



**Minutes of the Trustee Meeting for English Bridge Education & Development CIO
Held at The Imperial Hotel, Russell Square, London WC1B 5BB
on Thursday 2nd October 2014**

Present:	Jerry Cope (JC)	Chairman
	Andrew Petrie (AP)	Trustee & Treasurer
	Jeremy Dhondy (JD)	Trustee
	Bernard Eddleston (BE)	Trustee
	Gary Ames (GA)	Trustee
	Michael Krause (MK)	Trustee
	Barry Capal (BC)	General Manager EBU & EBED
	Simon Barb (SB)	Education & Development Manager, EBED
	Peter Stockdale (PS)	(minuting the meeting).

The meeting opened at 12:30pm

1. Minutes of the Meeting 1st July 2014

1.1 Accuracy

The minutes were approved without amendment.

1.2 Review of Action List

Decision log

SB advised that the 'Giving Page' was active, and work was being done to enable the taking of contributions by direct debit.

EBED/EBU

The EBU's role as a governing body for bridge, and thus its requirement to support the teaching and development of the game in England, was acknowledged. It was confirmed that both the EBU Board and EBED Trustees were aware of the potential, and in some instances the need for, overlap.

The importance of the EBU County Youth Officers in promoting and developing bridge was acknowledged. JC advised that he is working with the Chair of the County Working Group, Darren Evetts. JC reported that Darren was willing to help but needed advising on how EBED wished him to proceed.

Data Protection

BC reported that he had completed EBED's registration.

New trustee

JC had met with Caroline Small, and proposed her appointment. This was formally approved by the trustees and she joins the board as an Independent Trustee.

2. Approval of Accounts 2013/14



AP had circulated the Trustees' Annual Report prior to the meeting. This was unanimously accepted and it was agreed that it would be put on the EBED website once it had been submitted.

He advised that consideration of the Annual Report for the following year should begin at the next meeting as it would be a more involved process.

2.1 Treasurer's Report

AP had circulated the Treasurer's Report prior to the meeting.

3. Update on 'Business as Usual'

3.1 Financial Report

This had been dealt with in agenda item 2.

3.2 Report on Junior Teach-In

SB reported that the Junior Teach-in (JTI) had been reasonably successful. Whilst there were a few things he would modify in future, he thought in general it was very well run. 85 delegates attended including 55 children, which had been a slight improvement on 2013. SB believed an attendance of 200-250 at the JTI was a realistic aim, and he felt that was the number of attendees required to warrant the effort which was put in to running the event. He did note, however, that it was important for junior bridge in England to have a flagship teaching/development event. All were in agreement with this sentiment.

It was agreed that it would be both important and beneficial to involve the counties in the promotion of the JTI. The event, and its importance, should also be communicated to the county chairmen, particularly in counties where there is not an active 'youth officer'. JD stated he would include the information in his newsletter to the counties so they had the details prior to the AGM.

3.3 Intellectual Property

It was agreed that a policy for how the Intellectual Property of the EBU and of EBED could be used by the other party should be developed. SB had prepared a draft document and he would liaise with Anthony Golding, an EBU Board member, on the legal aspects of the document and develop something for approval by both the EBU Board and the EBED Trustees.

3.4 Website

SB reported that the EBED website was now nearing completion. He thanked those who had been involved in its production

He advised that some information was currently held on the EBU website and would be transferred to the EBED site. He encouraged all present to view the site to both check for errors and advise on any improvements which could be made.



The website would be officially 'launched' in the near future when all the necessary updates had been made, but SB believed it was sufficiently completed that the general public could be directed to it. Analytical tools were in place to monitor traffic to the site.

3.5 Forthcoming Activities

SB reported that the Young Bridge Challenge would take place at the end of February. He emphasised the need to promote the event in the very near future as teachers would be planning the events for the school year in the coming weeks.

SB advised that the Education Sim Pairs – which includes a popular minibridge event for juniors – would be taking place in March. He stated that it would need to be promoted strongly to ensure its continuation, however, as its popularity was really only relative to other events.

SB concluded by referencing the Under 19 pairs, which is held as part of the Easter Festival. He stated the entry in 2014 of just three tables was unacceptable, so efforts needed to be made to ensure the entry in 2015 was greatly increased.

Volunteers

The possibility of enlisting a 'volunteer recruiter and coordinator' was discussed. It was agreed that while there was 'goodwill' amongst bridge players which could be used, they may not be aware of the opportunities to help. It would be beneficial to have someone who could identify the areas in which help was needed, and then recruit the necessary volunteers. It was also acknowledged that the County Bridge Associations would also be seeking volunteers, so it would be important to work with them to ensure the available resources were best utilised.

4. Sponsorship/Benefactor Reports

4.1. South Bucks Bridge Centre

BC gave an update on the proposed donation of South Bucks Bridge Centre (SBBC) to EBED. He advised that the transfer of shares from the present owner, Laurie Champniss, was likely to take place in the next six weeks.

The board all expressed their thanks for Mr Champniss's generosity.

BC advised that the primary concern of Mr Champniss was to ensure the continued operation of the club for the next decade and beyond, and the continued excellent service to the members of the club. Mr Champniss was also conscious that the club's potential as a teaching centre was not being realised. SB emphasised that the EBED's status as a charity was crucial in Mr Champniss donating to the club to EBED and that Mr Champniss saw potential for substantial savings, both in terms of running costs and possibly VAT, further increasing the value of his gift.

BC reported that the existing Club Manager would continue for approximately another six months, after which time the responsibility for club management would pass to EBED. It was agreed that the EBU would be asked to run the centre on behalf of EBED.



It was agreed that SBBC would remain as an independent company, of which EBED would own 100% of the shares. GA advised that this would be acceptable to the Charity Commission. AP would circulate to all Trustees the relevant documentation outlining the legalities of such an arrangement.

BE and GA were appointed as Directors of the SBBC. **Action: BC**

4.2 Cutler Trust

SB reported that he was due to speak with representatives from the Cutler Trust the following week (week beginning 6th October). It was hoped that they would support someone going to schools to run 'taster sessions'.

4.3 Davenport Trust

SB had been in contact with Mrs Davenport via Giles Hargreaves, secretary of the Portland Club. A meeting had been arranged for 13th October. SB advised that he hoped the Davenport Trust would make a contribution towards the costs of the Junior Teach-In.

4.4 Milton Damerall Trust

SB reported that he and BC were continuing to talk to the Milton Damerall Trust regarding support for the project looking at the 'health and social benefits of bridge'.

Other donors

It was acknowledged that thought should be given to donors who may support certain projects, particularly those outlined in agenda item 5, so that approaches could be made promptly once details had been finalised.

5. Projects – Case for Support

MK had circulated prior to the meeting a document which outlined 'the case for support' for each proposed project and this had been developed further by SB.

5.1 Schools Coordinator

A project document had been circulated prior to the meeting, outlining the basis of the project.

BE stated his belief that the region in which the project would take place should be identified prior to any application being made for funding. It was agreed that the counties would be asked to put forward an application for the project to take place in their area. It was believed that significant progress would need to be made before the end of the business year (1st April). This would allow for the appointment of someone to the role in May/June, who could then work towards having schools in place for the start of the 2015/16 academic year.

BE agreed to work on the proposal so that an approach could be made to the counties. MK would work on the funding aspect of the project so that funding could ideally be acquired prior to the commencement of any activities.



5.2 Accelerated Learning

A project document had been circulated prior to the meeting, outlining the basis of the project.

It was agreed that it was necessary to address the general methodology of such a teaching scheme, rather than the specifics of what the lessons would include – although it was noted that greater emphasis should be placed on ‘play’, relative to the time spent on ‘bidding’ as in most teaching courses. It was agreed, therefore, that possible contributors would be asked to apply for the job of creating the material, but they would be asked to explain their methods, rather than the content. It was believed that there would be a number of authors who could be interested in producing such material.

It was recognised that any methods and content which were used should be adaptable to a variety of teaching situations – for example they should be able to incorporate face-to-face, written and ‘online’ scenarios.

It was agreed that GA, in conjunction with SB, would write a procurement document to source potential authors. JD and JC would speak to potential donors.

5.3 Health and Social Benefits Research

A project document had been circulated prior to the meeting, outlining the basis of the project.

It was agreed that henceforth the project would be entitled “Health and Social Benefits Research”. This would include tackling isolation alongside the possible benefits in combating cognitive function decline.

It was recognised that the work would likely start as a literature review towards a Masters degree, and then the suitability of a PhD project would be assessed. SB confirmed that the purpose behind the project was for convincing possible donors and for lobbying Government, rather than for use in material promoting bridge as an activity.

JC advised that Caroline Small had experience in this area and he would ask her to turn the project document into a formal proposal which could be used when approach previously identified potential donors.

AP commented that members of the EBU Board were to meet with Sajid Javid, the Secretary of State for Culture, Media and Sport, and his help in having the benefits of bridge recognised, as well as in resolving the conflicting and unfair treatment of bridge by Sports bodies, would be sought.

6. Budget Process 2015/16

SB reported that he would soon begin to put together the budget for 2015/16. It was agreed that he would have a budget for discussion at the January meeting and it would be formally approved thereafter by email.

7. Observations



JC had circulated a document prior to the meeting giving some observations on the first six months of the charity's activities.

All agreed that the activity of the charity in these six months had been good, especially when considering the significant organisational changes necessitated by the charity's establishment. It was acknowledged, however, that resources had meant that not as much time had been spent on project development and funding as would have been ideal, and it would be necessary to prioritise the 'day-to-day' work of the charity to ensure the long-term projects, and the sourcing of funding, were given sufficient time.

8. Communications

The various possible methods of communication, and the possible recipients of this communication, were discussed. It was agreed that information should be circulated to the clubs and counties to update them on actions previously taken and decisions made at this meeting. It was also thought that the teachers and EBU members should be contacted when there was a specific 'news-worthy' development. SB and PS would also contact the bridge correspondents of the national newspapers with any relevant news.

SB advised that he would soon be producing a new issue of Accolade – the magazine for EBUTA members. This would be a means for disseminating information to the teachers.

9. Any Other Business

SB will draft a short 'Youth Strategy' to outline how those who were encouraged to play could progress through their 'bridge career'.

MK observed that nothing had been written outlining why the three main projects were chosen, and that other projects were identified but not chosen. It was agreed that such a document could be important. MK and SB would draft something.

SB will try to establish a link between each university bridge club and a club in its local area.

AP and JC will re-read the constitution of the charity and check for potential 'issues'. **Action: AP & JC**

10. Future meetings

The date of the next meeting was arranged for Tuesday 20th January.

The meeting closed at 4:25pm