



**Minutes of the Trustee Meeting for English Bridge Education & Development CIO  
Held at The Chartered Institute of Arbitrators, 12 Bloomsbury Square, London, WC1A 2LP  
on Thursday 17<sup>th</sup> December 2015 at 12:30pm**

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
	Sue Maxwell (SB)	Interim Manager, EBED
	Peter Stockdale (PS)	(minuting the meeting).

**1. Apologies for absence**

Michael Krause (MK)	Trustee
Barry Capal (BC)	General Manager EBU & EBED

**2. Minutes of the Meeting 24<sup>th</sup> September 2015**

**2.1 Accuracy**

The minutes were approved as accurate.

**2.2 Matters Arising**

1.2/12 – AP reported that the newsletter had been distributed. This had been opened more people than previous newsletters. PS noted that this implied people were more familiar with EBED (so were less inclined to delete it without opening it) and were more interested in its activities.

4 – JD reported that he had not received a reply regarding Erasmus+. He had asked for an update but had not yet received any information. He advised that whilst a reply would likely be forthcoming, it may not ultimately be positive.

**3. Review of Action List**

It was noted that the action list only included matters arising during that meeting. It was agreed that it would be helpful if it also included tasks assigned at previous meetings which were yet to be completed. AP and PS would therefore collate the uncompleted tasks from previous meetings, and establish which should be prioritised.

**4. Update on various issues**

**4.1 Trustee & staff appointments**

AP confirmed that Simon Barb and Jon Taylor had left EBED's employment, and that an advert had been posted for a replacement. AP had discussed with Jerry Cope how the work may be divided between future employees. The Trustees approved the general proposals which AP put forward.

**4.2 5 year objectives**

Prior to the meeting AP had circulated a document which outlined EBED's 5 Year Objectives for 2016-2020. He had received some feedback from the Trustees, but no changes needed to be made.



MK had expressed a desire to establish a file of projects which were approved, but required funding – this could then be used when an approach was made by a party interested in funding a project. This had been incorporated in to the plan which AP had circulated.

AP also highlighted the objective relating to the development of a database of people willing to assist the charity. It was acknowledged that this was important so that EBED was less 'resource limited'.

#### **4.3 Annual report**

AP advised that the Annual Report had been submitted. It had previously been noted that the production of a 'glossy' version of the report may be beneficial, as this could be circulated to interested parties, but nothing had yet been produced. It was agreed that this was an important piece of literature to have available, but that current resource levels would make it difficult to produce. The possibility of asking for a volunteer to help produce such material was discussed.

It was also suggested that in future it may be appropriate to appoint additional Trustees if they could offer a specific skill. The possibility of asking EBUTA members to offer their help was also considered.

#### **4.4 EBU support and project funding.**

AP advised that the EBU has set aside a large amount for investment in education projects. This would be available to EBED to spend on suitable projects once formal proposals to the EBU had been approved.

AP reported that he and Sally Bugden were in the process of producing a survey of affiliated clubs to ask them about their teaching practices. This survey was an EBU initiative and Sally had agreed to take the results from the survey and produce some recommendations for the EBU Board which may then form the basis of an EBED project.

### **5. Finance review**

#### **5.1 October Treasurer's Report & Management Accounts**

As outgoing treasurer, AP had circulated the accounts and a report prior to the meeting. He commented that the accounts has been restructured and represented the better 'arms-length' relationship between EBED and the EBU. He commented that the financial forecast was positive, and was expected to be ahead of budget, though the sales of Bridge for All books may have an impact on this outcome.

#### **5.2 2016/17 Budget process**

AP advised that the process had been started, and Trustees should contact MH if they believed anything specific should be included.

#### **5.3 Reserves & Investment**

AP had circulated a document prior to the meeting outlining ways in which he believed the reserves could be used or invested. He emphasised that this was an outline of current and possible future



actions, and was not a proposed policy. All were in agreement with the general ideas he had put forward.

## **6. Update on key issues**

### **6.1 Trading activities**

SM reported that income from the sales of Bridge for All books was down compared to the previous year. She hadn't been able to establish the reason for this, and whether it was a 'blip' or a part of a general trend. She advised that the sales should be monitored in the coming months.

### **6.2 EBUTA**

Jon Taylor had finished as EBUTA Manager, but had undertaken a full, and lengthy, handover to SM.

SM gave an update on the work she was doing with Paul Bowyer to redevelop the Bridge for All scheme. This included the development of a suitable system file to provide a 'snapshot' of what most people were playing in bridge clubs today – not what teachers preferred teaching, or 'the best system', but what was most commonly played. This would become 'Bridge for All Acol' and form the basis of new teacher training material.

### **6.3 Youth**

SM reported that the Young Bridge Challenge is arranged for Saturday 5<sup>th</sup> March at Loughborough Grammar School.

The Student Simultaneous Pairs event will take place in March. SM expressed her desire to update the hands and commentary which are used.

SM reported that she had discussed the Junior Award Scheme with Alan Shillitoe, and although it had not yet been formally 'rolled out' interest in the scheme was still high.

SM reported that she arranged a provisional date for, and probable organisers of, the Junior Teach-In. The possibility of a different format, date and location for the 2017 event would be discussed fully in future. It was agreed that for the 2016 event to go ahead a Pastoral Officer should be appointed – this would also be true of all future junior events.

## **7. Communications update**

PS referenced the previous discussion regarding the need for a 'glossy' annual report, and added that Simon Barb had highlighted other pieces of literature which he felt were necessary, including a 'schools pack'. PS suggested that the Trustees should give consideration to how these may be produced and if any of these would fit with any literature which may be needed by the EBU – in particular the 'membership development group' which had been established.

PS also outlined the previous schedule for newsletters which had been sent to EBU members, and suggested that this be repeated in 2016 unless any specific reason to change became apparent in due course.



## **8. Project Review**

### **8.1 Health & social benefits research**

CS reported that she had spoken at length with an EBU member and international player about the project. They were very interested in being involved, and before the meeting the member's proposal and quotation for providing a survey, literature review, and research project, had been circulated. The proposal included an online survey, and some face-to-face interviews, and would look at both the participants' perceived 'cognitive benefits' of playing bridge, and also their 'social network' resulting from playing bridge. After discussion it was agreed that CS would approve the proposal put forward and a budget for the work was approved.

CS reported that the side of the project which would involve MRI scanning could still be undertaken at Imperial College, though the funding for the work would need to be available in full before it would start. How this money may be raised was discussed.

### **8.2 Accelerated learning**

GA reported that he, SM and BC had met with the preferred supplier of the accelerated learning materials, and that some issues had been adequately addressed.

How the project may progress from this point was considered, and it was agreed that discussions with the supplier would resume when BC returned to the office after the Christmas break.

### **8.3 Schools**

BE reported that he had spoken with groups in Kent, Sussex and Surrey. Sussex had run a summer class and subsequently established a weekly evening class. There were now junior players in at least ten schools in the county, though there were no school clubs established. They expressed an intention to hold another event next summer. Surrey reported clubs in five schools. Kent had established clubs in eleven clubs in the west of the county.

The need for a 'schools pack' for teachers, head teachers, and parents, was reiterated.

No contact had been possible with Gloucestershire.

BE advised that meetings had been arranged with people who were involved in teaching bridge in the Home Counties. He would discuss the need for people to teach those who would be teaching bridge in schools, and also how to successfully develop bridge clubs by integrating beginners.

BE expressed a belief that EBED should develop its work in the youth area by expanding outwards steadily from already established and successful areas and projects, rather than spending greater amounts on a larger scale which may result in a disjointed and unfocussed strategy.

#### **i) Grant request**

A decision was made that a request for a grant from a county should be turned down.

### **8.4 Bridge for All**

This had been discussed earlier in the meeting.



### **8.5 VuBridge**

It was agreed that it was too early to judge the success of the VuBridge offer, although the sign-up rate should be monitored.

### **8.6 TD training**

SM reported that progress was being made on the revision to the TD Training material. To ensure the work moved quickly it was agreed that it could be 'road tested' after implementation and could be modified then. It was agreed, however, that the material would be checked with Gordon Rainsford before it was implemented.

### **8.7 Future projects**

Nothing further was raised.

## **9. SBBC update**

### **9.1 Lease renewal**

AP gave an update on the leasing arrangement for the centre and he would report further to the trustees when he had established more details.

### **9.2 Finances**

A summary of SBBC finances had been circulated prior to the meeting. The financial situation was satisfactory, although there had been a reduced profit on playing sessions. The income from teaching had improved, however, following work by SM to change the costs and payment structure.

### **9.3 Teaching**

SM reported that leaflets had been produced to promote the lessons starting in January, and would be circulated in the Windsor area.

## **10. Donations and external funders**

It was agreed that SM would speak with a legal expert regarding a small advert relating to legacy donations which could then be used in suitable publications.

## **11. Small grants**

An application had been received relating to a new bridge club which was being established at Stoke Mandeville Hospital. Instead of a cash donation equipment had been provided to help the club be established, and this had been well received.

## **12. AOB**

The date and venue of the next meeting was confirmed.