



Meeting Actions

Date:	06/03/2018
Venue:	Young Chelsea Bridge Club 54 Goldhawk Road London W12 8HA
Time:	1230hrs - 1630hrs
Meeting:	English Bridge Education & Development Board Meeting
Attendees:	<p>Andrew Petrie - Chairman (AP)</p> <p>Bernard Eddleston - Trustee (BE)</p> <p>Caroline Small - Trustee (CS)</p> <p>Claire Wheeler - Education & Development Training Manager (CW)</p> <p>David Waxman - Trustee (DW)</p> <p>Donna Wright - CEO EBED (DMW)</p> <p>Gary Ames - Trustee (GA)</p> <p>Jeremy Dhondy - Trustee (JD)</p> <p>Mike Hill - Trustee & Treasurer (MH)</p>
Apologies:	N/A
For info:	Meeting Actions - CW
Agenda:	<p>Agenda Item 1 - APOLOGIES</p> <p>Agenda Item 2 - MINUTES</p> <p>Agenda Item 3 - FINANCES & 2018/19 BUSINESS PLAN</p> <p>Agenda Item 4 - CEO UPDATE</p> <p>Agenda Item 5 - WEBSITE PLANS</p> <p>Agenda Item 6 - BREAK</p> <p>Agenda Item 7 - TEACHER DATABASE</p> <p>Agenda Item 8 - STUDENT MEMBERSHIP OF THE EBU</p> <p>Agenda Item 9 - EDUCATION</p> <p>Agenda Item 10 - YOUTH</p> <p>Agenda Item 11 - RESEARCH PROJECTS</p> <p>Agenda Item 12 - AOB</p> <p>Agenda Item 13 - FINISH</p>



Meeting Actions

Agenda Item 1 - APOLOGIES

Apologies

There were no apologies.

Welcome

- The Chairman (AP) welcomed all attendees to the meeting and thanked Trustees/attendees for their continued contribution throughout the year.
- The *Trustee Eligibility Declaration* form was signed and dated by all attending Trustees and the completed form was passed to CW to be held on file.

Agenda Item 2 - MINUTES

a. Accuracy

- **ACTION A002 CLOSED**
- **ACTION A013 CLOSED**
- **ACTION A014 CLOSED**

b. Matters Arising

- The Chairman (AP) introduced the meeting and announced the main focus of this board meeting will be to concentrate on finances.

c. Approval

- Minutes were accepted as accurate. Approved by (MH). Signed off by (AP).

Agenda Item 3 - FINANCES & 2018/19 BUSINESS PLAN

• 2017/18 End of Year Forecast

- The Treasurer (MH) presented the paper 2017/18 Budget v 2017/18 Forecast v 2018/19 Budget.
- Discussion on 280k left 250k non restricted. Expected to lose.

• 2018/19 Business Plan/Budget

- The Chairman (AP) advised the EBU provided a list of priorities. They are:
 - The Research Programme led by (CS)
 - The creation and maintenance of a Teachers Database
 - The professional development of Teachers
 - The development of the EBED website

• Overview

- The Chairman (AP) provided an overview.
 - i. The CEO (DMW) talked through the paper on the Internal/External Communications Review Project. 20K budget agreed in principle subject to a more detailed project plan.
 - ii. (CW) gave verbal update on SBBC. Talks on reasons and impacts. General discussion over contract terms. It was agreed the CEO (DMW) will write a recommendation on whether to continue or withdraw from the existing contract. See **ACTION A015**.



Meeting Actions

Agenda Item 3 - FINANCES & 2018/19 BUSINESS PLAN – continued:
<ul style="list-style-type: none"> • <u>Discussion & Revision/Approval</u> <ul style="list-style-type: none"> • It was agreed that all projects with the exception of 'Medical Research' will go into the 2017/18 budget.
Agenda Item 4 - CEO UPDATE
CEO provided an update of priority deliverables.
Agenda Item 5 - WEBSITE PLANS
<ul style="list-style-type: none"> a. <u>Status of JD Changes</u> <ul style="list-style-type: none"> • The Chairman (AP) advised (JD) has been tasked with his role as Trustee to steer and support the EBED Website Project. Areas to be reviewed include: <ul style="list-style-type: none"> ○ is the website right ○ is the website used ○ is the website accessed ○ what do we want ○ website maintenance ○ website responsibilities <p>The CEO (DMW) will meet with (JD) to progress. See ACTION A016</p> b. <u>Future Plans</u> <ul style="list-style-type: none"> • The CEO (DMW) led a discussion on EBED's future website, including taxonomy development and social media presence.
Agenda Item 6 - BREAK
Agenda Item 7 - UPDATE ON TEACHER DATABASE
<ul style="list-style-type: none"> a. <u>EBTA/EBED Database</u> <ul style="list-style-type: none"> • The CEO (DMW) provided an update on the 'teacher database' and informed the board that the survey is due to be distributed via email week commencing 05/03/2018. The CEO (DMW) reminded the board the purpose of the survey was to collect data and add to EBED's existing platform (Workbooks) and to further develop a teacher database. • (DW) wanted it noted the Chairman (AP) had spent of lot of time and effort steering this piece of work and that his input was greatly appreciated. The CEO (DMW) thanked the Chairman (AP) for his contribution.
Agenda Item 8 - STUDENT MEMBERSHIP OF THE EBU
(JD) gave an overview to the board of the new Student Membership (Junior Members between the age of 8-26 years) of the English Bridge Union, including the Welcome Pack.



Meeting Actions

Agenda Item 9 - EDUCATION

a. EAG Update

- (DW) requested that all future communications and references to the EAG should from now on be referred to as 'EBTA Advisory Group'.
- (DW) provided an update following the recent EBTA Advisory Group meeting.
- (DW) advised that Dominic Rayner now sits on the Advisory Membership Group.
- It was also reported that a number of pieces of work had been discussed and agreed in the meeting with (CW) tasked with these projects. The priorities being:
 - develop a teacher educator workshop and teacher educator course.
 - hold a networking event for both non and EBTA teachers.
- (CW) advised no names had yet been put forward to invite. See **ACTION A017**

b. Teacher Training

- (DMW) gave an update on the Club Teacher Training course. (GA) noted that the CEO update paper stated the Club Teacher Training Course had been piloted successfully, when in fact this is not the case and has only been piloted once. It was agreed that the Training Manager will liaise with the current teacher educators and provide them with a brief of the new format prior to any delivery of planned courses in Spring 2018. See **ACTION A018**
- It was agreed that the course will now be limited to 10 delegates.
- There was some confusion over the terminology and roles of the Club Teacher Trainers/ Teacher Educators. See **ACTION A019**

Agenda Item 10 - YOUTH

a. YAG Update

- (BE) provided an update on Youth matters. Discussion around University Project and frustrations on trying to improve student numbers at universities. Nottinghamshire University on strike, so meeting postponed. 10K on University Research.
- (BE) advised changes to Youth Advisory Group with the addition of Giorgio Provenza and Louise Selway.
- (BE) feels it is necessary to produce a database of schools. The CEO (DMW) to consult with David Emerson.

b. JTI

- The CEO (DMW) advised the JTI for the southern region has now been booked and confirmed. The venue is Phasels Wood Activity Centre, Kings Langley, Hertfordshire which has close M1 and M25 links and is being held on 31st August - 2nd September 2018. The cost is £115 per head with an 'Early Bird' discount of £95 if booked before 29th June 2018.

c. Schools Cup

- The CEO reported that the numbers booked to attend this year are 96 Juniors and 16 Juniors in Minibridge. This is up on last year's numbers (80 Juniors & 2 Minibridge).



Meeting Actions

Agenda Item 11 – RESEARCH PROJECTS

(CS) led talks on Research Projects.

(CS) advised we need to sign the contract imminently.

(CS) informed the first step is to sign up volunteers.

Invoice to be generated. Raise 1000 Euro's from EBL. See **ACTION A020**

(CS) will go back to Sam and the studentship at Sterling and advise we'll up the total to 3.1K per annum for 3 years, as agreed by Trustees.

(CS) advised she is in talks with council shares holders and will offer 'your brain and bridge'

(JD) stated at the shareholders meeting The Chairman (AP) attended in November. (CS) is going to talk about Research and (The CEO (DMW) will talk at the next meeting in November 2018.

(CS) led talks on Third Sector Consultancy and the need to identify the project proposal with the pilot data to be used.

Agenda Item 12 – AOB

a. Really Easy Rewrite

- The CEO led talks on Really Easy Books. (CS) suggested to brand Really Easy in line with BfA and stressed her quest for the Trustees to agree to update the products. The Board agreed in principle but would like more cost figures.

The Chairman (AP) advised he will lead with the recruitment of the board and advised the applicants will be shortlisted to four. (AP) also informed the first priority will be to replace the Chair with the second priority to replace (BE).

(GA) led a discussion on salary & direct costs relating to Club Teacher Training courses.

(BE) led a discussion on TD Training courses and related costs.

(MH) advised we are three weeks away from budget approval subject to changes.

MEETING FINISH 16.30pm



Meeting Actions

ACTION SUMMARY

ACTION	AGENDA ITEM / ACTION / NOTES	RAISER	OWNER	DUE DATE	STATUS	UPDATES
A015	Agenda Item 3 - Finances & 2018/19 Business Plan c. Overview ii. SBBC <ul style="list-style-type: none"> Write recommendation paper on whether to stay/go 	AP	DMW	End of April 2018	Closed	CLOSED
A016	Agenda Item 5 – Website Plans <ul style="list-style-type: none"> DMW to arrange meeting with JD and provide project scope 	AP	DMW	Immediate	Meeting 24/4/18	CLOSED
A017	Agenda Item 9 – Education b. Teacher Training <ul style="list-style-type: none"> Reminder email to EBTA Advisory Group to suggest names to invite 	DW	CW	Immediate	Closed	CLOSED
A018	Agenda Item 9 – Education b. Teacher Training <ul style="list-style-type: none"> Brief the Teacher Educators (DOW & TG) on course content and outline 	DMW	CW	Immediate	Closed	CLOSED
A019	Agenda Item 9 – Education b. Teacher Training <ul style="list-style-type: none"> Create teacher educator/role hierarchy chart and distribute to Trustees 	DMW	CW	Immediate	Closed	CLOSED
A020	Agenda Item 11 – Research Projects <ul style="list-style-type: none"> DMW to speak with GN Aylesbury Accounts. Write letter/invoice acknowledging donation 	AP	DMW	Immediate	Closed	CLOSED