



## MINUTES OF MEETING OF VBA COUNCIL

Held 10 April 2013. (Meeting 5 2013)

At the VBA Clubrooms, 131 Poath Road, Murrumbena & by SKYPE

### **Chairperson: Mr B. Thompson**

The meeting opened at 5.35pm

### **Present:**

Mr B. Thompson	President
Ms K. Frazer	Secretary
Mr N. Ewart	Treasurer
Ms J. Thompson	
Ms P. Dingwall	
Mr P. Fent	
Mr R. Stewart	
Ms T. Kay	
Mr. D. Morgan	
Mr R. Berlinski	

In attendance: Ms C. Lachman

Mr B. Thompson took the chair & opened the meeting.

### **1. Apologies:**

Ms J. Hackett

### **2. Confirmation of Minutes of Previous Meeting**

#### **Motion 1:**

That the minutes of the meeting of 20 March 2013 be accepted:

Moved: Mr P. Fent

Seconded: Ms K. Frazer

**CARRIED**

### **2.1 Matters Arising from the minutes**

The meeting resolved that a reminder call for nominees for the VBA representative position will be sent to all clubs as nominations close in two days time on Friday.

The secretary confirmed with council that if only one nomination for the position was received, that person would be deemed the nominee.

The President advised that outstanding affiliation fees are continuing to be received. All Affiliated clubs had been contacted personally by the President regarding outstanding affiliation fees, and the majority had committed to a payment plan.

### **3. Correspondence**

#### **Correspondence In:**

1. Brian Morgan - Proposal for Southern Region Bridge Association

The secretary advised that she had discussed this proposal with Brian Morgan at the Rye Congress. A key concern is the access to participation in key state events.

The meeting discussed some options of how regions might be structured under the VBA's suggested governance model. The meeting agreed that consideration of the requirements of Southern Region be taken into account when developing the governance model.

The meeting resolved, that the MTC will develop a proposal for enabling participation in the pennant from the Southern Region Bridge Clubs identified in Mr Morgan's letter. The secretary to respond to Mr Morgan outlining council's views on this matter.

2. RACV Bridge Club - Thank you for Masterpoint assistance
3. Yarrawonga - Affiliation Fee increase
4. ABF: - ANC Entry Form
5. ABF: Opinion on Delegation of powers to State Bodies for Tournaments.
6. Bendigo, Benalla, Lakes Entrance, Ocean Grove Bridge Clubs - Feedback on President's Day
7. G. Schaller - notification of Director Training Session
8. Sale Bridge Club - Census Date for Capitation (for discussion in General Business)
9. ERBA - Request for Funding Assistance for training day

The meeting discussed the request for funding assistance. The meeting noted that participation in the day was expected from wide range of clubs in the ERBA region. It was noted that the total cost for the day was estimated at around \$3200. Attendee contributions were expected to provide around \$1500. Council considered a subsidy of around 50% of the outstanding balance (25% of the total cost) would be reasonable.

#### **Motion 2:**

That \$750 be allocated to ERBA for the training day. Funding will be sought from the Future Bridge Fund for the activity.

Moved: Mr N. Ewart

Seconded: Ms B. Thompson

**CARRIED**

The Club Manager was asked to send ERBA a Future Bridge Application Form for funding.

The meeting noted that Future Bridge Funding required the approval of the FABCV and this would be sought upon receipt of the aforementioned application form. Should this not be forthcoming, the meeting agreed the funding would be provided from VBA State Bridge funds.

#### **Correspondence Out:**

1. Bendigo - response to letter on Capitation Increase
2. Ballarat- response to letter on Capitation Increase
3. L. Kelso, C. Hughes, Regional Presidents - ANC Subsidy Advice
4. Yarrawonga - response to letter on Capitation Increase
5. Affiliated Clubs - ABF Representative Nomination Information & Form
6. ABF: Response on proposal to introduce a Butler Pairs event at GNOT
7. ASIC: Notification of receipt of Director changes

#### **4. Treasurer Report**

The treasurer presented the half-yearly financial report.

Factoring in the increase in capitation fees, he reported that state bridge is expected to break even for the year, as many of the costs associated with state bridge are incurred in the second half of the financial year.

The activities instigated to turn around club finances have yet to take effect, however given many of these did not commence until February/March, it will take time for these to gain traction.

A half year summary of State/Club finances is detailed below.

	2012-13 to February			2011-2012 Full Year		
	State	Club	Total	State	Club	Total
<b>Administration</b>						
Subscriptions/Capitation	\$22,367	\$5,031	\$27,398	\$23,192	\$8,004	\$31,196
Masterpoint Commission	\$5,259	\$0	\$5,259	\$10,752	\$0	\$10,752
<b>Total Administration Income</b>	<b>\$27,626</b>	<b>\$5,031</b>	<b>\$32,657</b>	<b>\$33,944</b>	<b>\$8,004</b>	<b>\$41,948</b>
<b>Admin Expenses</b>						
State Admin Costs (laurie/Cathie)	\$1,154	\$0	\$1,154	\$3,218	\$0	\$3,218
Company Officers insurance	\$1,883	\$0	\$1,883	\$3,325	\$0	\$3,325
Newsletter	\$458	\$458	\$915	\$2,690	\$0	\$2,690
State Masterpoint Secretary Honorarium	\$900	\$0	\$900	\$1,800	\$0	\$1,800
VBA Calendar Expenses	\$252	\$379	\$631	\$306	\$460	\$766
Webpage Expenses	\$160	\$240	\$400	\$1,044	\$1,566	\$2,610
Administration	\$14,597	\$21,896	\$36,493	\$26,940	\$40,410	\$67,350
Audit Expenses	\$625	\$625	\$1,250	\$1,750	\$0	\$1,750
<b>Total Admin Expenses</b>	<b>\$20,029</b>	<b>\$23,597</b>	<b>\$43,626</b>	<b>\$41,073</b>	<b>\$42,435</b>	<b>\$83,509</b>
<b>Net Surplus/(Cost) Administration</b>	<b>\$7,597</b>	<b>(\$18,566)</b>	<b>(\$10,969)</b>	<b>(\$7,129)</b>	<b>(\$34,431)</b>	<b>(\$41,561)</b>
<b>Bridge Activities</b>						
Events/Competitions	\$21,721	\$18,179	\$39,900	\$54,048	\$43,522	\$97,570
Congresses	\$0	\$3,377	\$3,377	\$0	\$7,739	\$7,739
Classes/Supervised	\$0	\$3,385	\$3,385	\$0	\$9,938	\$9,938
Duplicate Income	\$0	\$37,178	\$37,178	\$0	\$82,311	\$82,311
<b>Total Bridge income</b>	<b>\$21,721</b>	<b>\$62,119</b>	<b>\$83,840</b>	<b>\$54,048</b>	<b>\$143,510</b>	<b>\$197,558</b>
Direct Bridge Costs (Directing/Caddies/Suppli	\$10,678	\$33,928	\$44,606	\$26,136	\$80,287	\$106,423
ANC Entry fees/Subsidies etc	(\$259)	\$0	(\$259)	\$22,693	\$0	\$22,693
<b>Total Bridge Costs</b>	<b>\$10,419</b>	<b>\$33,928</b>	<b>\$44,347</b>	<b>\$48,829</b>	<b>\$80,287</b>	<b>\$129,116</b>
<b>Subtotal</b>	<b>\$11,302</b>	<b>\$28,191</b>	<b>\$39,493</b>	<b>\$5,219</b>	<b>\$63,223</b>	<b>\$68,442</b>
Rent (Share of Premises Costs)	\$8,471	\$38,589	\$47,060	\$14,619	\$66,598	\$81,218
<b>Net Surplus/(Cost) Bridge</b>	<b>\$2,832</b>	<b>(\$10,398)</b>	<b>(\$7,565)</b>	<b>(\$9,400)</b>	<b>(\$3,376)</b>	<b>(\$12,776)</b>
VCC Surplus(Deficit)	(\$575)	\$0	(\$575)	\$9,893	\$0	\$9,893
ANC Surplus/(Deficit)	\$0	\$0	\$0	(\$593)	\$0	(\$593)
<b>Net Surplus/(Deficit) Bridge Activities</b>	<b>\$2,257</b>	<b>(\$10,398)</b>	<b>(\$8,141)</b>	<b>(\$100)</b>	<b>(\$3,376)</b>	<b>(\$3,476)</b>
<b>Net Trading Profit (Deficit)</b>	<b>\$9,854</b>	<b>(\$28,963)</b>	<b>(\$19,109)</b>	<b>(\$7,229)</b>	<b>(\$37,807)</b>	<b>(\$45,036)</b>
Donations received	\$0	\$1,300	\$1,300	\$0	\$1,480	\$1,480
Interest received	\$0	\$3,554	\$3,554	\$0	\$11,665	\$11,665
Other Income	\$0	\$2,648	\$2,648	\$0	\$4,032	\$4,032
<b>Net Surplus/(Deficit)</b>	<b>\$9,854</b>	<b>(\$21,461)</b>	<b>(\$11,607)</b>	<b>(\$7,229)</b>	<b>(\$20,630)</b>	<b>(\$27,859)</b>

## 5. Sub-committee & Other Reports

### 5.1 Club Manager Report

The club manager reported that 9 people had applied for membership during the month.

#### **Motion 3:**

That the new members as presented in the club manager's report be accepted.

Moved: Mr P. Fent

Seconded: Ms N. Ewart

**CARRIED**

The club manager also provided a comprehensive report on members who had left the club in the past year. The meeting discussed some of the factors contributing to member

departures. Session protocols has been identified as a key concern, particularly in relation to completing the sessions on time, preventing players from commencing new boards when time has expired, and moving players along promptly.

The President advised he is organising a meeting with all staff & volunteers to ensure the council's goals and objectives are understood by all. All directors would be reminded of the requirements to follow good session protocols to ensure player and club objectives are met.

#### Application to the Future Bridge Fund received from Ballarat Bridge Club

The Club Manager advised that a request for funding assistance had been received from Ballarat Bridge Club for a training day by Ron Klinger.

The meeting noted that there was insufficient detail supplied in the proposal. Comparisons were drawn between the proposal from Ballarat requesting \$800 in funding to benefit around 25 - 30 members from one club and the proposal from ERBA designed to benefit around 50 members from several clubs within the region. There was a general consensus that funding proposals of this nature should endeavour to maximise the benefit for Victorian Bridge.

The meeting resolved that the secretary would reply to Ballarat outlining:

- the requirement for additional detail in the proposal
- the requirement for promoting this day with other Western Region Clubs (affiliated & unaffiliated), and others to maximise the opportunity. Marketing support would be provided for promotion by the VBA Marketing & Promotion Officer.

The meeting further agreed that approval for funding a revised proposal will be managed via the Finance Sub-committee.

#### **5.2 VCC Budget**

The Convenor of the VCC, Ms K. Frazer, presented a report on activity to date. The first pre-bulletin has been sent out this week, and entries have commenced rolling in. It was noted that the email addresses on the mailing list for promotional material required updating as some were rejecting.

#### **5.3 Finance Sub-committee**

Honorariums for the VBA Bulletin Editor and the State Masterpoint Secretary are currently \$150 per month each.

The VBA bulletin has increased from 8 pages to 12 pages, and the fee hasn't changed for more than 5 years.

#### **Motion 4:**

That the honorarium for the VBA Bulletin Editor be increased to \$200 per month.

Moved: Mr P. Fent

Seconded: Mr B. Thompson

**CARRIED**

The State MP Secretary role is time consuming, and the workload has increased with more clubs across the state.

#### **Motion 5:**

That the honorarium for the State Masterpoint Secretary be increased to \$200 per month.

Moved: Mr P. Fent

Seconded: Mr B. Thompson

**CARRIED**

These changes will take effect as of May 1, 2013.

*6.40pm Ms L. Ginnan, Marketing & Promotions Officer, joined the meeting.*

#### **5.4 Marketing Report**

Ms Ginnan provided a comprehensive report on activities undertaken which included development of the Crash Course, The Victoria Cup, Marketing Updates to clubs, Grant proposals and support & promotion for other initiatives and events including the The Victor Champion Cup, Teacher Training Program, Bridge for Brain Research, Australia Wide Novice Pairs, Beyond Blue Fundraiser, Youth Training Weekend, Four Play, Tuesday night speakers, and some other club activities.

Ms Ginnan elaborated on the Crash Courses which at present are being developed further within the VBA with a view to providing a framework that can be used by other clubs across the state.

The Marketing Committee also reported it will progress an Application for an ABF marketing grant in 2014. The aim is to apply for a grant to fund one major state-wide project.

The MC also noted that they felt the VBA should support a representative from Victoria to a proposed marketing conference in 2014 if that eventuated.

Mr R. Stewart advised that congress details are not being received in a timely manner for promotion on the website. The secretary will write to clubs requesting congress details be sent to the Marketing & Promotion officer around 6 weeks before the event to enable promotion.

*Ms L. Ginnan left the meeting at 7.00pm*

#### **5.5 Interim Committee**

Ms J. Thompson advised on discussion from the last interim committee meeting.

The council discussed the IC request to have the VBA amend the governance model suggested by the President on the President's Day, and operating in NSW, to be 6 regional elected councillors and 6 VBA elected councillors.

Councillors generally supported the views put forward by Mr D Morgan "

...while the VBA remains a club in its own right its representatives will need to remain a majority, if only to ensure that the club's financial viability is not compromised. (As a company)..... VBA directors have not just a moral obligation to do so but also a legal one: we are all directors of a registered company and have the fiduciary responsibilities that go with that".

The council considered that the model as presented at the President's Day would have a reasonable chance of acceptance and the VBA would continue to progress development and communication on this with its Members and the wider bridge community.

## **6. General business**

### 6.1 Disciplinary By-Laws Amendment

Mr Thompson advised the meeting that the Chair of the Disciplinary Panel, Mr W. Jacobs, had been asked to consider a fair expiry period for prior infractions and write a suitable clause to put to Council. Mr Jacob's view, based on his long experience as Disciplinary Committee Chair, is that 7 years strikes a reasonable balance.

#### **Motion 6:**

That the change to the disciplinary by-laws change as proposed be accepted.

Moved: Mr P. Fent

Seconded: Ms. K. Frazer

**CARRIED**

### 6.2 Census Date for capitation:

The correspondence from Sale Bridge Club highlighted the concern they had with the census date, in that members who had left the club, but not yet been de-activated as home club members were charged to the club due to the inconsistency between the VBA census date and the ABF record date. Sale had a particularly high number of members impacted by this anomaly this year.

A proposal to consider realigning the census date to be in line with the ABF date is to be developed. Ms C. Lachman & Ms K. Frazer will develop a proposal to circulate to clubs for comment to enable any changes to be implement before the 2013 capitation invoices are issued.

Other items of General Business were deferred to the May meeting.

**Next Meeting: May 8th commencing at 5.30pm**

The meeting closed at 7.20pm

Chairperson

Mr B. Thompson