



**Minutes of the Trustee Meeting for English Bridge Education & Development CIO
Held at Young Chelsea Bridge Club, 54 Goldhawk Road, London, W12 8HA
on Thursday 1st September 2016 at 12:30pm**

Present:	Andrew Petrie (AP)	Chairman
	Mike Hill	Trustee & Treasurer
	Gary Ames (GA)	Trustee
	Jeremy Dhondy (JD)	Trustee
	Bernard Eddleston (BE)	Trustee
	Caroline Small (CS)	Trustee
	Barry Capal (BC)	General Manager EBU & EBED
	Rob Lawy (RL)	EBU Representative
	Peter Stockdale (PS)	(minuting the meeting).

Apologies: David Waxman (DW) Trustee

Excused: Richard Banbury (RB) Youth & Business Manager
Sue Maxwell (SM) Education Manager

AP gave DW's apologies, and explained that he would be meeting with DW next week to discuss various matters.

AP emphasised his intention to try to focus on strategic matters, rather than operational issues, at the Trustee Meeting, and therefore RB and SM had been excused from the meeting.

2. Conflicts of interest

The Trustees were given an opportunity to disclose any conflicts of interest. There were none.

JD acknowledged that he would set aside the EBU's specific interests when acting as a Trustee, though it was recognised that his Chairmanship of the EBU was known when his appointment as a Trustee was made. It was agreed that as RL was acting as a representative of the EBU he could speak for the interests of the EBU.

It was noted that GA had recently been employed by EBTA to provide a service teaching bridge teachers, and this had been at the standard rate paid to bridge teachers.

3. Minutes of the meeting 1st June 2016

3.1 Accuracy

The minutes were approved as accurate.

3.2 Matters arising

3.2 – AP reported that Ann Palmer had resigned as SBBC Club Manager. The club had found a replacement.

4.3 – The change in RB's job title had yet to be actioned. This would be done as soon as possible.



6 – JD had produced a document outlining the purpose and role of a possible patron of the charity, along with possible 'pros and cons'. JD was thanked for his work on this.

7 – The club education survey had been discussed at the most recent EBU Board Meeting. It was reported that the EBU were pleased with the positive messages which could be drawn from the responses, and that the replies indicated some clear ways forward – that some of these were being addressed by EBED's projects had been well received.

The EBU were funding a pilot scheme in Yorkshire which was working to increase membership in affiliated clubs. It was noted that Yorkshire should be encouraged to include EBED's activities in their promotion – a simple example would be an EBED logo and web link on their website. RB would be asked to raise it with them. **Action: RB (via BC)**

No one present at the meeting was aware that there had been no progress to date on a leaflet which would give suggestions on membership recruitment and examples of 'best practice' in this area.

Action: RB (via BC) with BE & GA

8.3 – It was noted that no progress had been made on producing literature for promoting bridge in schools. It was agreed that this should be a priority. **Action: RB (via BC) & BE**

AP stated his intention to collate the outstanding actions from previous task logs to identify areas which still needed to be addressed. **Action: AP**

4. Chairman's update

4.1 New trustee

AP reported that there had been only one applicant. AP asked everyone to give consideration to whether they knew anyone with suitable skills who could be approached in future. **Action: All**

4.2 Education & Development Officer

AP reported that the position was unfilled, and he outlined a possible 'Plan B'.

4.3 Quarterly Review

AP began by explaining that the membership software used by the EBU would soon be replaced – probably in November. This would hopefully make certain information more readily available and easier to keep accurate, including the details of teachers.

GA had accompanied AP to the latest Quarterly Review with the staff in Aylesbury, and both felt positive about how things were progressing, though with concerns that the resource of 'staff time' was in a fragile position.

The good work done by SM with the refresh of the Bridge for All materials was recognised, and thanks were expressed to GA for the assistance he had given to SM. GA noted that although the



project had started with a 'refresh' it had become necessary to undertake a greater overhaul than originally planned. He added that a new system was in place for noting feedback and dealing with errors in the new books. It was reported that Book 2 was now at the printers, and that sales of Book 1 were going well. AP confirmed that there was no formal time scale in place for updating the book as there was other material which should be addressed first, including prioritising Fast Forward Bridge.

It was reported that some modules for Fast Forward Bridge had been provided. SM had provided a business plan for the scheme, and indicated that the scheme was on schedule to be launched by September 2017. It was noted that it had been necessary to change the date of the proposed 'teachers event' due to the change of date of the EBU's Summer Meeting – it was now likely to be the 9th/10th September.

The Trustees discussed matters relating to current members of staff.

SM had provided a report on the advertising campaign that had run in the Daily Telegraph. It had been very successful but the number of responses had been too many for one person to adequately action in a timely fashion. Changes would therefore be needed if it were repeated in future. It had produced a number of benefits in addition to placing students with teachers but until the number of pupils placed in lessons was known it would not be possible to judge whether the project had provided 'value for money'.

5. Finances

5.1 Approval of 2015/16 Accounts

The 2015/16 accounts were circulated, although they were not yet complete. MH would try to arrange to meet with Gail Nancarrow and Tony Parks (TP), the auditor, to finalise the accounts and they would then be circulated by email.

MH confirmed that TP would ensure that the Report of the Trustees would include all the necessary detail.

MH reported that TP had noted that the significant difference between the reserves policy and the amount held in reserves. It was agreed some of the reserves should be designated to future projects – though they should not be made 'restricted funds' to allow for future flexibility. AP and MH would address this in the report in the accounts. **Action: AP & MH**

5.2 Treasurer's Report

MH circulated his report prior to the meeting, and highlighted two matters worthy of note – one relating to the sale of assets of the old South Bucks Bridge Centre, the other being money due from the EBU which was paid in a different accounting period.

He advised that the paperwork to open the new bank account discussed at the last meeting had been submitted, but the account was not yet open.

6. Communications update

PS circulated the first draft of a leaflet which could be used to promote EBED, explain its purpose and outline its past and future projects. The Trustees were in favour of the general approach and



some changes were suggested. It was agreed that this should be produced in time for it to be available at the EBU AGM in November.

7. Update on Medical & Social research

CS reported that the survey organised by Stirling University had received a good number of responses – approximately 5,500 from EBU members, 1,100 from SBU members and 470 from other sources. There had been only 161 replies from non-players, but it would be possible to use data from the original survey on which the questions had been based, and the total number of responses provided enough data for the study to be robust.

The survey would close on 9th September, and draft reports would then be prepared. Preliminary findings could be reported to EBU members via the December issue of English Bridge. It was then intended that the findings would be written up in a paper, and hopefully published in a journal. CS and PS would liaise in due course on possible publicity and media exposure. GA noted that he had received positive feedback relating to the survey, and EBED's undertaking of the project.

CS explained that through the Economic and Social Research Council (ESRC) it would be possible to make an application to fund a PhD student. It was agreed that this opportunity should be pursued, and CS would discuss with Sam Punch, at Stirling University, what this may entail. An application would need to be submitted to the ESRC by January, so there was still time to consider this further before making a final commitment. **Action: CS**

The Trustees expressed their thanks to Sam Punch and Diarmuid McDonnell at Stirling University for their work on this project.

8. Youth Sub-Committee

The possibility of setting up a 'Youth Advisory Group' was raised, and BE outlined who he believed may be involved. Suggested Terms of Reference were circulated and all were happy with what was proposed and approved the formation of the group. It was recognised that goals would include promotion of the Junior Award Scheme, and an ultimate target would be to establish bridge on the national curriculum. AP stated that the group would be given responsibility for some decisions, and they would be delegated a budget for their activities. They would then report back to the Trustees at every meeting.

BE would be attending the Youth Bridge Camp at Cheltenham on the coming weekend, so would be able to talk to a few potential contributors then. The possibility of changing the structure of the Junior Teach-In in 2017 from a 'single site format' to a number of smaller, regional events was noted. **Action: BE**

9. & 10. Strategic Objectives & Five Year Financial Projection

Figures for a Five Year Financial Projection had been circulated prior to the meeting.

It was noted that the spending on future projects would likely increase as more projects were added, and this would cause a reduction in the size of the reserves – neither had been reflected in these figures. It would also be necessary to adjust the figures to reflect any likely changes in the expenditure on junior events, such as the Junior Teach-In.



The 'MRI scanning' aspect of the health and wellbeing project was raised. It was agreed that no extra funds would be made available at the present time, but 'crowd-funding' may be considered in due course.

The development of existing teaching materials in the archive – being undertaken by John Pain as referenced in section 11 – was seen as an important project as it would give further value to EBTA members.

11. EBTA

AP had circulated a document prior to the meeting which outlined some of the key points to address regarding EBTA and the way in which EBED can deliver what the EBU expects for its funding.

These matters were discussed, including the promotion of Bridge for All (BfA) materials during teacher training courses, the unauthorised copying of BfA materials, and EBTA members who do not use BfA materials. The possibility of producing BfA material which covered topics such as 5-card major, so as to ensure those teachers who taught those methods could follow EBTA/EBED approved methods, was also discussed.

The Trustees approved the establishment of an EBTA advisory board which would address some of these issues and consider how EBTA would develop in future. It was agreed that DW, as a non-teacher, would be asked to Chair the group, and GA would be a member. **Action: DW (if in agreement) & GA**

It was agreed some of this work should be undertaken prior to the launch of Fast Forward Bridge (FFB) to ensure that it was delivered in to the right environment. This would include ensuring that FFB was properly taught to teachers, and delivered as part of the 'BfA package'. There would also be steps taken to protect the FFB name and material. RB would be asked to look at the issue of trademarking the name and a logo, and protecting the copyright on the material. JD would speak with Jerry Cope in order to make contact with those who developed the EBED logo with a view to developing a logo for FFB which would fit with the existing branding. **Actions: RB (via BC) and JD**

AP reported that John Pain would be employed on a short term basis to look through the extensive archive of teaching materials which EBED had acquired from the EBU. He would then catalogue the useful materials so they can be made available to EBTA members in future, and also identify subjects which were not adequately covered.

12. Governance

This topic was deferred to a later meeting.

13. Links to non-EBU clubs

The possibility of a secondary tier of affiliation, or a way for clubs not affiliated to the EBU to have membership of EBED, thereby supporting the charity and gaining from its work, was discussed. It was thought that EBED was not established with the intention of offering membership, and any such scheme should only be through the EBU. It would be important, however, to find ways to interact with unaffiliated clubs – particularly with a view to increasing the numbers of teachers and pupils – so more thought would be given in future as to how to strengthen links with such clubs. Promoting membership of EBTA may be a way forward in this regard.



14. Any other business

None

15. Next meeting

This was agreed for the 1st December.