

MINUTES OF MEETING OF VBA COUNCIL
Held 9 December 2015. (Meeting 11 2015)

The meeting opened at 6.00 pm

Present:

Mr B. Thompson	President
Ms K. Frazer	Secretary
Mr N. Ewart	Treasurer
Mr R. Quirk	
Ms J. Thompson	
Mr D. Sheather	
Mr D. Morgan	
Ms H. McAdam	

1. **Apologies**

Mr R. Giles

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

Resolution 1:

That the minutes of the meeting of November 16, 2015 be accepted.

Moved: Ms. K. Frazer **Seconded:** Mr B. Thompson

CARRIED

3. **Correspondence**

In:

a) Lakes Entrance: Website Subsidy

Ms Frazer advised that the council decision to allocate up to \$300 to clubs for development of an initial website had been documented in the website subsidy policy circulated to council for ratification.

Resolution 2:

That the Website Subsidy policy as circulated be ratified.

Moved: Ms. K. Frazer **Seconded:** Mr B. Thompson

CARRIED

b) ABF: Management Committee Agenda

c) Joan Butts: re Professional Development session in March/April

Kim/Cathie to negotiate with J. Butts regarding a suitable date. Suggestion is 19/20 March.

Out:

a) Lakes Entrance: Website Subsidy

4. **Sub-Committees**

a. **Education**

Youth Program

Ms Frazer reported that contact was being made with a player who had indicated interest in taking on the Schools Co-ordinator role.

b. MTC (deferred to General Business)

c. VBA Future

No report

d. Administration Report (C. Lachman)

Resolution 3:

That Orek Tenen, Ethene Iloni, Christa Donnelly, Patrick Donnelly, Jean Eddie and Patricia Grieves be ratified as members.

Moved: Mr B. Thompson

Seconded: Ms K. Frazer

CARRIED

5. **General Business**

a) Councillor travel subsidy policy

Travel subsidy policy

Ms Frazer reported Mr Giles had prepared a travel subsidy policy to cover travel expenses incurred by Special Councillors. Mr Thompson stated the policy reflected the current practice.

Resolution 4:

That the travel subsidy policy as circulated be ratified.

Moved: Mr B. Thompson

Seconded: Ms K. Frazer

CARRIED

b) Review of sub-committees and appointments

The council reviewed the current list of sub-committees and appointments.

VCC: Will remain unchanged

Finance: Will remain unchanged

House sub-committee: Will remain unchanged

Education: J. Fust has resigned from the council and is unable to continue as chair. Ms Frazer suggested A. Talbot has shown strong interest in education and been part of the sub-committee this year and may like to take on a leadership role with this. The council agreed that Ms Frazer will discuss a more active role on the education sub-committee with A. Talbot

Mr Morgan joined the meeting at 6.30pm.

Legal Advisor: Ms Frazer noted that Prof M. Bryan has provided legal advice on an informal basis for the past two years. K. Frazer to ask Prof M. Bryan if he is willing to be formally appointed as legal advisor.

Youth Co-ordinator: Laura Ginnan is not continuing in the role. Mr Thompson suggested Grant Kilvington be approached regarding taking on the role.

ABF Representative: Mr Thompson noted that Simon Hinge's role is up for re-appointment in 2016. Ms Frazer to contact Mr Hinge to ascertain his willingness to continue in the role.

Website Management: This had been part of Finance, but the council agreed Website management should have its own sub-committee. Discussion on this deferred to planning day.

Interim committee: Council noted that the interim committee has not formally met for a considerable time, and that activity in the past two years had been close to nil. The meeting resolved that the secretary should write to the ABF regarding the current status, and seek advice as to whether the committee could be disbanded.

Marketing: C. Lachman to continue promotion of state/club events.

Marketing of bridge in general requires a separate effort and the council agreed that further discussion of the marketing role to be included in the VBA planning day on January 9th.

Mr Thompson left the meeting for the following discussion on a disciplinary matter in which he was a witness to the incident which occurred.

Mr Morgan provided council with an update on the current disciplinary proceeding involving a complaint from Mr W. Jacobs, the standing chair of the disciplinary committee. Mr Morgan has been asked by council to chair an inquiry into the matter. Mr Morgan sought advice from council on a procedural matter.

Mr Thompson re-joined the meeting.

Match & Tournament: Mr Morgan outlined a proposed approach to developing a governance structure for MTC, and that some of the responsibilities allocated to MTC were no longer appropriate. He advised he would be preparing a document outlining the responsibilities and governance. He also reported that he felt the committee needs some rejuvenation with members who are able to provide a pro-active contribution outside the meetings.

Ms Frazer suggested the new MTC members have specific roles - in particular MTC secretary and MTC calendar co-ordinator. Mr Sheather volunteered to join MTC with the specific function of taking on the secretaries role for MTC. The council agreed to appoint Mr Sheather to MTC as MTC secretary.

VQP's update and player notification of how many per event and follow up. Mr Sheather raised the frequency of updates of VQP tables and other information available on the website. Mr Thompson agreed to review and update the available data. Furthermore some investigation would be done on improving the VQP information to provide players with more detail on their specific awards.

MTC - minutes and follow up. Mr Sheather queried why the latest minutes available were May 2015. Mr Morgan advised a meeting was held in July, however the minutes had not been completed due to some loss of notes. It was noted that there was generally more MTC activity at the beginning of the year.

Other VBA appointments remain unchanged. A complete list is attached to the minutes.

Next meeting: Planning Day, January 9th 2016 commencing 10am.

The meeting closed at 7.25pm

Mr B. Thompson

Chairperson

VBA Committee/Sub-Committee/Appointments Record

2016 Council

Name	Position
Ben Thompson	President
Jenny Thompson	Vice President
Kim Frazer	Secretary
Neil Ewart	Treasurer
Dale Sheather	Councillor
David Morgan	Councillor
Helen McAdam	Special Councillor
Rob Quirk	Special Councillor
Richard Giles	Special Councillor

Date Formed / Updated	Current Members	Name/Purpose	Status
Dec 2011 Feb 2013 Dec 2014	D. Sheather (Chair) C. Lachman	House Sub-committee Review all VBA club activities to enhance player comfort & enjoyment & promote participation.	Active
Oct 2009	Q. Van Abbe (Chair) S. Weisz J. Thompson J. Hackett C. Hope B. Morgan Y. Minton A. Robbins	Interim Committee The VBA reps on the interim committee (S. Weisz & J. Thompson) report back on the activity monthly	Active
Feb 2013 Mar 2014 July 2014 Dec 2014	B. Thompson R. Quirk	Marketing Committee Marketing of the VBA, promotion, new membership	Active

Permanent Committees & Appointments

The VBA has established the following Permanent Committees responsible for oversight of various VBA functions.

<p>K. Frazer (TO) N. Ewart (TO) L. Kelso C. Lachman</p>	<p>VCC Responsible for running the annual festival. An annual re-appointment of the Tournament Organiser is required - usually made in July.</p>	<p>Active</p>
<p>D. Morgan (Chair) L. Kelso L. Ginnan A. Robbins P. Schroom Di Smart D. Sheather (sec)</p>	<p>Match & Tournament Responsible for the running of all bridge events conducted under the auspices of the VBA: both Victorian State and VBA Club events. Its specific tasks include: - Create the rules and regulations for all State and Club events - Maintain the substitution policy, and sign off on appropriate substitution requests - Maintain and apply the eligibility policy, which determines player eligibility for Victorian state representation - Determine the format and scoring of all State and Club events - Create and maintain policy regarding security, including hand records, dealing, boards, screens and vu-graph events - Construct the Victorian bridge calendar Committee re-appointed December 2015</p>	<p>Active</p>
<p>N. Ewart (Chair) J. Thompson K. Frazer B. Thompson</p>	<p>Finance Responsible for oversight on all expenditure matters including staff payments, subsidies, proposed club expenditure and any other financial requirements that may arise. Review roles, responsibilities and remuneration of manager and directors & establish on-going annual review process Committee Re-Appointed February 2013</p>	<p>Active</p>
<p>TBC T. Crawford</p>	<p>Website Management</p>	<p>Active</p>
<p>(Chair)</p>	<p>Education oversight of an overall education plan for Victorian Bridge encompassing:</p> <ul style="list-style-type: none"> • Club Director Qualification, Training and Development • Club Teacher Qualification, Training and Development • Player education programs • Club Masterpoint Administrator Training programs 	<p>Active</p>

VBA Appointments/Representative Positions

Dec 2012	Tbc	Youth Co-ordinator	
Jan 2016	M. Miller	Schools Bridge Co-ordinator	
	B. Jacobs	VBA Disciplinary & Ethics Chair	
May 2014	S. Hinge	VBA Representatives to ABF	2 year appt
May 2015	B. Morgan		
Feb 2012	C. Campbell	State Masterpoint Secretary	
	D. Jacobs G. Chettle G. Kilvington	VBA Foundation Trustees	
	L. Kelso	Chief Director - Victoria	
	C. Lachman	Club Manager	
Jan 2016	Prof M. Bryan	Legal Advisor	
	B. Jacobs	VBA Bulletin Editor	
Mar 2015	T. Crawford	Webmaster	
	Vacant	Marketing & Promotions Officer	
Jul 2015	N. Ewart	VBA Congress/Event Convenor	
	S. Weisz	IT Support	
Jul 2014	A. St Clair	Women's Bridge Co-ordinator	
Aug 2014	P. Hobson	Returning Officer	
Oct 2015	Auditors	LZR Auditors	