

Minutes 2019 AGM and 2019-20 BFACT Council Meetings

Table of Contents

AGM 29 September 2019	2
28 October 2019	4
6 January 2020	7
14 February 2020	10
3 April 2020	14
1 May 2020	17
29 May 2020	20
3 July 2020	23
4 September 2020	26
25 September 2020	29
23 October 2020	31



Draft Minutes
Annual General Meeting
Sunday 29 September 2019, 5 pm,
CBC Clubrooms, Deakin

1. **Attendance:** Justine Beaumont, Marianne Bookallil, Stephen Fischer, Terry Heming, Julia Leung, Lynne Moss, John Niven, Ian Robinson, Andrew Spooner, Jodi Tutty, Bill Tutty, Tony Marker, David Hoffman, Margaret Bourke, Judith Tobin, Perelle Scales, Anne Powell, Bruce Crossman, Subhash Jalota, Cathy Nichols, John Brockwell, Christopher Crane, Mary Tough, Caroline Dawson, Suzanne Eggins, George Kozakos, Earl Dudley, Julia Hoffman.
2. **Apologies:** Pam Crichton, Ross Crichton, Ian Dalziell, John Donovan, Niek Van Vucht, Elizabeth Havas, Ken Colbert, Alex Hewat.
3. **Acknowledgement of proxy votes:** Nil.
4. **Confirmation of Minutes of the 2018 AGM**
Motion: "that the Minutes of the AGM of 2018 be accepted as a true record of that meeting". Proposed Stephen Fischer, Seconded Justine Beaumont. Accepted.
5. **Matters arising from the Minutes of the AGM of 2017**
No matters arising.
6. **Report of the President**
Marianne presented her final report as President. She thanked the committee members, club representatives, and ancillary members John Donovan (Masterpoints Secretary), John Yoon (Youth Coordinator) and Stephen Fischer (BFACT recorder) for their work during her tenure.
7. **Special Resolution**
N/A
8. **Report of the Treasurer**
The treasurer tabled her report incorporating the previously circulated audited financial statements for 2018-19 including the Audit Report thereon. She thanked John Yoon and committee members for their support during the year. There being no questions acceptance of the report was moved by Jodi Tutty and Seconded by Judith Tobin.
Accepted

9. Appointment of Auditor for 2019-20

Motion: "that Mr Peter Parsons be re-appointed as auditor for BFACT for 2019-2020". Proposed Jody Tutty, Seconded Terry Heming. Accepted.

10. Affiliation Fee for 2019-20

Motion: "that the annual affiliation fee for 2019-20 remain at \$8.50 (including GST) for all members of affiliated bridge clubs". Proposed Lynne Moss, seconded Bill Tutty, Accepted.

11. Report of the Tournament Secretary

Niek's report which was previously circulated was presented. Acceptance of report: Proposed -Tony Marker, Seconded - Anne Powell. Accepted.

12. Appointment of Returning Officer

Jodi Tutty was appointed as Returning Officer and presided over the election of Councillors.

13. Election of Office Bearers:

Jodi announced each position and candidate. All candidates were acclaimed from the floor.

President	Justine Beaumont	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

14. Other Business

Judith Tobin as Vice President thanked Marianne for her work and dedication to BFACT during her time as president and welcomed Justine to the Committee.

15. There being no further business, the President thanked everybody for their attendance and declared the meeting closed at 6.00 pm.



BFACT Council Meeting

6.00PM pm Monday 28 OCTOBER 2019 Deakin

MINUTES: DRAFT

Present: Justine Beaumont, Judith Tobin, Julia Leung, Niek Van Vucht, John Brockwell, John Donovan, Keith Huggan, Cathy Nichols, John Niven.

Apologies: Jenny McAinsh, Andrew Dawes, Alex Hewat.

President welcomed attendees and opened meeting at 6pm Judith as vice president welcomed the new president on behalf of the council.

Confirmation of minutes: The minutes of the meeting of 23 August were confirmed and cleared for posting to Website.

Action Items from previous meetings

- a) The Council confirmed earlier advice to Secretary that correspondence referred to at item 10 of minutes of 23 August should not progress beyond what had been already actioned.
 - b) Treasurer advised that operational testing of electronic two to sign was carried out successfully.
 - c) President advised that her attempt to register as a signatory to BFACT accounts proved unsuccessful. Council agreed that former president Marianne Bookallil should cease to be an account signatory and that the current president Justine Beaumont should have full access to all accounts including electronic and remote access.
1. President's Report (JB):
The President advised that a handover had occurred with the outgoing president and while she was aware of ongoing matters.
 2. Treasurer's Report (JL):
The treasurer presented and spoke to the financial report. Amounts were in line with budget however final figures for CiB were still not available. Marketing grants receipts from ABF were budgeted at nil in line with current ABF policy. This issue has the effect of marketing grants passing directly from ABF to clubs rather than via state bodies. Secretary to advise clubs of the changed arrangements for current year.
Amount and inclusion of GNOT entry costs for the 3 ACT teams to be identified by treasurer. The discretionary amount of \$10,000 was discussed and agreed it could be used for matters the Council felt warranted including assisting the regional clubs to more readily partake of and be included in BFACT matters and events.

3. Tournament Secretary's Report (NvV):
Tournament Secretary, CBC representative, Pam Crichton and David Hoffman are scheduled to meet on the following day to discuss the upcoming calendar of events. Calendar events already distributed would be incorporated in the discussions. Make up of the teams for GNOT would be an agenda item for next meeting when members input would be sought from clubs by representatives with regards to proposal to be circulated by John Brockwell. The president asked that scheduling should consider that CiB for year after next needs to be arranged away from football grand finals period to remove competition and ease the availability of preferred venues
4. Substitution Adjustment Register (JT)
Judith reminded Council on the background to the need to review the Substitution Rules including the formation of a sub committee comprising Judith Tobin, Niek van Vucht & Stephen Fischer. JT advised that the sub committee would review the existing rules as well as those available from other States and prepare an updated guidance for uploading to the web site with the objective of finalisation In March 2020.
5. ABF Update of Masterpoints to transferring overseas players
JD advised objective was to prevent experienced overseas players competing as novices. Council agreed to adopt the ABF recommendations.
 - a) AGM
 - a) Draft AGM Minutes to be cleared for up loading to Website (JN)
Cleared for inclusion in webpage as draft for members comments subject to corrections to names.
 - b) Reappointment of Supplemental Council and Administrative positions.
All members reappointed to positions.
6. Changes to Incorporated Association Act (PC)
The Secretary/Public Officer distributed correspondence from Access Canberra on above matter and noted that while the letter was addressed to current Secretary it had been sent to previous Secretary's address. As discussed in previous meeting BFACT is compliant with the dot points with the exception of the dispute resolution procedures. As CBC is currently developing requirements this meeting confirmed prior meeting decision to await CBC procedures.
7. Honour Boards (JD)
John advised updating of Honour Boards is progressing.
8. Recent and Upcoming Events
 - a) Canberra in Bloom 4-7 Oct. (CiB) (JB)
The issue of establishing and communicating a policy on refunds was discussed in light of problems encountered at CiB. It was agreed that refund requests made within two weeks of a competition would be

actioned at conclusion of event further participants would be encouraged to submit electronic entries to assist in administration

b) APBF Selection

Nominated Team(s) and play off to be arranged based on number of teams.

9. Banking(JL)

Deregistering BFACT for GST can not be achieved online. Clear difficulty is that action needs to be taken by “nominated person” for GST however it is impossible to determine who, if anyone, this could be. Vice President has recommended a direct written approach to ATO putting forward a nominated person as contact. Secretary to write letter nominating Treasurer as “nominated person”.

10. AGM Action Items

11. Marketing Grants.

Covered above

Other Business.

NA

Next Meetings:

Council meeting scheduled for Monday 6 January 2020 again commencing 6PM



BFACT Council Meeting

6.00PM pm Monday 06 January 2020 Deakin

MINUTES: DRAFT

Present: Justine Beaumont, Judith Tobin, Julia Leung, Niek Van Vucht, John Brockwell, John Donovan, Keith Huggan, Cathy Nichols, John Niven.

Apologies: Annie Macmaster, Andrew Dawes.

President opened meeting at 6pm and welcomed attendees.

Confirmation of minutes: The minutes of the meeting of 28 October 2019 were confirmed and cleared for posting to Website.

Action Items from previous meetings

Secretary advised

16. for various reasons letter to ATO had not been issued, and
17. letter to clubs regarding ABF marketing grants had been forwarded.

Consequential to A above it was agreed the President would request webmaster to close down 'Contact Us' tab on website until fixed.

1. President's Report (JB):

The President advised that BFACT should have parameters around what and how we administer BFACT grants to the club and the type and level of accountability required by Treasurer. This would bring some clarity to purposes for which BFACT would grant a subsidy and level of accountability clubs would be required to meet. Requests would be submitted through Secretary for consideration at following Council meeting. President would prepare communication to clubs.

2. Treasurer's Report (JL):

The treasurer presented and spoke to the monthly financial report. The layout of the report has been improved for clarity. Expenses and receipts have been as expected including Subsidies to novice teams which are now included under Interclub expenses as this were they were awarded.

3. Tournament Secretary's Report (NvV):

Tournament Secretary advised 3 teams had entered for the APBF. These teams would play off over 28 board matches over 3 Wednesdays in late January early February.

The TS drew the Councils attention to the 'BFACT Tournament Regulations 2019 Edition Draft' and discussed the updated Substitution rules. The Council agreed to accept the new regulations and authorised the TS to arrange for their promulgation on the Website.

Other Agenda Items.

1. BFACT Councillor to ABF (JB)
Marianne's decision to not seek reappointment as a BFACT representative to ABF was discussed. It was agreed to seek nominations by forwarding request to clubs and advertising in CBC bulletin. Any appointee would be required to report to BFACT. Council would appoint once applications have been received.
2. Eligibility Criteria for ACT Provincial Team (John B)
John Brockwell spoke to his paper on amendments to the selection process. A vigorous discussion ensued and it was agreed to trial the new arrangement for 2020 and review for 2021 and future years.
3. Investment of BFACT funds to Maximise Returns (JB)
The President advised that given the low return on Cash Holdings generally BFACT should look to maximise return on its cash. One alternative was to engage with the Barry Turner fund or establish a similar fund. Council agreed to receive a presentation from a Financial Advisor who would explain risks and benefits.
4. Proposal for Selection of Canberra 2 GNOT Team (John B)
This matter was discussed and agreed to be revisited at next meeting.
5. ABF Management Committee review (JB)
President advised we draw attention the ABF's agreement to waive masterpoint fees for events designed to raise funds in support of Bushfire victims.
6. Interclub Teams (JD)
John D advised the event would be held earlier in the year but had yet to be finalised.
7. Recent and Upcoming Events
Covered above
8. Banking(JL)
This was progressing and would be finalised by next meeting.

9. Marketing Grants.

Covered above

Other Business.

JB to follow up progress on CBC complaints procedure development in line with ACT incorporated Associations ACT.

Council was advised of the passing of Hilde Gielb (CN)

Next Meetings:

Council meeting scheduled for Friday 14 February 2020 again commencing 6PM

Meeting Closed 19:10



BFACT Council Meeting

6.00PM pm Friday 14 February 2020 Deakin

MINUTES: DRAFT

Present: Judith Tobin, Julia Leung, Niek Van Vucht, John Brockwell, John Donovan, Keith Huggan, Alex Hewat, John Niven.

Apologies: Justine Beaumont, Annie Macmaster, Andrew Dawes.

Vice President opened meeting at 6pm and welcomed attendees.

Confirmation of minutes: The minutes of the meeting of 06 January 2020 were confirmed and cleared for posting to Website.

Ongoing Matters.

- d) letter to ATO still ongoing, and
- e) maximising return on BFACT funds held over to return of President

12. A/President's Report (JT):

It was agreed to retitle 'Matters Arising' to 'Ongoing Matters' and restructure agenda so only one 'other business' heading would appear in the minutes.

John D advised that Presidents email re grants of 9TH January did not reach the Capital Club due to incorrect email address. This matter would be covered elsewhere however it was agreed all future correspondence from BFACT should be dated.

13. Treasurer's Report (JL):

The Treasurer advised that as there was little change in the accounts, she did not produce updated statements. A GST return was due at the end of the month, this would be a nil return and would again be attempted electronically.

Changes to signatories to the account have now been finalised with the addition of Justine and consequential removal of Marianne.

14. Tournament Secretary's Report (NvV):

- a) Open Stage 1 regs. Have been done and posted to website and CBC board. (Agenda item 7).
- b) The best BFACT affiliated restricted pair from the Penline 500 SFoB together with the highest placed eligible pair from the Valentine's Day competition are entitled to a subsidy to the ANC restricted competition. Subsidy is provided by ABF and subject to conditions

including subsidy may only be taken up once and pair must be BFACT affiliated. Invitations have been forwarded to the two appropriate pairs and TS is awaiting final responses.

- c) APBF invitation received applications from 3 teams who played off against each other. Stephen Fischer has been selected for the Australian Mixed Teams thereby excluding his team. Consequently, The Hoffman team will be offered the BFACT subsidy as agreed at Council meeting of 23 August 2019. TS to contact team and arrange funding transfer through Treasurer and arrange posting on web.
- d) Regulations for Seniors Stage 1 have been written and circulated. As no comments were received back they will be published as is.

Other Agenda Items.

4 BFACT Councillor to ABF (JT)

The BFACT VP noted that 3 excellent applicants had nominated for the position and this was agreed by all present. The VP noted that one of the applicants was also the only applicant for the upcoming position of ABF Treasurer. Further a prerequisite of this position was that the applicant must already be a member of an ABF affiliated bridge federation, such as BFACT, and be nominated as that bodies representative to the ABF. A further BFACT Councillor position to the ABF will become available within a year.

The VP put that Ian Thomson be offered the position of BFACT Councillor to ABF prior to his presumed appointment as ABF Treasurer and that both remaining nominees be asked if they wish to be considered for the upcoming position at the appropriate time.

Moved JT seconded John B. Carried unanimously. Secretary of ABF (Jane Rasmussen) will also need to be advised.

5 BFACT Selection Canberra Team2 Team Draft Motion. (John B)

John Brockwell spoke to his paper on amendments to the selection process circulated on 1 Feb. The team pairs would be selected as one pair from Gala open Butler pairs, one pair from a Tuesday qualifying event and a 3rd pair from a Thursday evening qualifying event.

Supplementary Motion: The Canberra 2 pairs selected as a result of Tuesday or Thursday selection events are expected to compete in the Gala Day pairs. Should they choose not to BFACT at its sole discretion reserves the right to withdraw all or part of the subsidy. Motion Moved: John B and Seconded: Alex H. Both motions carried.

6 BFACT Grants to Clubs Presidents Letter of 9 January. (JT)

The VP reminded council that it appeared not all clubs had received the Presidents email and attached letter of 9 January which may explain why submissions had only been received from CBC and Cootamundra.

Council was of the view that Grant applications should be assessed by a subcommittee and assessments should be forwarded to Council. Discussion on the makeup of the subcommittee included that it could consist of the five club representatives to BFACT plus one other. This proposal to be forwarded to clubs with the remote clubs asked to nominate a representative who could participate by email. The intent would be to enable more time to be devoted to considering the submissions from clubs and ensuring an equitable and transparent approach in grants distribution. Terms of reference/guidelines would need to be developed including managing any perceived conflict of interest where a grant request from a subcommittees member's club was being considered. Existing grants in progress would not be affected by new program.

7 Open Stage 1 Regs (NvV)

Covered above at 3a.

8 BFACT Representative Availability Proposed Policy (NvV)

The Policy had meet with overall agreement some comments had been received these would be reviewed prior to finalisation.

9 NA

10 ABF Issues

- a) Cash Management at Tournaments Risk Analysis: Council noted the trend to non cash transactions.
- b) Proposed Revisions to ABF Constitution: John B noted clause 7 which relates to powers and composition of council. It would be critical to understand that the Powers of the ABF rest with the Council and not the Management Committee or other subcommittees. The committees should be able to make recommendations rather than Reports to council. John B to forward paper to Secretary for action
- c) ABF Management Committee Meeting: It was felt that full minutes should be available to members, if not directly, then by access via ABF website.

11 Options for Interclub Teams Update (JD)

Still being progressed via SCBC and Valley BC. Costs of venue catering being the current issue.

12 MasterPoints Matters(JD)

ABF is subsidising masterpoints for bushfire support events. These need to be processed through MP Secretary rather than by clubs directly.

13 Recent & Upcoming Competitions

Covered above.

14 Banking Treasury Issues(JL)

Treasurer has prepared payment schedule for ABDA. Some clubs are preferring to pay direct.

15 Other Business

The President has recommended that an agenda item covering correspondence be included in the minutes this was supported by council

Queanbeyan is the largest town/city within Australia without a Bridge Club.

Next Meetings:

Council meeting scheduled for Friday 27 March 2020 again commencing 6PM

Meeting Closed 19:30



BFACT Council Meeting

6.00PM pm Friday 3 April 2020 Electronic Conference

MINUTES: DRAFT

Present: Justine Beaumont, Judith Tobin, Julia Leung, Niek Van Vucht, John Donovan, Keith Huggan, Alex Hewat, John Niven.

Apologies: Annie Macmaster, Andrew Dawes, John Brockwell.

Vice President opened meeting at 6pm and welcomed attendees.

Confirmation of minutes: The minutes of the meeting of 14 February 2020 were confirmed and cleared for posting to Website.

Ongoing Matters.

18. letter to ATO progressing JN to action as Public Officer current Treasury Group (JL, JB & JT) to complete details ongoing, and
19. maximising return on BFACT funds ongoing.

4. President's Report (JB):

It was agreed to streamline and incorporate independence into the grant review process by appointing Roy Nixon and Ian Thompson as the Grants Review Subcommittee. Carried

Consequential to the above the president to write to Roy and Ian requesting they develop a set of criteria which would be forwarded to the clubs.

5. Treasurer's Report (JL):

The Treasurer advised the current return to ATO had been submitted and that the APBF subsidy that had been paid out had now been returned due to cancellation of event.

6. Tournament Secretary's Report (NvV):

A number of events have been cancelled consequent to Covid -19. While the ANC had not yet been cancelled it was fully expected it would be. TS proposed no further selection events be held until there was some clarity as to its scheduling by the ABF. This was agreed to by the Committee.

The Masterpoint Secretary advised he had suspended the relevant masterpoints and would submit once it was clear as to the rescheduling of the event.

Other Agenda Items.

10. BFACT
Not Required

11. ACT Incorporated Associations Changes & Consequential Resignation of BFACT Auditor. (JN)
Changes to the above legislation barred members of the organisation, or spouse or family member of a member performing the role of Auditor. As a consequence the BFACT Auditor Peter Parsons has tendered his resignation. A discussion as to who constituted a member of BFACT remained unresolved. Critical is unless the ACT reviews is potential costs on not for profit organisations will be the need to obtain a suitable auditor/reviewer in the next 5 months

12. BFACT Grants to Clubs. (JB)
Matter addressed in presidents report.

13. ABF Issues(JB)
 - a) ANC Rotation ABF email of 29 Mar.
No difficulties were seen in the proposed amended timetable put forward by the ABF. The president would advise the ABF of BFACTs view.
 - b) 2020 AGM ABF EMAIL OF 25 Mar.
The committee noted the email

14. Interclub Teams Update (John D)
John meet with the presidents of the Valley and SCBC. Given the restrictions on gatherings no progress was considered. Matter to be reviewed at next meeting.

15. MasterPoints Matters(JohnD)
Covered elsewhere

16. Recent & Upcoming Competitions
NA however the committee noted Capital Bridge Clubs introduction of on line weekly competitions. John D advised that the recent strain on BBO bandwidth has meant that the size and timing of free competitive club games has had to be strictly controlled. The TS advised that there seemed to be an unscheduled increase in Vugraph competitions, AlexH advised SCBC would attempt to move its Wednesday night club games to BBO from next week.

17. Banking Treasury Issues(JL)
There has been a low level of transactions relevant matters have been covered at Agenda Item 2.

18. Other Business
Alex H advised a previously approved grant had been expended. Invoices to be presented.

Next Meetings:

Council meeting scheduled for Friday 1 May 2020 again commencing 6PM

Meeting Closed 18:45



BFACT Council Meeting

6.00PM pm Friday 1 May 2020 Electronic Conference

MINUTES: Draft

Present: Justine Beaumont, Judith Tobin, Julia Leung, Niek Van Vucht, John Donovan, John Brockwell, Keith Huggan, Annie Macmaster, John Niven.

Apologies: Andrew Dawes, Alex Hewat.

President opened meeting at 6pm and welcomed attendees and in particular Annie Macmaster representing Cootamundra.

Confirmation of minutes: The minutes of the meeting of 3 April 2020 were confirmed and cleared for posting to Website.

Ongoing Matters.

- f) letter to ATO progressing JN to forward components to Treasury Group (JL, JB & JT) to complete details for forwarding to ATO, and
- g) maximising return on BFACT funds.

The President introduced Ian Thomson. Who advised that BFACT needed first to determine what its cash holdings should be (he suggested a two year holding of expected expenditure) and the balance invested via appropriate vehicle, similar to the Barry Turner Fund. All investments incorporated some risk but BFACT should achieve a higher rate of return than it is currently receiving. He would prepare an options paper for delivery to the committee.

15. President's Report (JB):

President advised only matter of significance was the grant subcommittee report which had been forwarded to members however given the limited time in which to assess the report any final decisions may need to be held over to next meeting.

The report would be considered in two parts:

- a) Proposed Criteria for Assessing Grants Requests
Members of the Committee were happy with the Criteria selected by the Subcommittee.
- b) Subcommittee Report on Grants Requests
The 4 requests and analysis by the Subcommittee were considered. The Committee supported the recommendations for the first two items. It was felt that request 3 related to normal maintenance which should be covered by fees/table money raised by individual clubs and outside the scope of BFACT. Any use by BFACT would be covered in costs paid to clubs for use of club facilities accordingly this request was not supported. On the 4th item the committee agreed it was outside the scope of the selection criteria

however a special case could be made to the extent of BFACT underwriting the interest payments for a period of up to 5 years once the amounts involved were available.

In conclusion it was agreed:

- Request 1, dealing machine, was supported however purchase would be made by BFACT to take advantage of it being registered for GST so it can claim the input credit.
- Request 2, visiting teacher, was supported.
- Request 3, bidding boxes and playing cards, was rejected.
- Request 4, maintenance of car park, supported to a limited extent and subject to Ian Thomson obtaining additional information from CBC

Council wished to convey its thanks to Roy and Ian for the diligence and professionalism in undertaking the task

16. Treasurer's Report (JL):

The Treasurer advised that there had been a low level of transactions since the last meeting being principally paying subsidies to a club and receiving refunds of monies paid for APBF. Capital Bridge Club enquired about the nature of the fees due in April. It was explained these were the annual BFACT membership fees.

17. Tournament Secretary's Report (NvV):

As the ANC has been cancelled it is proposed not to hold any selection events. Status of GNOT still unresolved. In relation to honour Board and State wide events TS proposal is that these be held over until Covid-19 restrictions are lifted. particularly as the integrity of any on-line tournaments could not be assured. The TS view and decisions were agreed to by the Committee.

The Masterpoint Secretary advised he had submitted Masterpoints (MP) from the aborted trials and therefore all should have received their MPs by now. However, MS advised he is still missing two score sheets from the APBF trials. TS advised he would investigate.

TS advised he noted Capital and CBC had commenced BBO tournaments. This would provide only a minimum level of income to the clubs and proposed that BFACT should not enter into competition with clubs during this period.

Other Agenda Items.

16 ACT Incorporated Associations Membership of BFACT (JN)

Changes to the above legislation barred members of the organisation, or spouse or family member of a member performing the role of Auditor. As a consequence, the BFACT Auditor Peter Parsons has tendered his resignation. A discussion as to who constituted a member of BFACT remained unresolved. Critical unless the ACT reviews the potential costs on 'not for profit' organisations in which case we will need to obtain a suitable auditor/reviewer in the next 5 months. The committee explored the means of obtaining a willing accountant as well as paying for the professional services if this was not

possible.

17 BFACT Grants to Clubs. (JB)

Matter addressed in presidents report.

18 ABF Issues (JB)

- a) ABF Mgmt Committee meeting of 4 April (Fwd 6 April)
- b) Agenda and Motions (Fwd 10 April)
- c) Jobkeeper Program (Fwd 15 April)
- d) ABF arrangements with BBO (Fwd 19th & 22nd April)
- e) Covid-19 update, and
- f) Public Liability, Certificate of Currency.

The above communications from the ABF were noted, including item e) which would have relevance only for CBC.

19 Interclub Teams Update (JohnD)

John D advised this competition is unlikely to go ahead this year.

20 MasterPoints Matters(JohnD)

Covered at 3 above.

21 Recent & Upcoming Competitions

Other than BBO there are no competitions. The TS advised that an Australian online site called “StepBridge” was available. John D advised this was associated with SABA.

22 Banking Treasury Issues(JL)

The ABF has extended the payment date for the capitation fees. Proposal was to issue invoices to clubs but advise of extension of due date.

23 Other Business

John D advised that as a BBO director he is currently training Capital and SCBC directors trained to BBO standards

Next Meetings:

Council meeting scheduled for Friday 29th May 2020 again commencing 6PM

Meeting Closed 18:55



BFACT Council Meeting

6.00PM pm Friday 29 May 2020 Electronic Conference

MINUTES: Draft

Present: Justine Beaumont, Judith Tobin, Julia Leung, Niek Van Vucht, John Donovan, Margaret Kyburz, Keith Huggan, Alex Hewat, John Niven.

Apologies: Andrew Dawes, Annie Macmaster

Vice President opened meeting and welcomed Margaret Kyburz who has replaced John Brockwell as CBC representative.

President re-joined meeting.

Confirmation of minutes: The minutes of the meeting of 1 May 2020 were cleared subject to attendance correction and completion of agenda item 10.

Ongoing Matters.

- h) letter to ATO progressing JN awaiting details from JL & JT to complete details for forwarding to ATO, and
- i) maximising return on BFACT funds. Held Over.

18. President's Report (JB):

President advised that she had expressed the view that CiB was unlikely to proceed this year the ABF had questioned this given the time still remaining. Given the playing restrictions, the problems in obtaining a suitable venue (considering size and cost) and the necessary hygiene overheads the committee was of the view that unless these matters were significantly overcome by July CiB 2020 could not proceed. The matter would be revisited by July.

The 2020 CiB currently competed with the AFL Grand Final meaning the preferred location would be unavailable. Given the preceding weeks would clash with semi-final games the president undertook to liaise with Eastlakes to determine availability.

The president advised the committee that John Brockwell had resigned for health reasons. A letter has been forwarded to John thanking him for his contribution to ACT Bridge on behalf of BFACT.

19. Treasurer's Report (JL):

The Treasurer advised that there had been only one payment since previous meeting and that had been for masterpoints.

20. Tournament Secretary's Report (NvV):

An online ABF youth championship has been established. This would require the establishment of an ACT youth team with at least 4 players. Initially last year's team members would be approached as well as a general invitation of other interested participants. The competition to run from June 26 to July 26 however regulations are still to be finalised. Council agreed it should seek participants to establish a team. A suggestion has been received from Pam Crichton to establish a BFACT double knockout teams event online. The TS will examine the feasibility & operational requirements and report next meeting. A general discussion on the growth/establishment of online bridge as well as problems in administration took place.

Other Agenda Items.

24 ACT Incorporated Associations Membership of BFACT (JN)

The secretary noted that due to the late receipt of an important paper this could not be forwarded to committee members until the day of the meeting. In future the Secretary advised that papers involving any complexity that could not be forwarded at least 24 hours before the meeting should be held over until the next meeting or forwarded for noting only and be dealt with at the following meeting or out of session.

Letter from ACT Govt. advising of extension to period for holding AGM.

Letter is dated 26 March. Lateness not entirely explainable due to closure of CBC. Does not cover period applicable to BFACT but would indicate BFACT will be granted extension if Covid-19 period extends.

Request for members of treasury group who have not completed ATO form to complete section 11 & 12 for forwarding to ATO.

25 BFACT Grants to Clubs. (JB)

Progressing these matters to be held over until closer to return to normal bridge arrangements. CBC advised they wish to withdraw the request for interest subsidy but appreciate BFACT undertaking to subsidise the cost of the teaching weekend.

26 ABF Issues (JB)

g) ABF Mgmt. Committee meeting of 11 May

h) Covid-19 Discussion Paper Draft

i) 2021 ABF Calendar

j)

The above communications from the ABF were noted.

27 Correspondence

a) letter from ACT re timing of AGM (see 4 above)

b) Resignation of John Brockwell from Committee (see presidents Report)

28 Interclub Teams Update (JohnD)

John D advised this competition is unlikely to go ahead this year.

29 MasterPoints Matters(JohnD)

John D advised masterpoint matters had now all been brought up to date.

30 Recent & Upcoming Competitions

NA

31 Banking Treasury Issues(JL)

The matter of replacement auditor/reviewer for the BFACT Annual Financial Statements was discussed. The matter would be pursued by various committee members.

32 Other Business

John D advised that BBO has advised that anyone who had established their account after 2016, and whose account remained inactive for 3 years would forfeit any funds remaining in their BBO\$ account. This is a warning not to oversubscribe their BBO\$ account as unused funds cannot be withdrawn.

Next Meetings:

Council meeting scheduled for Friday 3rd July 2020 again commencing 6PM

Meeting Closed 19:00



BFACT Council Meeting

6.00PM pm Friday 3 July 2020 Electronic Conference

MINUTES: Draft

Present: Justine Beaumont, Julia Leung, Niek Van Vucht, John Donovan, Margaret Kyburz, Keith Huggan, Alex Hewat, Annie Macmaster, John Niven.

Apologies: Judith Tobin, Andrew Dawes.

President opened meeting at 1800 and welcomed Council Members.

Confirmation of minutes: The minutes of the meeting of 1 May 2020 and 29th May were cleared for uploading to website.

Ongoing Matters.

- j) letter to ATO progressing JN awaiting details for inclusion prior to forwarding to ATO, and
- k) maximising return on BFACT funds. Paper is being prepared for Council and will be forwarded when available.

21. President's Report (JB):

President advised that as the Eastlake Club has not opened as yet she has emailed the Club to advise that CiB would not be held this year and that to avoid a clash with the AFL grand final in 2021 could we rebook the 2021 CiB the following week. A response is awaited.

The President proposed that to assist the clubs in restarting after Corona-19 hiatus a grant could be provided to each club to cover cost associated with complying with Corona-19 requirements and to subsidise income forgone resulting from mandatory shutdown. Discussion as to use and need resulted in Council agreeing to a \$1000 grant to each club. This could be reviewed at future meetings.

22. Treasurer's Report (JL):

The Treasurer advised that her principle efforts were concentrating on bringing the accounts up to date for 30 June and preparing Statements for the EoFY and subsequent audit. Accounts are yet to be finalised for audit however an auditor, compliant with ACT Incorporated Associations changes has been identified. The person in question is Pele Rankin, a professional bookkeeper from Queensland who meets all Incorporated Association requirements, Ms Rankin is a bridge player so has an understanding of the environment and is prepared to undertake the task pro bono. Council agreed to appoint Ms Rankin as BFACT accounts auditor/reviewer for the financial accounts. Payment for expenses incurred would be agreed with Ms Rankin based on her actual costs and costs by CBC in hiring professional accountants. The Treasurer would

confirm agreement with Ms Rankin and provide her with accounts to audit/review.

23. Tournament Secretary's Report (NvV):

The ABF level events, including the GNOT final, have largely been cancelled. There is an ABF youth event scheduled, for which an ACT team has been entered and has already competed in some matches. The TS advised he would like to record his and BFACTs appreciation to John Yoon in particular for his efforts in getting the Youth team together and organising their participation in the event. Council agreed to include appreciation in minute and President to forward letter of appreciation to John. Andrew Spooner should also be mentioned for keeping the team going. The TS also noted that in spite of Covid-19 we would need to draft a calendar for 2021 however this would not occur until October.

A general discussion on the growth/establishment of online bridge as well as problems in administration took place.

Other Agenda Items.

33 ACT Incorporated Associations Membership of BFACT (JN)

JN advised of a further Letter from ACT Govt. advising of a further extension to 30 Sept. to period for holding AGM. Again, while the letter does not cover period applicable to BFACT but would further indicate BFACT may be granted an extension resulting from Covid-19. Of Specific relevance to BFACT is the removal the 'in person' requirement for attendance at the AGM. BFACT constitution states quorum is 20 members JD advised that Zoom will accommodate in excess of 30 participants, this may be difficult without the attraction of a game day with nibbles afterwards. This matter will be pursued in coming months.

34 BFACT Grants to Clubs. (JB)

Progressing these matters to be held over until closer to return to normal bridge arrangements. CBC advised they wish to withdraw the request for interest subsidy but appreciate BFACT undertaking to subsidise the cost of the teaching weekend.

35 ABF Issues (JB)

- k) ABF papers on resumption of bridge club sessions (Fwd 3 June)
- l) Update on covid-19 & bridge club resumption (Fwd 10 June)
- m) GNOT 2020 (Fwd 19 June)
- n) ABF Management Committee Virtual Meeting (Fwd 13 June)
- o) Capitation Fees (Fwd 28 June)

The above communications from the ABF were noted of significance was that while GNOT has been cancelled clubs may still run qualifying games for Gold points, Red if games are online.

36 Correspondence

NA

37 Interclub Teams Update (JohnD)

NA

38 MasterPoints Matters(JohnD)
Nil.

39 Recent & Upcoming Competitions
NA

40 Banking Treasury Issues(JL)

41 Other Business

Agenda items for next meeting include:

- a) arrangement for conducting 2020 AGM,
- b) future meetings, however conducted, include provision for electronic participation by Monaro and Cootamundra Clubs, and
- c) post Covid-19 start up issues

Next Meetings:

Council meeting scheduled for Friday 4th September 2020 commencing 6PM via Zoom.

Meeting Closed 18:45



BFACT Council Meeting

6.00PM pm Friday 4 September 2020 Electronic Conference

MINUTES: Draft

Present: Justine Beaumont, Julia Leung, Niek Van Vucht, John Donovan, Margaret Kyburz, Keith Huggan, Annie Macmaster, John Niven.

Apologies: Andrew Dawes.

President opened meeting at 1800 and welcomed Council Members.

Confirmation of minutes: The minutes of the meeting of 3 July were cleared for uploading to website once consistent reference to Covid-19 was applied.

Ongoing Matters.

42 letter to ATO remains outstanding.

43 maximising return on BFACT funds. Paper is being prepared for Council and will be forwarded when available.

c) President's Report (JB):

President advised that CiB was highly unlikely to proceed this year and consideration should centre on arranging next year's event though this may still be problematic.

With the approval of the previous minutes The Treasurer may now distribute the \$1000 to each of the member clubs being grant to assist the clubs in restarting after Covid-19 hiatus to cover cost associated with complying with Covid-19 requirements and to subsidise income forgone resulting from mandatory shutdown.

The President called on the treasurer and congratulated her on the preparation of the Annual Financial Report.

d) Treasurer's Report (JL):

The Treasurer spoke to her 2020 Financial Report consisting of: Balance Sheet, Cash Flow Statement, Income Statement, Notes to the Accounts and Reviewers Report to Members. Matters of significance were:

- a) affiliation fees due from CBC. Margaret Kyburz to follow up, and
- b) the TBIB sponsorship may have been received the question of applying GST to the sponsorship amount needs to be examined. Treasury group to investigate.

e) Tournament Secretary's Report (NvV):

The ABF level events, including the GNOT final, have largely been cancelled. The recently completed ABF youth event included an ACT team. We have a month or two before we need to start scheduling for next calendar year. Much will depend on any continuing effect of Covid-19.

A discussion on the mechanics of online bridge as well as problems in identifying/recognising and actioning inappropriate behaviour took place.

Other Agenda Items.

- 4 ACT Incorporated Associations Membership of BFACT (JN)
JN advised no further correspondence had been received from ACT Govt. advising of any further changes to the Act relating to AGMs. Any relevant matters would be covered below in agenda item 6 relating to 2020 AGM. Key issue is that we are able to have non in person attendance. BFACT constitution states quorum is 20 members. We will need to determine time & date, physical location and electronic location for AGM and communicate to members via clubs. Questions to be considered are will we have an interclub competition on the day to attract members. JD advised that Zoom includes a polling mechanism for votes. Margaret and JB investigate methodology applicable via CBC.
 - 5 ABF Issues (JB)
 - a) Message from President of 13 July (Fwd 13 July)
 - b) Awarding Masterpoints for online bridge (Fwd 14 July)
 - c) Updated Covid guidance (Fwd 27 July)
 - d) Duplicate Bridge reported as mingling (Fwd 31 July)
 - e) Funbridge Memo Circulation (Fwd 5 August)
 - f) Online Regulations and Rules (Fwd 11 & 12 August)
 - g) ABF Management Committee Virtual Meeting (Fwd 17 August)
 - h) ABF Accreditation Programme via Zoom (Fwd 29 August)
- The above communications from the ABF were noted. games are online.
- 6 Arrangements for conducting 2020 AGM
Included at 4 above
 - 7 Future Meetings (JB)
It was agreed future meetings would be conducted via Zoom and discussions take place with remote clubs to ensure their ability to participate.
 - 8 Post Covid-19 Start up issues. (JB)
Annie Macmaster advised the meeting of the successful restart of the Cootamundra club of face to face competition. An invoice has been received by the treasurer for the dealing machine so assumption is it is on its way.
 - 9 Correspondence.(JN)
Nil.

10 Interclub Teams(JD)

NA

11 Recent & Upcoming Competitions

Covered above

12 Banking Treasury Issues(JL)

Agreed a voucher to value of \$200 be forwarded to Financial Statement reviewer. JL to identify appropriate voucher type.

13 Other Business

- a) Legislated & BFACT Constitutional constraints/requirements for holding AGM to be obtained by Secretary for next meeting.
- b) JN also to advise clubs of likely Zoom deliver of 2020 AGM.
- c) Practicality of BFACT obtaining its own ZOOM licence or in Partnership with CBC be investigated.

Next Meetings:

Council meeting scheduled for Friday 25th September 2020 commencing 6PM via Zoom.

Meeting Closed 18:54



BFACT Council Meeting

6.00PM pm Friday 25 September 2020 Electronic Conference

MINUTES: Draft

Present: Justine Beaumont, Judith Tobin, Niek Van Vucht, John Donovan, Margaret Kyburz, Keith Huggan, Cathy Nichol, Annie Macmaster, John Niven.

Apologies: Andrew Dawes, Julia Leung, Alex Hewat

President opened meeting at 1800 and welcomed Council Members.

Confirmation of minutes: The minutes of the meeting of 4 September were cleared for uploading to website.

Ongoing Matters.

44 letter to ATO remains outstanding.

45 maximising return on BFACT funds. Remains outstanding.

f) President's Report (JB):

President spoke to her paper on acquiring a Zoom Licence. The recommendation was that we acquire a professional licence to avoid the limitations of a standard licence and to ensure BFACT can function should John D or current licence not be available. The licenced operator would be either the President or Secretary. Acquisition should be in time to use during upcoming AGM.

Timing of the AGM could ideally be placed prior to a Monday night CBC event as a means of attracting members to the venue as well as Zoom participants. Due to closure of kitchen facilities the normal catering will be restricted to beverages supplied via disposable glasses. In order to allow time to advise members Monday 16 November has been nominated as AGM date. Commencement would be at 5PM to allow time to complete prior to standard Monday games commencing.

Following from previous meeting it appears PO treats CBC and BFACT as a Bridge entity and collected mail is sorted at CBC by managers. Combining PO boxes would save both entities half annual cost. President to pursue matter with CBC.

Emlyn Williams decision to retire as BFACT Webmaster was discussed. Council members were asked to consider if they were aware of anyone who might have the background and time to take over Emlyn's functions.

g) Treasurer's Report:

The President advised that Julia had described the budget as steady.

h) Tournament Secretary's Report (NvV):

Council was advised of the ABF decision to cancel the Summer Festival for 2021.

Other Matters.

The need for a special resolution to continue Zoom participation at various meetings was discussed.

Completed nomination forms for Council members continuing in their positions were called for to be forwarded to Secretary by email attachment on delivery to BFACT pigeon hole at CBC.

Clarification of status of TBIB contribution was still being sought.

\$200 voucher to Pele Rankin has been forwarded and gratefully received.

Final Financial Statements with any corrections regarding TBIB required ASAP.

The issues of non-affiliated ACT clubs not complying with COVID-19 requirements was raised and it was agreed this is outside BFACTs purview. Difficulties surrounding Covid-19 restrictions compliance in certain clubs setting up in borrowed premises was noted.

Next Meetings:

Council meeting scheduled for Friday 23th October 2020 commencing 6PM via Zoom.

Meeting Closed 18:40



BFACT Council Meeting

6.00PM pm Friday 23 October 2020 Electronic Conference

MINUTES: Draft

Present: Justine Beaumont, Judith Tobin, Julia Leung, Niek Van Vucht, John Donovan, Margaret Kyburz, Keith Huggan, Alex Hewat, Annie Macmaster, John Niven.

Apologies: Andrew Dawes.

President opened meeting at 1800 and welcomed Council Members.

Confirmation of minutes: The minutes of the meeting of 25 September were cleared for uploading to website.

Ongoing Matters.

- 46 The President asked if anyone had any ideas about a Webmaster. Matter to be followed up.
- 47 letter to ATO remains outstanding.
- 48 Maximising return on BFACT funds. Remains outstanding.
- 49 Amalgamation of Deakin PO Boxes. Agreement reached with CBC and Deakin Postmaster. Postmaster advised we should use time remaining on current account to advise change to regular contacts. President advised we could arrange for electronic Bank Statements and any other suitable correspondence. Council members agreed simplification of postal arrangements and ensure all relevant parties informed of change.

i) President's Report (JB):

President congratulated Margaret on her nomination as President of CBC. President advised she had spoken to Stephen Fischer and he had agreed to stand for Treasurer. TBIB had also advised that our invoice had slipped between the Covid cracks and had now paid their sponsorship moneys. President was also proposing to attend CBC AGM to scope the operation of Zoom and effect on BFACT AGM use.

j) Treasurer's Report:

The Treasurer advised that that there had only been one transaction since the last meeting and that following updates grant payments to the clubs had been put on hold and would be reviewed after the end of the month. Club representatives agreed with the postponement of grant receipts. The financials had been adjusted to correct the effect of GST.

k) **Tournament Secretary's Report (NvV):**

Council was advised that ABF was running various ad hoc games but as yet no selection events had been listed. It was impossible to develop a BFACT tournament calendar at the moment. Clubs were asked to provide views on staging an interclub teams competition during January to offset the absence of the Summer Festival. The absence of kitchen facilities would require participants to bring their own lunches or obtain external lunches from nearby shopping centres. This may require a 1.5 hr lunch break. CBC would appear the logical locality to hold the comp. A maximum of 24 teams could be accommodated. The matter would be revisited after the AGM.

Other Agenda Items.

l) **Arrangements for Conducting AGM**

- a) Justine advised she would arrange acquisition of a BFACT Zoom licence during the week. Due to the limitations of the social licence this would need to be a professional licence. Licence would be offered to Clubs when not needed by BFACT.
- b) Justine had discussed the matter of refreshments with the president of CBC and it was agreed the safest course was to not offer any refreshments. BFACT would hold the AGM ensuring sanitising practices were complied with before during and at the completion and then leave the club to the normal game procedures.
- c) Judith has advised that she is not willing to stand for re-election to VP. The President thanked Judith for her contribution to BFACT over many years and suggested that for the upcoming year, if there are no AGM candidates, that the position be offered to the clubs on a rotational basis, A discussion ensued regarding the timing of the rotation and treatment of conflicts when Club Reps. are undertaking a BFACT position.
- d) Completed nomination forms to be forwarded to Secretary prior to AGM.

m) **ABF Mid Term Meeting**

The advice of the meeting was noted.

Secretary advised that the cost of purchasing BBO \$ seemed out of relation to actual exchange rate. Conversation ensued relating to the additional costs incurred if purchased by via phone or tablet.

Other Business.

n) **Webmaster**

Covered Above

o) **Team Matches**

- a) Masterpoints Secretary advised that BBO has advised of the capability to undertake masterpoint awarded Team Matches via BBO. John D would undertake further investigation of the arrangements to investigate the feasibility of providing online team matches.
- b) There is an alternative to BBO available which NSWBA is offering initial free access. Key variation is that other players are visible via a Zoom like scenario. The matter is under investigation at moment but possibility exists for utilising facility for CiB.

c) Treasurer advised that due to commitments the auditor who conducted the 2020 review would be unavailable for 2021. President would discuss alternatives with Stephen Fischer.

Next Meetings:

Council meeting scheduled for Friday 27th November 2020 commencing 6PM via Zoom.

Meeting Closed 18:40