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MEMORANDUM TO SECRETARIES – **red indicates** updated since last months memo or I am trying to reiterate important details. **Blue means requiring immediate action if not already actioned**

- QBA Web Page – This is up there for the clubs benefit as well as players. Please keep it upto date.
- **Beginners Lessons/Intermediate Lessons – we advertise on the website – WE CAN'T DO IT WITHOUT THE DATA. PLEASE SUPPLY**
- Club Data – THANK YOU – I now have a complete document and accurate. If you want a copy happy to send a pdf copy to you. PLEASE KEEP ANY CHANGES UPDATED. **As you know I lost my data, thank you to all clubs for sending me updates HOWEVER I did notice some of the data sent did not agree with your websites, please check accuracy of your website please.**
- Newspaper Articles – please send all bridge articles from your local paper.
- Youth – please advise if you have any players under the age of 25 playing at your club. Paul Brake is the Youth Co-ordinator. The Queensland Youth coordinator has set up a facebook page for all Queensland youth – players link on webpage – please enquire for more information. Please ensure your club has a policy on charging youth – table fees and congresses. We recommend half price however it is only a recommendation. Clubs do not have to give any discount unless it is a QBA State Event or ABF Event – i.e. Open Pairs or Barrier Reef where it is compulsory.
- Please don't forget to write articles and send photos for our QBA Bulletin. Phil the Bulletin Editor appreciates all articles especially those reporting on a recent congress – don't forget to include a hand. Some of the clubs are regularly sending us photos – the feedback we get from your members is very positive – they love to see photos in the Bulletin. **If you are receiving too many or too little copies of the bulletin, please advise and I can fix this problem – same goes with the ABF Bulletin. Look at the amount you receive this month please.**
- Do NOT contact the ABF direct without approval, please go via the correct channels which are via me. The ABF will not answer direct enquiries this also means GNOT enquiries.
- Entry forms and list of entries for congresses MUST appear on the website. THANK YOU, I have no gripes in this area PLEASE KEEP IT UP.
- All entry forms MUST be approved by the QBA Webmasters – Peter Busch has kindly done up a dummy entry form for clubs to use. This is the minimum amount of information required on the entry form. Of course clubs can put more if they so wish. Please also ensure that the director appointed for your congress puts results of your congress up on the QBA website in a timely manner. If your entry form is ready 6 months prior to the event, feel free to send it to the QBA Webmasters approval. A list of Entries on your clubs home page is not sufficient – IT MUST BE ON THE QBA PAGE even if it is a link.
- Funding Applications – if you are successful, please advise me and I will put a thank you in the QBA Bulletin because this is part of the marketing agreement when you receive the application. I need who gave the funding and how much and what for. **Congratulations to QCBC and Rockhampton who are the most recent recipients.**

- QBA Events – please market these on behalf of the QBA – Clubs have the right not to advertise other clubs congresses and events but they DO NOT have the right to NOT advertise QBA State Events. It has been brought to my attention that entry forms for State Events have not been published at some clubs – please ensure these are. **Upcoming State events to be advertised are the Graded Teams and QBA Butler Pairs.**
- If you write requesting stationery, labels or advice by email and I do not acknowledge your email, it will certainly mean that I did not receive the email as I acknowledge all emails. **Please note that our plastic sleeves for system cards are only \$1.00 – the Bridge Shop in Sydney charges \$2.00. Law books are \$16.00 for soft cover and \$20.00 hard covers till end of June then the price will increase and postage will be charged.**
- **QBA Levies for 2017 are \$15.00.** We know clubs have members who are only visiting from interstate and they could be visiting for 6 months or maybe less. **These members join as they do not wish to pay visitors fees and these members must pay QBA LEVIES however we have no way of identifying them as their home club for masterpoint purposes is in another state. You are required to advise me of any such members and we will issue an invoice for their QBA levies. NOTE – Bridge Players ONLY pay one ABF levy in a year however if they are members of 3 different clubs in 3 different states – they will be required to pay 3 state levies. 3 clubs in the same state only requires one state levy. The system is still not clever enough to work out these players so we need you to tell me Treasurers – if you are aware of new home club members during the month, it will mean both the ABF and QBA will invoice you at the beginning of the following month. If you feel you have not received an invoice from either one of us, please contact us as in most cases, the invoice is in the club somewhere awaiting payment. **Please advise Treasurers that if they know of new members, an invoice will arrive from the QBA so they should be proactive and locate the invoice as it will be sent within 7 days from the start of the previous month.****
- Obituaries – all clubs are welcome to use this page. If you believe a member's obituary should appear on our web page, please send it to me and I will organise its placement. We have criteria for members to appear on QBA profiles but clubs can request that a prominent member be placed on the Obituary page. Also if a prominent member of your club passes away, please advise me and also advise position held etc etc.
- It is the clubs responsibility to ensure that the congress levy due to the QBA is paid. This responsibility has been taken off the director however the director should advise you as to amount owed –**directors will do this by presenting you with a statement of number of tables. If your Director is not presenting you with an invoice he or she should be so ask. Clubs who do not submit congress levies will not have their congress masterpointed – Please ensure your Treasurer is aware we do not issue invoices for levies as we do not know table numbers etc.**
- Blanket Insurance Policies held for clubs are Public Liability, Voluntary Workers and Directors Insurance – copies of policies are on ABF Website and QBA Website. **2017/18 Certificate of Currency has been uploaded on to the ABF Website.**
- **Next council meeting is June 29. Next Management Meeting is July 27th.**
- Some clubs have been forced to write risk assessments or the like due to lease agreements etc. If you are such a club and wish to share the documents with other clubs to avoid them having to reinvent the wheel I am sure clubs would appreciate it.
- TBIB - Major sponsor of ABF Events and now a major sponsor of the Gold Coast Congress. They now provide a competitive home insurance policy for ABF members that combine the convenience of an online portal and the security of having a broker on your side. More information visit www.tbib.com.au or call 07 3252 5254. TBIB would like to come out to your club and tell members and club management about the insurance they offer. They would also be happy to sponsor an event within your club so give Steve Weil a ring on the phone number above.

- We have been advised that it is a good idea to at least every 6 months; check the battery terminals in your bridgemate to ensure no battery leakage. Apparently when battery acid gets into the bridgemate, the bridgemate is ruined so to ensure this does not happen, the batteries should be regularly checked. We have just checked the bridgemates that are housed at the QBA, several batteries had leaked. If these are not found in time, they will ruin the Bridgemate.
- Marketing/Teaching Grants available to all clubs – as long as not advertising beginner's classes, the QBA with the help of ABF assist with advertising or promotion of bridge. Most bridge clubs over the past 10 years have taken advantage of this grant. Please ring me or email me if you wish further information.
- Congress Levies increased to \$1.50 per table per session as at 1st January 2017.
- Membership Books or 2017 Programmes – please don't forget to send once received from Printers.
- The first draft of the 2018 Calendar will be out shortly.

A handwritten signature in black ink that reads "K Ellaway". The signature is written in a cursive style with a large initial 'K'.

Kim Ellaway
Manager