



**MINUTES OF MEETING OF THE ENGLISH BRIDGE EDUCATION &  
DEVELOPMENT TRUSTEES**  
**Sunday 1 September 2024 at 10.00 AM until 1.00 pm**

King's Park Conference centre,  
King's Park Road,  
Northampton,  
NN3 6LL

Attendees

Ian Sidwick – Chair (IS)  
William Bourne – Treasurer (WB)  
Abbey Smith – Trustee (AS)  
Tony Cherrett – Trustee (TC)  
Richard Croot – New CEO (RC)  
Mark Humphris – outgoing CEO (MH)

Minutes by MH

**1. HOUSEKEEPING**

Welcome & introductory remarks (IS)  
IS opened the meeting and welcomed the attendees

b. Apologies  
NONE – all invitees present

c. Minutes from meeting held on 12<sup>th</sup> August, accepted

d. Conflicts of interest  
No Conflicts of Interest were declared

e. Change in CEO

The Board formally recognised that:

- I) Current CEO, Mark Humphris offered his written resignation from the post of CEO on 15 May 2024
- II) Richard Croot has been appointed as CEO with a start date of 1 September and will take over from Mark Humphris on 2 September
- III) Mark Humphris will continue to be employed by EBED, on a part-time basis until 30 September to provide a handover to Richard.

f. Requirements for recording minutes of meeting were agreed as follows:

- I) Minutes to be taken by the CEO
- II) Minutes to be restricted to a summary of points agreed, formal decisions made, rather than a verbatim account of all discussion.
- III) There is a need to reintroduce the rigour of publishing minutes on our website to be available to stakeholders and interested parties to review.
- IV) Prior to his departure, mark will work to publish all previously approved meeting minutes since this has not been done consistently for some time.

## 2. OPERATIONAL ISSUES

MH presented the CEO's Report and received and questions from Trustees -

Club Teacher Training - It was agreed that RC will work with Clive Turner (EBED Education & Development Manager) to address improvements to the course content and ways to increase EBED's capability to deliver the bridge club teacher training course. **ACTION RC**

EBTA – there was support for the principle of a teacher conference. However, there was also discussion as to whether alternative modes of delivery – such as online seminars, might have greater reach to EBTA members. It was agreed that RC would develop a plan, to set a date(s) for this. **ACTION RC**

Recognising that the existing small EBED staff is already stretched, the Trustees reminded the CEO that there is the possibility of contracting a project manager to work on delivery of an EBTA conference, and that one of the unsuccessful candidates from the recent selection process might be a suitable person for this role.

## 3. FINANCE

- a. The draft Reserve's Policy - **Document C** was approved by the board.
- b. William Bourne presented the draft investment policy – **Document D**. Comments will be incorporated in a revision to be submitted for board approval. **ACTION WB**
- c. Bank signatures. It was agreed that the 3 nominated signatories for all EBED accounts will be CEO, Treasurer and Chair.
- d. There was discussion over whether there was a need for a revised full year financial forecast to be issued after six months. **Post Meeting Note** – EBU finance manager currently produces a monthly management report which provides an update against budget. No action required

## 4. STRATEGY

- a. There was discussion on draft Youth Bridge action plan developed following a recent working session between Richard / Mark and Charlie. It was agreed that IS will liaise with the EBU board to agree a process for incorporating the EBU input to the development of a joint EBU/EBED youth strategy. **ACTION IS**
- b. The process and timeline for the drafting, and formal approval of a comprehensive new strategy for EBED, incorporating item a above as well as wider considerations beyond simply youth bridge was discussed. Two actions were agreed:
  - i. IS to discuss with the EBU board the process for incorporating EBU input to youth strategy to ensure that the youth strategy is jointly owned by EBU & EBED. **ACTION IS**
  - ii. In the context of a more comprehensive EBED strategy it was agreed that the first step should be for the trustees and CEO to draft a statement for the purpose of EBED that addresses the prime objectives of the organisation and sets some measurable targets over a 5 year period: **ACTION IS**

## 5. AOB

### a) Youth Advisory Group (YAG)

Following a brief review of the terms of reference, and consultation with CEO, WB has proposed that the YAG be discontinued. The YAG is a formal subcommittee of the EBED Board, therefore the Board were asked to vote on the proposal to suspend the YAG, and communicate the decision to the previous attendees. This decision was approved, with a condition that the EBED

CEO continues to act to include the wider youth bridge community where appropriate. WB agreed to communicate the decision to the previous members of the YAG. (Post meeting note - this was communicated by WB via email to YAG members on 02/09/24) - **CLOSED**

b) **Nominations for the EBU youth bridge awards** (Alec Salisbury award and Tom Bradley award). Nominations are presented in the attached **document E** . The nominations were approved. **CLOSED**

**c) Collecting Feedback from Junior Summer Camp**

It was agreed that RC would create a simple online survey to gather feedback about the junior summer camp (Post meeting note - this was issued by RC 02/09/24) - **CLOSED**

**d) Joint website project with New Tricks**

Discussions around this subject agreed the following:

- There is a need for a technical audit of the website build to review issues such as provision of back-up and security. (Post meeting note – consultant hired and will include this in review)
- A reminder that the site is to be seen as the single point of access for anyone interested in youth bridge in England.
- The site will signpost other youth bridge sites of interest as needed.
- Both the EBU and EBEEd youth bridge websites will need to be revised to appropriately signpost to the new site.

**e) Request to purchase tablet devices to support group teaching of bridge at taster events**

This proposal by RC is supported by the trustees. **ACTION RC** to investigate and propose the number and total cost.

**6. NEXT MEETING**

Proposed date of next meeting will be during the Autumn bridge camp.