



**Minutes of the Trustee Meeting for English Bridge Education & Development CIO
Held at Baker Tilly Management Ltd, 2 Bloomsbury Street, London, WC1B 3ST
on Tuesday 20th January 2015**

Present:	Jerry Cope (JC)	Chairman
	Andrew Petrie (AP)	Trustee & Treasurer
	Jeremy Dhondy (JD)	Trustee
	Gary Ames (GA)	Trustee
	Michael Krause (MK)	Trustee
	Caroline Small (CS)	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

Apologies for absence: Bernard Eddleston (BE)

1. Minutes of the Meeting 1st July 2014

1.1 Accuracy

The minutes were approved without amendment.

1.2 Review of Action List

The 'Giving Page'

SB reported that the options for receiving direct debits were still being investigated.

Annual Report

SB confirmed that the Annual Report was available on the EBED website.

Intellectual Property Rights

SB stated his intention to speak to Anthony Golding and Rob Lawy, both EBU Board members, on the subject. It was believed that Rob Lawy would report to the EBU Board at their March or June meeting, as appropriate.

Youth Strategy

SB had spoken to Alan Shillitoe, a coach of the junior squad, who had put forward a proposal for discussion later in the meeting.

University Bridge

SB reported that there were 16 teams entered in the Portland Bowl, from 9 universities, which was similar to previous years. No progress had been made on formally establishing links between university bridge groups and local clubs, however some unofficial ties were in place in some areas, and it was his intention to pursue this more strongly in future.



2. Constitution changes

The proposed changes to the constitution were approved. SB would implement the changes and post them on the website.

3. Re-appointment of EBED Trustee

AP was unanimously reappointed for a term of three years.

4. Financial matters

4.1 Treasurer's report to end November 2014

AP thanked Gail Nancarrow (GN) for producing the report. He advised that next time the cash balance would be split to show the restricted and unrestricted funds.

He reported that EBED was operating ahead of budget, and showed a surplus if the donation from the EBU was excluded. He noted the sales of the books which had been donated to EBED by the EBU, and advised that as this was a finite supply it would be necessary at some point in the future to incur reprinting costs. SB stated that he believed there was sufficient stock to last another year, and thereafter a reprint would probably be desirable as well as necessary.

A discussion on the types of bank account to hold, and which institution should hold those accounts, took place. It was agreed that a CAF Bank account (Charities Aid Foundation) would be established – the benefits of the account being secure and licensed were noted.

AP advised that the transfer of costs between the EBU and EBED was complicated, so he was seeking advice from a VAT expert. There would be a cost associated with the meeting, however he believed it was important to get the necessary information. CS agreed to join the meeting, which was likely to be on 9th or 10th March.

4.2 Budget process for 2015/16

AP advised that the EBU is hoping to invest more in education, and outlined ways in which it was suggested this may occur:

- i) Changing the allocation of staff costs so that the salary of a staff member who splits time between EBU and EBED work is paid in full by the EBU, but works full time on EBED matters.
- ii) Transferring the EBU Spring Sim Pairs to become the EBED Spring Sim Pairs, and reducing the EBU donation to EBED by the net income. This would represent no cost to the EBU, but EBED would gain by the amount of the VAT saved – approximately £3K per year.
- iii) A change to the pricing structure of TD training courses – from Buy One Get One Free, to a discount off all places – which would generate extra income for EBED, and at no cost to EBU.



- iv) The EBU makes an additional donation to EBED for a specific purpose.

All were in approval of all the suggestions, though it was recognised, particularly with reference to item (iv), that the funding should be sufficient to complete the task – EBED should not take on an insufficiently funded project. JC advised that it was likely that the money be used by EBED to employ someone to start the work, rather than it being a cash donation in expectation of it being sufficient to complete the task.

It was agreed that whilst SB would work on the budget figures for the three main projects he would seek input from the trustees who were working on the respective prospects.

It was agreed that the only donations which would be included in the budget would be those which were certain.

It was agreed that a small amount of money would be available for those needing financial assistance in accessing the services which EBED provides. SB and CS agreed to produce a short policy which covered some basic criteria.

5. Annual Report – Matters Arising and Preparation

AP commented that although he produced the report it may be beneficial to divide the task in future, to both spread the workload and also produce a more interesting report. It was agreed that in future a basic report would be produced to meet the legal requirement, but also a more 'glossy' report would be produced to circulate as a piece of promotional material. The latter would hopefully be produced by August, and be suitable for distribution to schools, sponsors and other groups. PS would work on the more detailed document, and JC on the basic report.

6. Update on 'Business as Usual'

6.1 EBED Events 2015

SB reported that the Young Bridge Challenge was struggling, but likely to take place in 2015 – there had not been any entries yet, though there had been some expressions of intent. There would need to be an assessment as to the viability of the events for future years.

SB said that administration for the Students and Schools National Simultaneous Pairs had changed and would hopefully be more efficient.

SB advised that the Junior Teach-In was to take place on the August Bank Holiday weekend, although it was believed this was the day before the start of term so attendances may be affected. He was pleased to report, however, that a much improved program was being put together and he was hopeful that the event would be a success. An advert had been placed in English Bridge asking for a volunteer to help coordinate the event, and SB said he intended writing to every county, and involving Darren Evetts, to increase the exposure. He added that the newly formed Under 15 squad would hopefully generate some new interest in the event.

The possibility of holding an event alongside the Champions Cup in November was discussed. This could be modelled on the London Chess Classic which allowed an opportunity for youngsters to mix,



and play, with top international players. SB would talk to Gordon Rainsford about the practicalities of using the venue. If it would be feasible then ideas would be discussed further.

6.2 Website

The figures for traffic to the EBED website were circulated prior to the meeting. SB reported that he was pleased with the figures, and particularly that the improvement in the website had led to a reduction in emails asking for information which was available online. It was agreed that the 'donate' button would be made more prominent, and be more frequent on the site – particularly on the homepage. SB would arrange for these changes to be made.

6.3 Youth Strategy/Junior Award Scheme

Prior to the meeting SB had circulated a proposal from the Under 20 squad manager, Alan Shillitoe (AS), for a new award scheme for junior players. It was hoped that it could have a number of applications – within the junior squads to monitor development; in schools to incentivise continued learning of bridge, and reward progress; to tie in with the Duke of Edinburgh Award's 'skill' component. SB advised that AS was seeking EBED's endorsement and administrative support.

All were in favour of the principles of the scheme, although it was agreed that some changes would need to be made to make all the levels, as set out, easier to achieve. SB would ask AS to put in a formal proposal asking for a grant to support the development, implementation and administration of the scheme.

7. Sponsorship/Benefactor Reports - Update

7.1 South Bucks Bridge Centre

BC reported that the transfer of SBBC to EBED had been completed, and that all members of SBBC had been notified the previous day. Most respondents had been happy about the development.

It was agreed that EBU would have operational oversight at the centre. GA and BE would be confirmed as directors, and Gordon Rainsford and GN were appointed as directors. The Directors of SBBC should first decide who they wanted to fill the role of Chair, and report this to the EBED Board.

7.2 Night of the Stars event 2016

JD gave background to the event, and advised that the application process for the 2016 event would likely begin shortly after the event.

7.3 Others

JC reported that he was meeting with Patricia Davenport, representing the Davenport Trust, on Monday 26th January.

JD reported that he had spoken to his contact in Poland and they had no further information regarding Erasmus.



SB reported that a school had applied for a 'taster session' of bridge, supported by a donation from the Cutler Trust. He stated his intention to publicise the availability of the courses, and if they did well then it may lead to a further commitment from the Cutler Trust.

8. Projects – case for support

MK had produced a short document intended for interested parties outlining the main reasons for supporting the charity and its work. Once volunteers had been identified then it would be appropriate to make some approaches to seek funding.

He said that he believed that the involvement of children in the 'schools project' made it accessible to a large number of possible donors. It would be necessary, however, to have volunteers in place before making any approaches, as the work would not be sustainable without having first reached an agreement with interested clubs/counties.

He stated that the niche nature of the 'accelerated learning' project may mean that fewer funders would be interested. It may be necessary to identify a demographic for which it would be appropriate and use that slant when making approaches.

With regard to the 'cognitive decline' project he said he believed there would be a number of possible sources of funding.

8.1 Schools

SB reported that the counties had been contacted to ask for proposals to be involved with the scheme – there had been one partial proposal.

As it was recognised that a regional pilot would be necessary, it was agreed that EBED would look to appoint a part-time regional coordinator to 'kick-start' the project in the Gloucester area. They would seek to make the most of local enthusiasm, though they would work independently of any county or club. This small project would give information which can be used to assess how the project may work on a larger scale. It was also hoped that the project may expand in to neighbouring Wiltshire and Avon where there had been a small expression of interest. Existing projects, such as that in Sussex, would be contacted and given the opportunity to liaise with the Gloucester scheme. JC would discuss the matter further with BE.

8.2 Accelerated learning

GA reported that the invitation to tender had been produced, and would be distributed in the near future, but he believed that it may be necessary to be proactive in eliciting responses.

It was recognised that no specific cost could be known until responses were received, however, a 'place holder' figure would be included in the budget. When a definite proposal had been received then funding would be sought.

It was agreed that the first round of dialogue with possible contributors should be completed by the end of May.



8.3 Cognitive decline and social inclusion

CS reported that she had undertaken a literature review and had found only a small amount of published work on the topic. Her findings were outlined in a document circulated prior to the meeting.

She had also circulated a document outlining three possible studies. She outlined the pros and cons of each study, highlighting: the expense involved in the MRI scanning included in the neurological assessment; the large number of potential volunteers and near instant results which would likely be available from that study; that the investigation of the study population would be relatively easy, though the best results would only be seen after five years or more.

She recommended that proposals for funding for all three studies be made to the Medical Research Council and the Biotechnology and Biological Sciences Research Council, and that she would be happy to put the proposals together. She added that she had spoken to Age UK, and believed that they would be a useful and powerful ally, so she would suggest writing the proposal in conjunction with them. CS and SB or JC would therefore aim to meet with Age UK to discuss the matter.

The possibility of looking at the effects of cognitive activities in general was discussed, but it was agreed that the focus should be on bridge where possible.

It was recognised that these studies did not address the issue of 'social inclusion'. It was thought that this may necessitate a different study, so the issue of cognitive decline would be addressed first.

9. Communications

SB reported that the newsletter email had been sent to all EBU members and the 'open rate' had been reasonably good and generated some correspondence with members. He added that he and PS were compiling content for future issues of English Bridge.

He noted that by the time of the Autumn Sims event it would be known what specific projects were going to be funded by the money which was raised. This could be used in the promotion, and clubs would be encouraged to contact their local media to alert them to their involvement in supporting the event. PS and MK would liaise on producing an press release template to send to clubs for them to complete and circulate to their local media.

The production of the 'brochure' outlined in item 4 was referenced.

Necessary improvements in the website – to make the 'donation option' and the 'latest news' more visible – were noted.

10. Minibridge App

The minibridge app prototype developed by Laura Porro was discussed. It was agreed that the work with Dr Porro would not be taken any further, though she would be thanked and a contribution made for her time and efforts to this point.

Reaffirming that an EBU-recommended app, or similar software, for use by students and schools on



tablets/PC's was a route which EBED wished to follow, SB was requested to conduct further discussions with VuBridge and revert with a proposal for the next meeting.

11. Any Other Business

The next meeting was arranged for Thursday 21st May. The venue would be arranged in due course.

The meeting closed at 4:30pm