



MINUTES

Date:	6 th June 2019
Venue:	Young Chelsea Bridge Club 54 Goldhawk Road London W12 8HA
Time:	1230 - 1700
Meeting:	EBED Board Meeting
Attendees:	Andy Margetts - Chairman (AM) Jeremy Dhondy - Trustee (JD) Bernard Eddleston - Trustee (BE) Dom Wilson - Trustee (DOW) Mary Sharp – Trustee (MS) Terry Hewett – Trustee (TH) Donna Wright - CEO EBED (DMW) Giles Ip – Bridge For Youth Officer, Minute Taker (GI)
Apologies:	Douglas Wright – Trustee (DBBW) Mike Hill - Trustee & Treasurer (MH), Caroline Small – Trustee (CS)
Agenda:	Agenda Item 1 - HOUSEKEEPING Agenda Item 2 – GOVERNANCE ISSUES Agenda Item 3 - BREAK Agenda Item 4 – OPERATIONAL ISSUES Agenda Item 5 – AOB



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Agenda Item 1 - HOUSEKEEPING

- a. Welcome and Introductory remarks
AM Thanks to those attending
- b. Apologies Douglas Wright, Caroline Small & Mike Hill
- c. Introductions
Terry Hewett – Founder of Night of the Stars events), Chair of Wimbledon bridge club and on EBU tournament panels. School governor experience. Terry is also a teacher of Bridge.

Mary Sharp - Mary Sharp. Experienced bridge teacher in Berks / Bucks area in Tessa Templeton School. Experience: ex BBC journalist and former Asst. Head of Challoner's grammar school.
- d. Minutes
 - I. Accuracy
No particular points, few grammatical and wording errors pointed out.
 - II. Matters Arising
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 - III. Reviews of actions
AO30 & 33 are complete. AO32 see agenda item 2a of this meeting. AO 34 and 46 to 56 inclusive see item 2c of this meeting. AO43 – defer to next meeting until DBBW present. AO57 now closed.
 - IV. Approval
Minutes of previous meeting approved.

Agenda Item 2 – GOVERNANCE ISSUES

- a. Teaching and Learning Advisory Group

AM indicated that the Lead Trustee for Education is to be split into two roles with MS to be responsible for curriculum and materials and DBBW to be responsible for course delivery and EBTA. Both are currently reviewing their areas and will advise trustees of their initial findings as soon as practicable.

He also introduced the plan to replace the Education Advisory Group (currently in abeyance) with a new advisory group with a slightly different focus, the Teaching & Learning Advisory Group (TLAG). In summary, it would aim to advise on educational policy, methodology and delivery mechanisms for both existing and future materials and, in particular, on an e-learning strategy. It would also advise on course content and delivery and on the improvement programme for EBTA. The TLAG would be chaired by MS with DBBW a member too.



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I. Initial impressions on materials

MS gave a report on her initial impressions of existing materials. She reported that the books seem out of date and old fashioned and that the textbook has too much conflicting information. Going forward EBED should explore online and interactive resources. The Red Book is text heavy and physically not robust. The next generation of learning materials should focus on being interactive and more visually engaging. There is too much evaluative language in the books. We should bring BfA up to date with current thinking and retire references to strong 2s, open any 5-3-3-2 hand 1NT and move to weak jump overcalls. MS added that ideally there would be an update to the graphics and a change to the binding type. There needs to be consistency, printing and layout of the book. A recommendation of a refresh to the books was made by MS as a prelude to the development of the next generation of materials.

A discussion on the best way forward in regard to this was undertaken.

A discussion was also undertaken regarding ownership of the BfA system file and who would lead on this. Several ideas were aired. It was agreed, JD to take responsibility of ensuring the BfA system file is up to date and make changes accordingly with future guardianship of BfA falling with the TLAG's remit.

DMW – gave information on the number of books currently in stock and advised on how long the current stock was likely to last before a re-print was required.

ACTION: A refresh of the Red Book was agreed and JD is to review BfA book one and make necessary changes taking into account the existing list of known issues. Project to be overseen by MS.

It was recognised that the changes should be carefully communicated to teachers to ensure the successful introduction of the new Red Book.

- II. Initial impressions on BfA offering & EBTA – deferred until DBBW's first trustees meeting although AM reported that DBBW and Lorna Watson were already actively working together on a set of recommendations.

III. New committee remit

MS outlined the proposed TLAG remit in detail. Topics to include for the TLAG discussion may include: advice to EBED regarding e-learning; the use of sound learning principles; an online resource bank where teachers can access accurate materials; ideas about different materials and ways of learning; and guidance on EBTA.

BE raised the need to consider the role of books as a revenue source as part of any move towards e-learning to ensure EBED's funding model is not overly disrupted.

IV. Membership



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MS briefly explained proposed members of the TLAG which would include representation from the executive team and trustees, a student, e-learning expertise and have some continuity from the old EAG.

The formation of TLAG and its membership were approved.

b. Connected charities (AM)

The recently published Charity Commission guidance for Charities with a connection to a non-charity was tabled and considered. AM reported that, in preparation for its introduction, the Shared Services Agreement with the EBU had now been signed.

TH reported that she felt there was a degree of public confusion over the relationship between EBU, EBTA and EBED and that we should be doing all we could to establish our own identity in accordance with Charity Commission Guidance. Several specific situations were discussed. DMW explained the ongoing project to establish branding for EBED and some situations which could not be easily resolved. ACTION: DMW to pursue ideas to increase clarity over payments receipts (EBTA membership and shop purchases) and to liaise with the EBU to improve clarity on their proposed revamped website.

Separately, TH also wished to understand the procedures EBED followed with regard to accounting for gift aid on certain donations. ACTION: DMW to liaise with MH – circulate an explanation to the trustees regarding the advice received and procedures that were being followed.

c. General Governance

AM extended thanks to former trustee David Waxman and to Claire Wheeler for their work on governance. Governance documentation will be reviewed on an annual basis and it was now agreed EBED have a comprehensive foundation of governance procedure and policy.

The draft Policies Manual (incorporating all existing and some new policies) and the Governance Handbook (comprising guidance for trustees, together with EBED's Codes of Conduct, Committee Structures, Risk Management and Financial policies amongst other matters) were considered.

DOW pointed out some minor wording errors which Claire Wheeler will correct. TH suggested a change to the volunteering policy to refer to DBS checking and should include data protection.

BE raised a question over the wording in the Trustee handbook regarding approval of certain contracts which could be seen as ambiguous when compared with the authorisation levels stipulated in the table of financial and other authorisation levels required. It was agreed that the wording should be clarified. ACTION: AM will seek MH's advice on revised wording.

DMW reported most policies have now been reviewed and updated and will not need review for one year. All policies will now be uploaded into a new Trustee Dropbox and Claire Wheeler will be made in charge of maintaining the master copy.



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AM – a TLAG member who is neither a trustee nor an employee had asked to be given access to certain information to assist in their role. It was agreed this was relevant and therefore permissible and it was further agreed that external TLAG members should be asked to sign a short form simple confidentiality agreement covering the use of such information and expectations regarding their conduct with reference to the charity which AM will draft.

It was noted that Risk Registers still need to be developed as part of the governance procedures.

The Governance Handbook and Policies Manual were approved and it was resolved to review them on an annual basis at each June board meeting in future.

BREAK

Meeting resumed at 2.30pm

Agenda Item 3 - OPERATIONAL ISSUES

a. CEO's Report

- I. DMW reported on the day to day activities at BED and trustees raised any questions about the reports.
- II. Teacher conference

DW gave an overview on preparation for the forthcoming conference for which 45 delegates have joined so far which is comparable to previous years. The programme of events and speakers was reviewed and it was noted that six of our teacher educators are attending. This year's focus is recruitment. The board were content with the arrangements.

III. Teacher of the Year Award

Trustees reviewed a summary of nominations received and reasons for nominations. They also considered a variety of other factors such as length of service, contribution to the game at club and county level. The first winner of the award was agreed and an announcement will be made at the forthcoming EBTA Teachers' Conference. A discussion took place regarding the future procedure and criteria for the Teacher Award and it was agreed this would be reviewed prior to the 2020 nomination process.

IV. Kindle Publications

A discussion was undertaken regarding release of kindle version of EBED publications. It was agreed to defer a decision until review of Book 1 is complete. Pricing point, photocopy download protection and impact on hard copy book sales were discussed. ACTION: DMW to investigate further.



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b. Financial Matters

Not discussed in the absence of MH.

c. Youth Matters

- i GI has now taken over from David Emerson.
- ii DMW gave an update on the Bridge for Youth project.
- iii BE gave an overview of the most recent YAG meeting

d. Research Projects

Since the last board meeting, CS has indicated that she wished to reduce her time commitments and step down as a trustee of EBED with effect from the conclusion of the September board meeting although she will remain involved in the Imperial research project until its conclusion. AM reported that DOW has kindly agreed to be lead trustee for the research projects and that his academic background makes him well qualified to take on the role.

i. Imperial Update

AM gave a short update that the project was running due to difficulties in assembling the control group and a discussion of the project's progress was deferred until September when CS could be present.

ii. Stirling Supervision Meeting

DMW reported on the supervision meeting between herself, CS, Sam Punch and Kevin Judge at the EBED office on Thursday 18th April. EBED have reinforced the desire for the research results from the PhD to be able to be used for practical purposes to promote bridge.

iii. Future management of Stirling Relationship

DOW has reviewed the Stirling Research Project. A copy of his notes was circulated and shared to all those attending the meeting. It was agreed that DOW should meet with Sam Punch and a visit to Stirling has been authorised.

A discussion took place regarding correspondence received from Sam Punch requesting further assistance on funding for various aspects of the research. In light of EBED's significant commitment to the project to date, the need for funding to be earmarked for investment in other projects under discussion and in the context of



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the charity's funding being constrained, it was agreed that EBED should not contribute further at this stage.

Agenda Item 5 - AOB

Funbridge ("FB")– Our new Bridge for Youth Officer, Giles Ip had a very productive meeting with the online bridge gaming platform, FB. FB has offered to advertise and support English junior bridge events by promoting them. This includes through the app itself via a 'pop-up' window, the FB blog, newsletter and social media. FB has agreed there will be no cost for the service but have requested the bridge clubs/organisations running the junior events should publish the FB logo on their club website/junior event in order to help promote membership. FB have also agreed a 75% discount to all junior players registered with the EBU which was noted to reduce the monthly cost to c. £3. The proposal was agreed and will be documented.

A request by a bridge teacher to consider finding a new name for the student magazine, The Ruffian, was considered and rejected.

DMW – MPCC have enabled EBED to access their contact for branded cards. This is being progressed for EBED and BFY project. DMW will progress this after checking pricing versus a supplier suggested by DOW.

DMW gave an update on the EBU Free teacher places initiative

MS questioned the use of the term 'Chairman' and suggested it be revised to 'Chair' in future which was agreed

The date of next meeting has been agreed as 5th September 2019.

MEETING CLOSED 17.00



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ACTION SUMMARY

ACTION	AGENDA ITEM / ACTION / NOTES	RAISER	OWNER	DUE DATE	STATUS	UPDATES
A043	Provide draft recommendations for pricing	AM/ DBBW	DMW	Next Meeting	Open	
A058	Red Book refresh	MS	MS/JD	Q4 2019	Open	
A059	Separate identity project	TH	DMW	Next Meeting	Open	
A060	Gift Aid procedures note to produce	TH	DMW/ MH	Next Meeting	Open	
A061	Treasurer review of financial policy	BE	AM/MH	Next Meeting	Open	
A062	Review of Kindle possibilities	DMW	DMW	Post A058	Open	