



Meeting Actions

Date:	06/12/2017
Venue:	Young Chelsea Bridge Club 54 Goldhawk Road London W12 8HA
Time:	1230hrs - 1645hrs
Meeting:	English Bridge Education & Development Board Meeting
Attendees:	<p>Andrew Petrie - Chairman (AP)</p> <p>Mike Hill - Trustee & Treasurer (MH)</p> <p>Donna Wright - CEO EBED (DMW)</p> <p>David Waxman - Trustee (DW)</p> <p>Bernard Eddleston - Trustee (BE)</p> <p>Caroline Small - Trustee (CS)</p> <p>Claire Wheeler - Education & Development Training Manager (CW)</p>
Apologies:	<p>Gary Ames - Trustee (GA)</p> <p>Jeremy Dhondy - Trustee (JD)</p>
For info:	Meeting Actions - CW
Agenda:	<p>Agenda Item 1 - HOUSEKEEPING</p> <p>Agenda Item 2 - OPERATIONAL ISSUES</p> <p>Agenda Item 3 - BREAK</p> <p>Agenda Item 4 - 2018/2019 BUSINESS PLAN & BUDGET</p> <p>Agenda Item 5 - ANY OTHER BUSINESS</p>



Meeting Actions

Agenda Item 1 - HOUSEKEEPING

a. Apologies

Jeremy Dhondy (JD) and Gary Ames (GA).

b. Welcome

The Chairman (AP) welcomed all attendees to the meeting.

c. Introductory Remarks

The Chairman (AP) thanked all attendees or their continued contribution throughout the year.

d. Minutes

i. Accuracy

Minutes were not accepted as accurate.

The Chair stated an administration error had occurred. The distributed minutes from the previous Trustees meeting were not the signed off version and a working copy had been sent. (CW) to investigate and re-issue. **SEE ACTION A010.**

ii. Matters arising

There were no significant issues arising.

iii. Review of Actions

ACTION A001 – CLOSED

ACTION A002 – CARRIED FORWARD TO NEXT MEETING

ACTION A003 – CLOSED

ACTION A004 – CLOSED

ACTION A005 – CLOSED

ACTION A006 – CLOSED

ACTION A007 – CLOSED

ACTION A008 – CLOSED

ACTION A009 – CLOSED

iv. Discussion on Format

The new format of the minutes/actions were agreed. (AP) recommended, prior to publishing the agreed minutes, that all action references are to be removed. This was agreed by all and the overall consensus was to carry the agreed minutes and upload to the website. Declaration (AP). (CW) to pass to Peter Stockdale (PS). **SEE ACTION A011.**

v. Approval

Minutes approved.

Agenda Item 2 - OPERATIONAL ISSUES

Financial Matters

i. Treasurer's Report

- The Treasurer (MH) presented his six-month report to September 2017. It was agreed that any communication regarding the Treasurer's Report are to be sent direct to the Treasurer. (MH) to liaise with (GA).
- Davenport Trust covered the deficit on the 2017 JTI. Funds received. **SEE ACTION A012.**
- (AP) suggested a donation of up to £2000 from EBED to be given to the International Youth Fund for the Youth World Championships. It was agreed by all. EBED to arrange donation. **SEE ACTION A013.**



Meeting Actions

- Discussion on Café Bridge. Café Bridge was described as hosting a game in a local café. It has proved to be very social and interactive. The question raised was 'Does Café Bridge sit with EBED or EBU?'. It was felt that although Café Bridge is proving successful, the Trustees could not see the fit with EBED at this time.

b. Governance & Contractual Issues

- i. SBBC (DMW) It was agreed that going forward all BfA books will be incorporated into the course fees.
 - ii. New Trustees & Officers – Names put forward for new Trustees & suggestions of people to approach.
- The Chairman (AP) announced his intention to step down from his role as EBED Chairman in March 2019. (AP) to formally write to EBU Chairman (JD) to trigger EBU actions to appoint new Chairman. **SEE ACTION A014.**
 - (BE) Reconfirmed of his intention to step down from his role as Trustee in 2020.

c. CEO's Report

- (DMW) discussed putting together a stakeholder group to improve internal and external communications.
- (DMW) prompted discussion around fund raising. It was agreed that (CS) would write a proposal on her study and the outcomes with a view to receiving a suggested funder's shortlist. Contacts for this communication were suggested. (CS) also suggested a 'prize' for a future youth event. The 'prize' was to play opposite a bridge expert.

d..Review of Priority Objectives

- (DMW) provided an update on the recruitment campaign.

e. Research Projects Update

- (CS) discussed advertising on the EBED website for ethics approval and specific groups in order to support the Imperial Colleague Research.
- (AP) gave thanks to (CS) for the extra workload and time spent.

f. Youth Matters

- YAG Update
 - (BE) gave YAG update following the recent meeting of the Advisory Group.
- University Bridge
 - (BE) spoke about his University Bridge paper and it was agreed to action and progress. (BE) to progress and ask for assistance in getting Fast Track Bridge into one or two universities.
- Research into Benefits of Bridge in Schools
 - (BE) gave an update on Stamford and the good work they continue to achieve. (BE) To meet with Stamford & Nottingham University to ascertain the scope of project. It was stressed the importance of ensuring costings for 2018/2019 are included in business planning and budgets.
 - A discussion with (BE) and (CS) regarding the passing of (BE) paper on research to Sam once



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Nottingham University are advised and approval granted.

- Schools Cup
 - (DMW) reported EBED are on schedule
- JTI 2018
 - Discussion on JTI. All felt it was well established and EBED will continue. It was agreed that two events would be held, one in the North and one in the South of the country. (DMW) to progress and update Trustees at the next board meeting.

g. EAG

- (DW) gave an update on EAG progress. It was agreed that (DW) would contact Gail Nancarrow to establish funding availability. (DW) and (DMW) to progress.

Agenda Item 3 - BREAK

Agenda Item 4 – 2018/19 BUSINESS PLAN & BUDGET

- Discussion around 2018 and 2019 business plan and budget with the focus on University/EAG/Research Projects. (DMW) and (AP) to progress.

Agenda Item 5 - AOB

- A discussion around the Teacher Qualification Assessments took place. Several ideas on the current system were put forward. It was agreed that this is a standalone project to be considered when business planning.
- Agreed salary reviews for EBED staff to be kept in line with EBU.

MEETING CLOSED 16:45



Meeting Actions

ACTION SUMMARY

ACTION CARRIED FROM PREVIOUS MEETING						
ACTION	AGENDA ITEM / ACTION / NOTES	RAISER	OWNER	DUE DATE	STATUS	UPDATES
A002	Agenda Item 2 - Financial Matters Annual Accounts to be published to the EBED website	MH	DMW	Once approved by Charity Commission	Closed	CLOSED
A010	Agenda Item 1 Housekeeping d. Minutes i. Accuracy • Correct version of previous trustees meeting minutes to be re-distributed	AP	CW	Immediate Effect	Closed	CLOSED
A011	Agenda Item 1 - Housekeeping d. Minutes iv. Discussion on Format • Remove action references. Upload and publish	AP	CW	Immediate Effect	Closed	CLOSED
A012	Agenda Item 2 – Operational Issues a. Financial Matters i. Treasurers Report • Write a letter of thanks to Davenport	AP	DMW	Next Trustees Meeting	Closed	CLOSED
A013	Agenda Item 2 – Operational Issues a. Financial Matters i. Treasurers Report • Donation to International Youth for China.	AP	DMW	Next Trustees Meeting	Open	
A014	Agenda Item 2 - Operational Issues b. Governance & Contractual Issues ii. New Trustees & Officers • Write letter to EBU.	AP	AP	Immediate Effect	Open	