Meeting Minutes / Actions

Date:	**06/12/2018**
Venue:	**Young Chelsea Bridge Club** **54 Goldhawk Road** **London** **W12 8HA**
Time:	**1230 - 1600**
Meeting:	**EBED Board Meeting**
Attendees:	Andrew Petrie - Chairman (AP) Andy Margetts - Vice-Chairman (AM) Jeremy Dhondy - Trustee (JD) Bernard Eddleston - Trustee (BE) Mike Hill - Trustee & Treasurer (MH) David Waxman - Trustee (DW) Donna Wright - CEO EBED (DMW) Caroline Small - Trustee (CS) Dom Wilson - Trustee (DWN) Claire Wheeler - EBED Training Manager (CW)
Apologies:	Gary Ames – Trustee (GA)
Agenda:	Agenda Item 1 - HOUSEKEEPING Agenda Item 2 - GOVERNANCE AND STRATEGY Agenda Item 3 - OPERATIONS Agenda Item 4 - AOB

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Agenda Item 1 - HOUSEKEEPING

AP opened the meeting and thanked everyone for attending

Apologies were given from CS, and CW and recorded in the minutes

AP welcomed DE, and those who had not met DE before introduced themselves

(a) <u>Accuracy</u>

Re-title meeting actions to reflect meeting minutes.

Action: CW

(b) <u>Approval</u>

The minutes were approved, subject to the changes listed in 2(a).

(d) <u>Declaration of any conflicts of interest</u>

MH queried wording of reserves policy. It was agreed that he would talk to DMW about this outside the meeting.

Agenda Item 2 – GOVERNANCE & STRATEGY

(a) <u>Matters agreed since last Board meeting</u>

AM gave an update on the EBED presentation at the EBU AGM. He presented the EBED strategy and DMW talked about progress made so far.

A meeting has been arranged for AM, AP & DMW to meet with EBU officers in early January 2019.

JD suggested that County Chairman meetings would also be a good place to present the EBED strategy and progress.

DW explained that he had attended his local club AGM where they discussed the importance of advertising the EBED sims pairs to all bridge clubs, not just affiliated ones.

(b) <u>Update on organisation and resourcing</u>

A discussion took place regarding the skill set across the current team at Aylesbury, those of the trustees and the need to have a trustee able to lead on Education. AP suggested a bridge expert role.

(c) <u>Trustee Lead for Education</u>

An update on the recruitment of replacement trustees was given by DMW.

(d) <u>Shared Services agreement</u>

AM gave an overview of the document and explained it will be signed by all parties by the end of the financial year.

(e) <u>Good Governance</u>

AP talked through the governance paper and the recommendations.

(f) <u>Strategy priorities & update</u>

DW asked about communication of the strategy and way forward to EBTA and EAG.

AP to draft a communication to the EAG.

It was noted that GA had stressed to importance of establishing a new steering group in order to debate and agree direction of EBED such as 5 card majors.

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Dom W to investigate kindle options for BfA publications. **Action Dom W** DMW to find V-Blue agreement and contact details. **Action DMW** Dom W also offered to talk to Aberystwyth University regarding app building and other IT solutions for university projects 19/20.

Agenda Item 3 – OPERATIONS

(a) <u>Financial Matters</u>

Update given by MH and AP
19/20 Business plan and budget – review given by AM
DMW to scheduled meet with GN Jan/Feb and start to build budgets due to early QR.
Action All to provide DMW with budgets and spends for any 19/20 projects.
Action DMW to provide AM/AP with draft recommendations for 19/20 pricing

(b) <u>CEO's Report</u>

Report given by DMW. Discussion took place regarding 2019 JTI venues

(d) <u>Education</u>

Update provided by GA and DMW

(e) <u>Youth Matters</u>

Update given by BE and DMW – Warwick University fast track course was very positive and has increased numbers of players. Discussion took place regarding expanding the program during 2019.

(f) <u>Research Projects</u>

Discussion around the new blog provided by Kevin Judge. John Harris' draft document was circulated and discussed. **Action CS to send out to all trustees for feedback.** Progression on Imperial MRI scanner project was also provided by CS.

Agenda Item 4 - AOB

(a) Comms
Action AP to email EB to establish publishing content boundaries.
(b) Dom W U3A decision cascaded down and tried WI but got same message.
Action DMW to order flowers from trustees for LM

MEETING CLOSED 16.30

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ACTION SUMMARY

ACTION	AGENDA ITEM / ACTION / NOTES	RAISER	OWNER	DUE DATE	STATUS	UPDATES
A030	Agenda Item 5 – CEO Highlight Report • Make The Ruffian available through MyEBU	JD	DE	ASAP	Open	
A037	Agenda Item 2 – Governance Issues • Shared Services Agreement to be created for JD to present to EBU Board	AP	AP, AM, DMW	Next Meeting	Open	
A038	Agenda Item 2 – Governance Issues • Investigate possible NI savings from a separate EBED payroll	MH	DMW	Next Meeting	Open	
AO39	Meeting actions to reflect meeting minutes	AP	CW	Next Meeting	Closed	
AO40	Investigate Kindle options for BfA publications	AM	Dom W	Next Meeting	Open	
AO41	Find V-Blue agreement and establish contact	AM	DMW	Next Meeting	Closed	
AO42	Provide budgets and spends for all 19/20 projects to DMW	DMW	ALL	Next Meeting	Open	
AO43	Provide draft recommendations for pricing	AM/AP	DMW	Next Meeting	Open	
AO44	John Harris recommendations to be circulated and feedback to CS	CS	ALL	Next Meeting	Open	
AO45	Communicate with EB regarding publishing criteria	AP	AP	Next Meeting	Open	

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A032	Agenda Item 8 – Education Matters • Meet to discuss future of EAG	DW	AP, GA, DW, DMW	Next Meeting	Open	
A033	Agenda Item 8 – Education Matters • Engage with Mike Rothwell regarding update to Hand Generator macro	GA	DE	ASAP	Open	
A034	Agenda Item 10 – Governance • Check all essential policies are in place and all are reviewed on her return	DMW	CW	Next Meeting	Open	