBC) noted that SCBC had in the past run the Aust. Wide Pairs (sponsored by Australian Bridge magazine). It has been suggested that CBC may also be running this event. The problem with two clubs independently running this event is a player may attend at one club and replay the event at another venue. Alex advised that SCBC should be the coordinator of this pairs event in the Act having historically undertaken the role. Pam C (CBC) was not aware of any moves by CBC to host the event. President advised that it would first need to be determined if CBC was also planning to run the event, if not then the second question can be considered with BFACT negotiating an agreement between clubs.

AGM

President requested all elected members to advise their willingness or otherwise to stand for re-election at AGM. All present elected members signified their preparedness to continue in position.

Secretary to research & distribute AGM timetable of action items necessary for lead into AGM

Next Meetings:

Council meeting scheduled for Friday 23rd August 2019 **commencing at the later time of 6PM**



BFACT Council Meeting

6.00PM pm Friday 23 August 2019 Deakin

MINUTES:

Present: Marianne Bookallil, Judith Tobin, Julia Leung, Niek Van Vucht, Pam Crichton, John Donovan, Keith Huggan Alex Hewat, John Niven.

Apologies: Jenny McAinsh, Andrew Dawes.

President welcomed attendees and opened meeting at 6.00pm.

Confirmation of minutes: The minutes of the meeting of 05 July were confirmed and cleared for posting to Website.

Action Items from previous meeting

- L) Treasurer advised finalisation of banking arrangements have been completed by bank. Operational testing was still to be completed by treasury group.

56. President's Report (MB):

The President advised that other than ABF advising of minor constitutional changes all matters of consequence would be raised separately.

57. Treasurer's Report (JL):

The treasurer advised that the financials, as presented at last meeting, were with the auditor Peter Parsons. The task was expected to be finalised in time to meet AGM requirements and he had agreed to continue as auditor in 2020. Distribution to members could be achieved by uploading to the website.

58. Tournament Secretary's Report (NvV):

The Committee members confirmed receipt of the various captains' reports. The Tournament Secretary advised the minutes should reflect the excellent results achieved by the ACT Women's Team in spite of the difficulties encountered.

NvV advised that for selection events the ABF has released a new Swiss Pairs VP scale that he proposed using for all imp pairs selection events. He would shortly be distributing events that will need to be scheduled in next years calendar.

59. Honour Boards (MB)

The ACT open Teams Honour Board has no room for future events. JD to review and develop a replacement board.

60. Substitution Adjustment Register (MB)

It was agreed the VP would head a sub-committee to further look into this matter once VBA had completed their review. Other members of committee are Niek Van Vucht and Stephen Fischer with expectation of a report by early 2020.

The question of BFACT Tournament regulations had been raised. The TS advised that he was aware of a set dated 2008. This may or may not be the same as those on the BFACT website. TS to clarify.

61. Email correspondence from Laurie Kelso

Secretary to E-mail copies to Justine B. as convenor of CiB for information.

62. ABF Constitution Proposal to Change

The ABF advised they were reviewing the need to change from being a body under ACT Incorporated Associations Act to Federal companies Act.

63. Changes to Incorporated Association Act (PC)

Pam advised that changes to the above Act from 1 July required BFACT to have dispute resolution procedures. While procedures for disputes during Bridge Play were available general procedures were not. Pam will research other organisations approach and develop a suitable form of words. The secretary advised that he had not been notified of the changes and possibly they had been forwarded to previous secretary.

64. AGM Action Items

JN spoke to action item list. We have met the first Time Line requirements at item 1.

Remaining items are transmittal of Audited Financials and Agenda to members at least 14 days before meeting. This would be by email to club contacts and posting on web site. The Draft Agenda was agreed subject to date corrections.

65. ANC

It was agreed nothing would be gained from any correspondence re victory dinner.

Captains reports:

ACT WOMENS TEAMS

The Committee agreed this was an excellent report and the first two dot points (i.e. letters to team captains and ABF Tournament Committee) should be accepted and actioned as suggested. The latter two highlighted action required to update the regulations. These matters would be taken up at the first Council meeting after the AGM.

Secretary to action above items.

YOUTH TEAM

The committee agreed that the report highlighted the ongoing problems and difficulties with fostering and growing youth bridge.

66. Director Development (MB)

The President reminded council of the course scheduled 31 August & 1 September by John McIlraith. Currently 12 were enrolled for Saturday and 7 for Sunday though more may choose to attend both days. Catering was to be low key.

67. Marketing Grants.

Pam C advised of CBC request for half the cost of running the Will Jenner-O'Shea weekend of \$1927 i.e. a \$960 grant. Treasury would progress once in receipt of a valid invoice inclusive of GST.

68. Calendar 2020

- a) Interclub Teams was run successfully but assistance was needed in set up and catering administration. As the event clashed with the Australian National Championships, there were few committee members available to help. Consider moving the event for 2020 to avoid the clash. SCBC in concert with Valley BC would look at hosting next years event at Tuggeranong or Woden SCC.
- b) CiB being held a week after Gala Pairs is not Ideal. The link between Gala Pairs and AGM makes timing an issue. Matter to be reviewed for 2020 to separate two events yet meet AGM reporting deadlines.

69. UPCOMING EVENTS

- g) Canberra in Bloom 4-7 Oct. (CiB) (MB)
President updated Justine's email that has been distributed. Justine is seeking help in advertising the event and in setting up 3 Oct and packing up late on 7th. This will be advertised via club notice boards and newsletters. JT to contact Justine re help in processing registrations.
- h) Gala Pairs 29th Sept.
Committee discussed provision of lunch and associated costs. Agreed advertising to not provide lunch and reduce cost. Break should be sufficient to allow players to obtain lunch. Arrangements to be made to ensure venue cleared at completion.
- i) APBF Selection
Nominated Team(s) and play off to be arranged based on number of teams.
Barry Tuner fund will provide \$250 per player matched by BFACT.
Total \$2000 per team regardless of composition. BFACT would also pay entry fee.
Advertising to be arranged after announcement at AGM.

70. Banking (JL)

Treasurer advised all significant matters have been discussed above. Actual operations to be trialled to see if automatic emails are generated.

71. BFACT Legislative Change Requirements (JN)

Monaro & Cootamundra Clubs have now submitted returns and 4 drives and 1 paper copy now within container within CBC safe.

Other Business.

NA

Next Meetings:

Council meeting post AGM tentatively scheduled for Monday 28th October 2019 again **commencing at the later time of 6PM timings will be confirmed after AGM.**

