

NORTHERN IRELAND BRIDGE UNION

FINANCE AND MEMBERSHIP COMMITTEE

Minutes of a meeting held on Thursday July 18th 2013 at Kelvin-Malone Bridge Club, 6pm.

Present: N. Cauwood (Hon. Treasurer), C. Burns (NIBU Chair), M.McFaul (Hon. Secretary), I.Hamilton (President NIBU), R.Anderson,G.McKenzie,A.Hassan,A.Fitzpatrick.

1. Apologies

There were no apologies

2. Election of Chairperson.

A.Hassan was elected, proposed by C.Burns, seconded by A.Fitzpatrick. A.Hassan took the chair.

3. Minutes of the meeting held on 13th December 2012.

RA stated that he had arrived when the meeting had just finished. Otherwise the minutes were agreed and adopted, proposed by CB and seconded by AH

4. Matters Arising

There were no matters arising that had not been carried forward to the current agenda.

Recommendations to Council:

5. Proposed Directors and Officers Liability Insurance.

A viable proposal with agreed amendments to cover all NIBU officers, Council, Committee members and committees of affiliated clubs, had been negotiated. Cover would be for civil claims against those insured. A side benefit would be Buildings and Contents cover for clubs at a discounted premium. It was unanimously agreed to accept the policy, previously agreed in principle by Council. The premium was £582.

6. Sub-Committees Strategic Plan.

After some discussion, the plan was accepted.

Action: The Strategic Plan to now be referred to Council for intended adoption or referred back.

7. Strategic Plan Implementation

MMcF highlighted the means by which the plan would be rolled out. A centre for NIBU events was also needed for storage of equipment, files, trophies etc. Agreed that CB would undertake a Marketing role and MMcF would target unaffiliated clubs. The NIBU structural review would be tackled by the Tournament Committee although CB felt strongly that doing this would overburden it.

Action: Subject to adoption of the Strategic Plan, Council is recommended to approve action as follows –

- a. MMcF to arrange distribution of NIBU Belfast Bridge Centre questionnaire to relevant clubs.**
- b Finance & Membership committee to provide proposals for the role of Marketing/ Public Relations Officer.**
- c Council to determine which committee should oversee the website**
- d Council to refer a review of the NIBU area structure and other related matters to the Tournament Committee.**

8. Unaffiliated clubs

It was felt that the offer of insurance (as above) would attract many clubs into affiliation. CB agreed to draft a letter and MMcF would despatch via a new database of unaffiliated clubs. It was intended that each club would be visited by a Council member to 'sell' the insurance offer and market the 'Come and Join Us' document. Both documents will also be put on the website.

Action: CB to draft letter for unaffiliated clubs.

Action: MMcF to compile database of known unaffiliated clubs

Action: Council to nominate members for personal visits to unaffiliated clubs.

9. Advertising on NIBU website

An approach had been made by a Party Poker site. It was agreed that permitted advertising would be limited to NIBU sponsors but subject to review.

10. Ring-fencing of Easyjet Monies for Schools and Under 25 Bridge.

NC sought confirmation that the sum of £1900 was ringfenced for junior Bridge. Agreed.

11. Expenses of players representing the NIBU

A policy document clarified that travel expenses outside NI were payable but not accommodation or meals (Subject to specific provision for designated personnel)). Non-Playing Captains receive full expenses. Mileage claims were acceptable providing cars had been used prudently.

12. Teltscher Trophy - Senior Camrose.

This event would be held at La Mon House in 2014 on the basis that the NIBU is indemnified against all costs incurred by the sponsors – G. McKenzie & I. Lindsay.

Other Business

13. Signing of Cheques

NC proposed four authorised signatories of which any two must sign. Nominees are NC, MMcF, IH and AF.

Approved.

14. Approval of invoice for accountancy services, year ended 31 March 2013.

The cost was £650 + Vat. Payable to auditors Messrs' Baker, Tilly, Mooney & Moore.

Approved.

15. Accountancy and Audit arrangements

NC stated that the accounts had not been audited. He would take over preparation of financial statements. The NIBU is not required to have its accounts audited but NC felt some level of independent review was desirable and recommended that Messrs Baker, Tilly, Mooney & Moore be tasked accordingly.

16. Procedure for authorising financial transactions

NC recommended he approve expenditure up to £500 and that higher figures would necessitate a formal approach to the Finance committee. It was agreed to confirm a policy on honoraria and expenses.

Action: NC to research and clarify existing policy on payment of honoraria and expenses.

17. Compilation of Assets register.

NC expressed concern that a proper inventory of NIBU assets did not exist. NC agreed to compile a register of post April 2005 assets and would request information from members.

Action: NC to compile register of current assets.

18. Outstanding entry fees for competitions.

NC expressed concern that payment was still outstanding for some Kelvin and Mackinnon Cup entries for the past season. GMcK suggested online payment could make the process easier. It was agreed that in future payment on entry was required and that payment would be sent to the Treasurer.

Action: NC to confirm which entry fees remain outstanding

19. NIBU Diary

MMcF would contact Asdon and try to negotiate a price comparable to that acquired by AF i.e. £960 for 500 diaries. It was also agreed to have 2000 copies of the Fixture list printed and distributed free.

Action: MMcF to co-ordinate printing of the 2013-2014 diary.

20. Hand Analysis

IH queried whether others felt his Congress hand analysis and cost of booklet for Inter A & B players were worthwhile. Members felt the session was a valuable part of the congress programme and should be retained

21. Date of Next Meeting

No date was fixed for the next meeting. The view was expressed that Committee should meet bi-monthly given the level of business to be transacted.

The meeting was concluded at 8.50pm.

Michael McFaul
Hon. Secretary