



**Minutes of the Trustee Meeting for English Bridge Education & Development CIO  
Held at Young Chelsea Bridge Club, 54 Goldhawk Road, London, W12 8HA  
on Wednesday 1<sup>st</sup> June 2016 at 1:00pm**

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
	Richard Banbury (RB)	Business Manager, EBED
	Sue Maxwell (SB)	Education Manager, EBED
	Barry Capal (BC)	General Manager EBU & EBED
	Rob Lawy (RL)	EBU Representative
	Peter Stockdale (PS)	(minuting the meeting).

## **2. Minutes of the meeting 2<sup>nd</sup> March 2016**

### **2.1 Accuracy**

A typographical error was noted in item 5 – “prize” should read “price”. The minutes were otherwise approved as accurate.

### **2.2 Matters arising**

8. – JD enquired whether it was still intended that a business plan would be produced for Fast Forward Bridge. It was confirmed that this was the case, and that BC would produce one before the next meeting.

## **3. Chairman’s update**

### **3.1 New trustee**

AP reported that an advert for the new trustee had been placed on the EBED and EBU website, and in English Bridge. An emphasis had been placed on fundraising, however this may involve liaising with a third party, rather than specifically doing the work themselves.

### **3.2 South Bucks Bridge Club**

AP reported that all of his aims had been achieved in relation to the return of SBBC to local control. He had received thanks from the new club owners for how the Trustees had handled the change. He was pleased to report that Ann Palmer would continue as Club Manager.

### **3.3 Bridge for All**

AP gave an update on the progress of the refresh of the Bridge for All books



### **3.4 Education and Development Officer**

AP reported that an advert for an Education and Development Officer had been placed on the EBED and EBU website, and in English Bridge. He explained that the role would involve organising teaching, including online teaching.

### **3.5 Quarterly review**

AP had circulated a summary of the Quarterly Review prior to the meeting. This meeting had addressed 'operational matters', allowing the Trustee meetings to focus on 'strategy', rather than operational matters. He stated that important issues which arose at these reviews, and which required Trustee involvement, would be raised at Trustee meeting, but no such issues had arisen on this occasion.

## **4. 2016/17 budget**

### **4.1 Treasurer's report**

MH had circulated the budget figures for 2016/17 prior to the meeting. He advised that although there were still some minor alterations to be made to how time allocation was reflected in the budget the 'third party' spend had been agreed, so the total expenditure would not be changing.

He advised that the figures for 2015/16 would likely be finalised at the end of July, but he had circulated a forecast as part of the 2016/17 budget figures.

It was noted that the figures for 2015/16 relating to TD Training were showing a loss. It was agreed that MH and RB would look at this further and provide more detailed information and proposals at the September meeting. It was briefly discussed whether the costs relating to TD training should be required to 'break even', or whether TD training could be considered a necessary service to provide and could therefore operate at a loss.

### **4.2 £75K cap**

It was agreed that an additional bank account would be opened to help ensure that any cash reserves held in any one account would not exceed the £75k which is protected by the Financial Services Compensation Scheme.

### **4.3 Workload & staff allocation**

Prior to the meeting AP circulated a document which outlined how the time of staff on the EBED payroll was allocated to different accounting categories.

He noted that when the EBU agreed to fund 50% of a member of EBED's staff it gave an outline as to how it expected the work done by that person to be prioritised. AP reminded the Trustees of that outline, and noted its emphasis on EBUTA. It was recognised that SM was not currently spending the equivalent amount of time on EBUTA matters, however it was also noted that part of the work with EBUTA was to keep teaching materials up to date. It was therefore agreed that SM's current prioritisation of work on Bridge for All and Fast Forward Bridge was likely to be satisfactory. RL confirmed that this was the case, and emphasised that the EBU had intended that the outline was a means to an overall goal, rather than specific targets in itself, and that the current projects would achieve this.



RB's allocation of time between Junior events, TD training, and general 'education' work, was discussed. RB advised that at the time he contributed the figures which had been circulated his work load was different than at present, and not likely to be an accurate reflection of his future workload. It was therefore agreed to adjust the allocation of his time.

RB expressed his intention to do more with the Junior Award Scheme to increase its prominence, and to associate it with other schemes, such as the Duke of Edinburgh Award. He also added that he intended working to produce literature which could be used in schools, and the junior sector, to promote bridge. BE expressed his desire to be involve in its creation. RB and BE would liaise on this.

It was discussed whether RB's job title should be changed to include something relating to junior or youth activities, to better reflect his workload and to make it clear that EBED had someone specifically allocated to handling activities for juniors. It was agreed that this change should be made.

#### **4.4 Approval of 2016/17 budget**

Following the discussion of workloads and staff allocation the budget was approved.

#### **5. Communications update**

PS reported that the email newsletter which had been sent to all EBU members had been well received, with nearly 50% of recipients opening the email. He noted that in light of this it may be appropriate to circulate a newsletter more frequently, particularly as there may be more news to deliver in the coming months. BE questioned whether data protection laws permitted EBED using the EBU's contact list. PS replied that the sharing of information between the EBU and EBED was covered in EBU's privacy and data policy, which is freely available on the EBU website, and that members could easily opt out whenever they wished.

PS also reported that he and AP would be producing a 'glossy' leaflet to accompany the annual report which would outline EBED's aims and achievements. This would be produced in time for the Autumn, so drafts would be circulated to Trustees during the summer.

#### **6. EBED Patron**

The possible role of an EBED patron was discussed, along with the advantages and disadvantages of appointing one. It was agreed that JD would write an outline of what the role of patron would entail.

#### **7. Club education survey**

AP had circulated a document prior to the meeting which outlined some of the key points which had arisen in the EBU's survey of the teaching activity at bridge clubs, and in the resulting report which Sally Bugden had prepared. JD advised that the topic would be discussed by the EBU at their meeting later in the month, so AP recommended that a fuller discussion take place once the EBU's likely actions were known.

During a brief discussion of the results the low percentage of people who learnt and then played in clubs was highlighted as being significant. It was recognised, however, that this only showed those who played at affiliated clubs – it was possible that they were playing at unaffiliated clubs, or



socially. It was agreed that it was hard for EBED to do anything directly without the involvement of the clubs in this respect, as it is the clubs which are providing the lessons and the club games. EBED could have an indirect impact, however, by providing guidance as to how clubs can integrate beginners in to their sessions. It was agreed that RB would involve the EBU Club Liaison Officer, Bev Purvis, and they would liaise with BE and GA to work towards producing a document which outlined 'best practice' and gave some examples of successful methods for helping to increase club membership.

## **8. Project updates**

### **8.1 Health and social benefits**

CS reported that work with the survey had gone very well, and Professor Samantha Punch and her colleagues at Stirling University (SU) had been excellent to work with. She reported that the questions for the survey which will be undertaken with SU had been produced. These were based on two other pieces of research – the English Longitudinal Study of Ageing, and a study by the University of Queensland which looked at the impact of joining a club on the respondent's life after retirement. These studies could therefore provide a source of data if insufficient responses were received. She noted that different links to the online survey would be provided to different groups so that the origin of the responses could be tracked.

The offering an incentive to complete the survey was agreed.

Possible sources of respondent to the survey were discussed, and some opportunities were identified. CS reported that she had been in contact with some organisations with regard to circulating the survey to non-bridge players, but they had either declined or were yet to reply. Fliers would also be produced for circulation at events such as the Summer Meeting.

The survey would close around the end of August. It is expected that the results would be available later in the year, at which time CS and PS would liaise regarding sharing the information with the media and generating media exposure.

### **8.2 Fast Forward Bridge; Bridge for All; EBUTA; South Bucks Bridge Club**

Prior to the meeting SM had circulated a document addressing some of the questions which relate to Fast Forward Bridge. The Trustees thanked her for this as it answered many of the questions which had been previously raised, including a timescale, testing of the materials, and deliverables.

SM reported that good progress was being made with the content. GA added that he liked the appearance of the material he had seen to date – the look and feel was different which he thought was good. Along with changes in appearance there would be some small changes in content, and SM expressed her intention to produce a small newsletter for EBUTA members to update them and highlight the changes, and give an opportunity for feedback before the content was finalised.

SM noted that it would be necessary to address how Bridge for All would be licensed to EBED by the EBU. BC replied that Bev Purvis had experience in this area and was drafting an agreement between EBED and the EBU.

It was agreed that the name of EBUTA would be changed so it no longer referenced the EBU. This would make the organisation seem more inclusive to non-EBU members. It would therefore be



changed to EBTA – the English Bridge Teachers Association. The name change would be communicated to the members.

SM reported that a teachers' 'jamboree' was planned for the first weekend of August 2017. The need for a suitable name for the event was discussed, and suggestions would be sought. This would be the national 'launch event' for Fast Forward Bridge, although there would have been introductory regional sessions on the material prior to this. It was suggested that the event may also include promotion for junior bridge. The price that would be charged to delegates was briefly discussed, and it was agreed that decision would need to be taken in future at a time when SM would be able to provide full costings for the event.

SM gave an update regarding the planned promotion in the Daily Telegraph. She said that around 45 teachers had expressed an interest in being on the list of tutors offering lessons in September. It was agreed that efforts should be made to contact every club and teacher directly to ensure that all had the opportunity to be involved, and to increase the number, and geographical spread, of teachers to whom enquiries could be referred. SM and PS would do this.

SM advised that she had arranged teaching at South Bucks Bridge Club for the forthcoming year. Extra classes and seminars had been added to the schedule. Advertising would be undertaken in the local area in due course. It was agreed that the teaching at SBBC should be advertised more prominently on the EBED website. It was noted that, should the teaching programme at SBBC be successful, then it provided a model which could be repeated at other clubs, and that EBED could offer this as a service to other clubs.

### **8.3 Youth bridge**

RB began by addressing the issue of sim pairs events, and presented figures which showed the participation levels in each of the EBED events in recent years, and whether each of the 50 largest clubs in the country took part. He noted that participation in the events had shown little increase, and expressed his intention to target the larger clubs which did not take part as a way to increase the entry – only 20 of the top 50 clubs had participated in recent events.

RB advised that the date of the 2017 Junior Teach-In (JTI) would likely be the first weekend in September so as to not clash with the EBU Summer Meeting and other events. He confirmed that he had established that all those involved with running the event were happy with this date. He raised the issue of pricing, and that whilst for a single child the price was unlikely to be seen as prohibitive, there was a belief amongst some that it may be too expensive for a family with a number of people who wanted to attend. The possible need for a 'bulk booking discount' was considered.

RB reported that in the summer of 2016 junior residential bridge camps would be held at Ardingly College in Sussex, and also at Cheltenham Bridge Club with delegates staying at Cheltenham Ladies College. Whilst EBED had no financial commitment to these events, RB expressed the intention to help to promote the events. He also hoped that the events might continue in 2017. RB would be attending both events to represent EBED, and to meet with some of the attendees.

It was noted that efforts needed to be made to ensure that aspects of the safeguarding process were in place for future events. RB confirmed that although EBED had no responsibilities for the events in Sussex and Cheltenham he had reminded the organisers of their responsibilities. He added that he intended being DBS checked – this would also allow him to speak from experience on the



procedure. BE agreed to look at the EBU's Youth Care and Safety Policy and Good Practice Guide and advise of any changes which needed to be made so that it could be adopted by EBED.

RB reported that a date and venue for the School's Cup had been arranged. It would again be held in Loughborough in March.

RB reported that he had sent materials to two schools in Middlesex which wished to start new bridge clubs, and was working with a lady from Middlesex CBA to get things off the ground. BE reiterated the need for promotional material to send to schools, and it was agreed that he would liaise with RB on this matter.

### **9. Links to non-EBU clubs**

It was agreed that it would be beneficial to involve in EBED activities more clubs which were not affiliated to the EBU. It was noted that there was no easily available contact list for such clubs, but it was agreed that any effort spent compiling a list would be a productive use of time. When a contact list was available it could be used to circulate the 'social benefits' survey – this would act as an introduction to the charity and the recipient would hopefully perceive the correspondence as being interesting and beneficial to all bridge players. It would also help to increase the number of respondents to the survey.

RB asked whether it would be possible to include unaffiliated clubs in the sim pairs events. It was agreed that as the EBED sim was not an EBU event then being affiliated to the EBU should not be a requirement of entry. RB would discuss with Ian Mitchell and Gordon Rainsford the logistics of admitting unaffiliated clubs. JD will mention to the EBU board the possibility of extending it to include all EBU sims.

### **10. AOB**

RB asked whether EBED was permitted to organise bridge events – he cited a possible minibridge taster event with the Royal Horticultural Society. AP advised that bridge events could be organised, but they should be for the purpose of raising funds for EBED, and also should not be in competition with events organised by the EBU.

### **11. Next meeting**

This was agreed for 1<sup>st</sup> September.