



**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 21st May 2015**

Present:	Jerry Cope (JC)	Chairman
	Andrew Petrie (AP)	Trustee & Treasurer
	Gary Ames (GA)	Trustee
	Jeremy Dhondy (JD)	Trustee
	Bernard Eddleston (BE)	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: Michael Krause (MK)

1. Minutes of the Meeting 1st July 2014

1.1 Accuracy

The minutes were approved following a small amendment to item 7.1.

1.2 Review of Action List

Changes to the constitution

SB reported that this had been done.

Opening Bank Accounts

BC confirmed that the account had been opened.

Junior Teach-In

SB reported that although some work had been done to promote it, he intended making it a priority in the coming weeks. The possibility of employing someone to promote it was considered, and it was agreed that although it was too late for 2015 it would be given further thought in time for 2016.

Action: SB

Junior event at the Champions Cup

SB had not had opportunity to pursue this, so no further action would be taken.

Website updates

SB reported that some information had been moved from the EBU website to the EBED website. Alan Shillitoe was looking at a redevelopment of the youth pages, and SB expressed his thanks for the work Alan was doing.



Junior Awards Scheme

SB commented that this would require some work to put in place. He added that once the scheme was in place it would be necessary to consider how it should be delivered.

Simultaneous Pairs event

The level of participation in the event had been pleasing. SB noted that he had included in the hand commentary adverts for work which EBED is doing.

2. EBU funding for EBED 2015/16

Prior to the meeting JC circulated a proposal which he and Rob Lawy, an EBU board member, had put together. The trustees agreed to accept the proposal, subject to it being endorsed by the EBU board in June.

3. Financial matters

3.1 2014/15 EOY Forecast and 2015/16 Budget

AP had circulated the figures, and a commentary from SB, prior to the meeting. AP gave thanks to SB for the commentary and it was agreed that SB would provide a similar report for the EBU meeting.

AP advised that the level of EBU support was understated in the figures, and he was working towards providing a more accurate figure.

3.2 Discounts for EBU members

Following advice from representatives from Baker Tilley, it was agreed in principle that EBED would not offer discounts directly to EBU members. Instead EBU members would pay the EBU for the services, and the EBU would then pass to EBED 100% of the EBED charge, but the EBU may choose to charge a lower fee to its members. The timing of this change would be determined by AP.

3.3 Reserves policy and implications

Prior to the meeting AP circulated a document outlining a draft Reserves Policy for EBED. All trustees were happy to endorse the policy. AP added that it should be recognised that by law any reserves should be spent within a reasonable period of time – this period of time is undefined, but they cannot simply accumulate.

3.4 Relief of poverty policy

It was recognised that a 'Relief of poverty policy' was required, and the possible content of this policy was discussed. It was agreed that AP and CS would draft a policy, and CS offered to assist SB in assessing the suitability of any applications.

3.5 EBED grant making- budget, promotion and outcomes

It was agreed that it would be made public on the website that applications for grants could be made.



Other matters

AP reported that Baker Tilley had highlighted an issue of 'blocked VAT'. He advised that it would be beneficial to employ an auditor to address the matter as part of looking at this year's accounts. It was agreed that this would be done, and it would be taken from the 'professional advice' part of the budget.

4. Update on "Business as Usual"

SB had circulated a report prior to the meeting. He highlighted the fact that this period had not been 'business as usual' due to a number of extraordinary activities and pressures on his time.

SB reported that the teaching at South Bucks Bridge Centre would be brought 'in house' from September, rather than the teaching space being rented to third parties.

Applications for the position of EBUTA manager had been received, and SB would assess the applications in the near future.

SB highlighted the need to give attention to forthcoming junior activities, and also that recent schools events had not seen any increase in participants so may require action prior to 2016 events.

He reported that work is being undertaken to update the club teacher course materials, and the benefits should be seen in the autumn onwards. It was noted that it would be necessary to have the authors' acknowledgement in writing that the intellectual property rights would belong to EBED.

SB advised that the stock levels of Bridge for All books are low. SB recommended a modest rewrite, ready for 2017, with a small reprint of the existing material to ensure enough stock for 2015-16, and all were in agreement.

SB expressed his opinion that moving EBUTA to be part of EBED was a big opportunity, and he thanked the EBU for making it possible.

5. Sponsorship/Benefactor update

Night of the Stars event

JD reported that the Night of the Stars event was to take place again in 2016 and that EBED had been invited to apply to be one of the charities which the event supported. A decision on whether an application would be made was deferred to later in the meeting. It was agreed that the event itself was a good opportunity to be seen by potential benefactors and supporters, and the inclusion of an advertorial in the event booklet would be considered nearer the time.

6. South Bucks Bridge Centre update

BC reported that although the manager had changed twice since the centre was donated bridge had continued unaffected. The teaching at the club had been adapted, as referenced in SB's 'business as usual' report.



BC advised that draft accounts were being prepared. It was anticipated that full profits would be passed to EBED – the club has sufficient reserves so there was no need to retain the profits to build up any further reserves.

The structure of the board of SBBC was discussed. It was proposed that there was one 'layer' too many. Any strategic decisions would therefore be made by the EBED board, rather than the SBBC board, and operational decisions would be made by BC, Gail Nancarrow and Gordon Rainsford. BE and GA therefore stood down from the board and BC was appointed.

7. Intellectual Property

A document relating to intellectual property had been developed by AP and BC prior to the meeting. AP advised that any agreement should be checked with Anthony Golding (AG), an EBU board member, at an early stage.

Various issues were raised, including the course of action should EBED cease to exist. BC would raise these issues with AG and seek his guidance on an appropriate solution.

8 Projects – case for Support

8.1 Schools

BE reported that since the last meeting he had met with Ro Kaye and representatives from Gloucestershire and Avon CBAs.

BE went on to report that SB had spoken with Ned Paul about the possibility of teaching bridge to school teachers, the thinking being that 'external' bridge teachers may be more transitory, and a permanent member of staff was more likely to lead to a continued and sustainable bridge club. It was acknowledged, however, that it may be necessary for the children to have access to a bridge group outside of term time so as to sustain their interest, particularly during the summer. BC noted that the scheme to teach minibridge to teachers in Manchester had seen some success.

It was recognised that it would be necessary to produce materials to explain the benefits of playing bridge in school. It was stated that PS and SB were in the process of putting together a brochure promoting EBEDs activities and this could be used in schools, but something would also be needed for academic staff looking at the specific educational benefits of playing bridge. This should be written by a current, or recently retired, maths or science teacher as they would understand where bridge met specific curriculum targets.

CS advised on the London Mayor's Inspire scheme, which gave opportunities for organisations to 'pitch' activities to teachers which they may wish to take in to the classroom. It was agreed that this would be something to consider, however it may not be possible to provide bridge teachers to follow through on any interest which was established.

In summary it was agreed that efforts would be made to make the Gloucestershire scheme a success. It was also agreed that SB would seek input from current 'bridge playing teachers' on the idea of teaching teachers to teach bridge. If they believed it had potential then he would try to



source a bridge playing science or maths teacher to put together a pack to promote the scheme to possible participants.

8.2 Accelerated learning

GA reported that the invitation to submit proposals for the accelerated learning scheme had been circulated. There had been a number of suggestions and comments but so far only one real proposal.

The extent to which the trustees would be involved in overseeing the work of whoever wrote the material was discussed. It was agreed that the trustees would need some involvement to ensure that the material not only met the description, but also that it could be implemented and 'rolled out' nationwide. It would not be necessary to manage the 'inputs' but the 'outputs' would need to be monitored. There would also need to be some degree of reporting to the trustees to keep them abreast of progress.

It was decided that the author of the only proposal would, subject to any other proposals that might emerge before the deadline, be asked to submit a fuller proposal. SB would also establish whether the role of 'project manager' could be included in the responsibilities of the new EBUTA manager.

8.3 Cognitive project

CS reported that she and SB had met with representatives of Age UK to discuss possible research. The resulting belief was that the best approach would be to undertake a survey of existing bridge players to find out what they enjoyed about bridge and how they felt it was beneficial to them. This short survey would be the starting point for a one year research project which would expand the scope of the survey, and also undertake some simple scanning of the brains of the bridge players to see which areas of the brain were active when playing bridge.

This one year project, if a success, would be a platform for expanding the research into a three year PhD project with more detailed scanning of the brain over the life-cycle of the participant's bridge career, from them starting to learn to play through to them being an established player.

It was noted that a preliminary survey would be beneficial as potential funders were more receptive when some background work had been performed by the proposer. CS advised that Age UK had offered to help with the preparation of the initial survey.

CS offered to co-supervise the student so that the work stayed on a course that was appropriate for EBED's requirements, and wasn't diverted onto a different course by the academic supervisor.

Returning to the possibility of making an approach to the Night of the Stars, it was agreed that an application would be made asking for their support of the one year project. CS agreed to write the application.

9. Vubridge proposal

SB reported that there had been no progress on this matter, but he would move things forward in the near future.



10. Formal adoption by EBED of EBU Youth Protection Policy

JD advised that the policy had been updated by John Pain of the EBU staff, and it had been adopted by the EBU and recommended to the clubs and counties. It was agreed that it would be adopted by EBED.

The need for DBS checks for the staff and volunteers at the Junior Teach-In was discussed. SB would agree with event coordinator Phil Godfrey a policy which could be put in to practice to protect both participants and adults. It was agreed that the minimum standard would be: that all adults were aware of the policy and had indicated that they were aware of it; that no adult would be alone with a child.

11. Reflection on EBED's progress in its first year

JC had circulated a report prior to the meeting, and asked for thoughts on its contents.

It was agreed that there was a lot to be positive about. Progress on 'business as usual' had been good, the charity was well established, and activities were generating a profit. It was noted that 'business as usual' could be considered a 'project' alongside the work which already carried that title, as it was equally important and time consuming. In future, therefore, the title 'business as usual' would not be used so as to not diminish its importance. It was also recognised that the adoption of EBUTA by EBED would add a fifth larger 'project' to its activities, and this would offer potential for progress in the second year.

Of the existing three projects it was acknowledged that they were perhaps more difficult than had originally been thought – more time consuming, more complicated, less input from the counties than expected. All the projects had however made progress, albeit to a varying extent.

SB commented that he had started to view the work in three categories: working to create more teachers; working to create more students; working to create more young players. He would rather look at success on those terms, even if it stemmed from 'business as usual' activities, rather than from any of the original 'projects'.

12. Communications

It was agreed that a newsletter would be sent out to EBU members to report on the work undertaken in the last six months.

13. AOB

There was no further business. The meeting closed at 4:50pm.