



## English Bridge Education & Development Board Meeting

<b>Date :</b>	<b>06/09/2017</b>
<b>Venue:</b>	<b>Young Chelsea Bridge Club 54 Goldhawk Road London W12 8HA</b>
<b>Time:</b>	<b>1230hrs – 1645hrs</b>
<b>Meeting:</b>	<b>English Bridge Education &amp; Development Board Meeting</b>
<b>Attendees:</b>	<p>Andrew Petrie – Chairman (AP)</p> <p>Mike Hill – Trustee &amp; Treasurer (MH)</p> <p>Donna Wright – CEO EBED (DMW)</p> <p>Jeremy Dhondy – Trustee (JD)</p> <p>Bernard Eddleston – Trustee (BE)</p> <p>Caroline Small – Trustee (CS)</p> <p>Claire Wheeler – Project Support Officer (CW)</p>
<b>Apologies:</b>	<p>Gary Ames – Trustee (GA)</p> <p>David Waxman – Trustee (DW)</p>
<b>For info:</b>	Meeting Actions/Minutes – CW
<b>Agenda:</b>	<p>Agenda Item 1 - HOUSEKEEPING</p> <p>Agenda Item 2 - OPERATIONAL ISSUES</p> <p>Agenda Item 3 - GOVERNANCE ISSUES</p> <p>Agenda Item 4 - STRATEGIC ISSUES</p> <p>Agenda Item 5 - ANY OTHER BUSINESS</p>



## English Bridge Education & Development Board Meeting

### Agenda Item 1 - HOUSEKEEPING

#### Apologies

David Waxman and Gary Ames

#### Welcome & Introductions

The Chairman Andrew Petrie (AP) welcomed the new CEO Donna Wright (DMW) and the new Project Support Officer Claire Wheeler (CW), who was taking the Meeting Actions/Minutes.

#### Introductory Remarks (AP)

The Chairman stated that the bulk of the meeting would be spent discussing the CEO's first impressions and the plans she has regarding how the charity should be managed going forward.

#### Minutes

##### Accuracy

Minutes accepted as accurate.

##### Matters arising

There were no significant issues arising.

##### Approval

Minutes approved.

### Agenda Item 2 - OPERATIONAL ISSUES

#### Financial matters

- The 2016/17 Annual accounts were approved
- The treasurer presented his report to end June 2017. There were no significant problems identified
- The Chairman tabled the 5 Year Financial Plan which showed there were significant funds for the charity's planned major projects

#### Chairman's Report

The Chairman presented his quarterly report. A number of problem areas were identified and the CEO had or was resolving them:

- i. JTI – numbers and safeguarding
- ii. Resignation of the Education Manager and interim arrangements for cover
- iii. Lack of policies, processes and procedures in certain areas
- iv. The website
- v. The SBBC teaching programme

#### Chairman's Report cont.

The report also highlighted some important issues

- vi. The successful roll-out of Fast Track Bridge
- vii. The first pilot of the re-vamped Teacher Training course due to take place in September

#### CEO's initial perspective on EBED

The CEO presented her initial perspective on EBED and has identified a number of issues that would be addressed in the short/medium term. These include:

- Management Processes
- Communications
- Event and Project Management
- Governance

#### CEO's Resource Plan

The CEO presented a resource plan for approval. Subject to the preparation of individual job descriptions and sign off by the Chairman, this was approved.

#### Managing the Business Going Forward



## English Bridge Education & Development Board Meeting

The CEO presented and outlined a framework that is intended to be used to manage the charity going forward.

### Research Projects Update

Caroline Small (CS) outlined the status of our 2 major research initiatives:

- i. £20K of funding had been approved by the Trustees for fMRI research at Stirling University. We are awaiting a contract from Imperial.
- ii. Following the approval of £3K funding to Stirling University to continue their research into the benefits of playing bridge, a contract is now signed and work will start soon.

### Youth Matters

#### JTI

The CEO and Bernard Eddleston (BE) reported that the JTI at Loughborough had taken place and the feedback was that attendees had found it enjoyable and beneficial. A number of organisational problems were identified by various parties and these would be taken account of in any future events.

#### YAG update

BE discussed plans to extend membership of the YAG and that a meeting was due to take place in September.

### **Agenda Item 3 - GOVERNANCE ISSUES**

#### Issues previously agreed by email

The Chairman reminded everyone that a number of various issues had been agreed by email between meetings:

- To change the constitution to increase the number of trustees to nine. We now need to register the new constitution with the Charity Commission
- To appoint a Vice-Chair namely Gary Ames (GA), but not to change the constitution to identify this post as an Officer of the charity
- To approve new authorisation limits

#### New Trustees

When the revised constitution is registered with the Charity Commission, we will have 2 Trustee vacancies. It was agreed that these vacancies would be advertised and people encouraged to apply.

### **Agenda Item 4 - STRATEGIC ISSUES**

#### Strategic Objectives, Strategic Plan

The possibility of a Trustee strategy workshop was discussed and Trustees asked to submit views and possible topics to the Chairman.

### **Agenda Item 5 - ANY OTHER BUSINESS**

There was no other business.

MEETING CLOSED 16:45