



MINUTES

Date:	5 th March 2020
Venue:	Young Chelsea Bridge Club 54 Goldhawk Road London W12 8HA
Time:	1230 - 1630
Meeting:	EBED Trustee Meeting
Attendees:	Andy Margetts - Chairman (AM) Bernard Eddleston- Trustee (BE) Gillian Fawcett – Trustee (GF) Terry Hewett – Trustee (TH) Mike Hill - Trustee & Treasurer (MH) Mary Sharp – Trustee (MS) Dom Wilson - Trustee (DoW) Donna Wright - CEO EBED (DMW) Douglas Wright – Trustee (DBBW) Nienke van Deursen – Minute Taker (NvD)
Apologies:	None
Agenda:	Agenda Item 1 –HOUSEKEEPING Agenda Item 2 –FINANCES Agenda Item 3 – OPERATIONAL ISSUES – Part 1 Agenda Item 4–BREAK Agenda Item 5 – OPERATIONAL ISSUES – Part 2 Agenda item 6 – OTHER BUSINESS Agenda Item 7 – AOB



MINUTES

Agenda Item 1 - HOUSEKEEPING

(a) Welcome and Introductory Remarks

AM opened the meeting

(b) Apologies

No apologies

(c) Matters agreed since last meeting

i) Matters of accuracy

MS highlighted that the correct name is **Keep** Bridge Alive, rather than Keeping Bridge Alive (P.5, Research Projects)

MS queried why the 3 bullet points (A review of strategic priorities/ Advertising Budget/ Branding) under Other Business (p.7) were not added to the action log.

Action DMW: To be added to the action log for June meeting

DBBW explained regarding the bullet point for visually impaired members that he contacted the teacher and proposed to meet and discuss the issue twice but has received no response to date.

BE corrected that on p.5 it was noted in the minutes that DBBW invited TH to a meeting, however this should be the Surrey Schools Cup on the 7th of February.

The possibility of collaborating with New Tricks Bridge should be added to E-Learning strategy.

Action: All matters of accuracy would be added by DMW and agreed with AM on the 5th December Minutes

ii) Matters arising

The Davenport Trust notified EBED some time ago that it was stopping its previously regular donation.

Action: DMW to speak to Simon Stocken to understand reasoning.

iii) Action review and approval

59: This will be ongoing.

60: DMW spoke to Gail – MH to work with Gail to provide revision to Gift Aid procedures document

62: There is no update yet – deadline set for next Trustee meeting.

TH voiced worry that there is so much e-learning going on that it might even be the case we're losing students to e-learning altogether. MS mentioned e-learning should be a tool in a blended learning approach rather than an approach by itself.

63: Ongoing

66: Completed



MINUTES

Agenda Item 2 –FINANCES

(a) December Management Accounts Review

AM and MH explained that a simplification of the number of categories tracked, had been necessary as using these would be more time-efficient for people involved and would be give a better overview going forward.

MS queried point 5 on page 1 of the Treasurer's report regarding the EBTA salary costs significantly exceeding budget. AM noted that significant work had been done on EBTA but that the problems with time recording accuracy meant the number was unreliable. This then was also raised as a cause of concern as an over-simplification of categories should not be the reasons for a skewed picture of costs. The question remained if the excess was due to the fact that more time was spent on EBTA than initially expected or if this was just a matter of allocation.

BE queried why the EBTA income was significantly lower than expected (£32.5k budget versus £20.1k actual).

Action: DMW to double check number and confirm with trustees asap.

There was a discussion about the cost of EBTA memberships which includes the costs of staff and therefore runs at a loss when the objective should be to at least run at break-even. It was queried if this was due to allocation (the example was given that no staff is currently allocated to re-writes) and if this could be the underlying problem.

It was proposed to get the numbers earlier for next year onwards from accounts (Gail) however this was not always possible due to other workload and priorities.

(b) Annual Staff pay-rises

The proposed annual staff pay-rise was unanimously agreed (and was noted to match that of EBU staff).

(c) Budget Update

As per under (a)

Agenda Item 3 –GOVERNANCE ISSUES

a. Recruitment

DMW gave an overview of the new members of the team.

i. Bridge Education & Development Officer

Jacqueline Morcombe (Jacks) has joined the team 2 weeks ago and has already shown herself to be a valuable member of the team with a pro-active attitude. She will share her time (3 days a week) between the Aylesbury office and working remotely.



MINUTES

ii. Additional Project Assistance

Stephen Hull has joined the team also and is currently looking after preliminary work on a number of projects, background work on e-learning solutions and non-EBTA teachers. Steve will be working for 2 days a week.

Going forward Jacks and Stephen will be replacing some of Claire's responsibilities.

iii. Trustee with fund raising experience

AM explained that candidates' interviews will take place next week.

b. CEO's Report

A copy of DMW's report was sent prior to the meeting. It was agreed that this discussion would be a Q&A session rather than a presentation.

i. Questions from Trustees on report

TH requested some changes to the wording of the mission statement to include the word duplicate.

MS requested under 'Club Directing' that it should be 17 'days of training' rather than 'courses'

Action: DMW to make changes as discussed in meeting

MH inquired about fees of JTI and initial figures are being worked on at the moment.

Regarding JTI a discussion took place about the current reservations made and when instalments would need to be paid to the hotel (60 beds). In light of coronavirus risk, a decision whether to proceed with this year's event would be taken before cancellation costs become material.

Action: Giles to look at costs and dates when initial 50% and final 100% of costs need to be paid to hotel.

DMW to revert with details to trustees.

TH mentioned that with regards to the Junior Teaching link on the website you need to click on the link before you see the dates. Dates should be visible without clicking

Action: DMW to make change on the website.

ii. Classroom to Clubroom initiative

DMW explained that Myra Scott, Tim Anderson and herself will be working closely together in a pilot for this project. Initial discussions have been had but a first meeting is to take place next Tuesday and will include a member of Worcestershire County committee and a county club.

The main objective is to improve ratios from classroom to clubroom, to develop the relationship between EBED, clubs, counties and the wider bridge community.

There were several reasons to start this project, amongst others the initiation of more comms between EBED and the clubs, getting EBED out there, following the EBU strategic goal of more members and the positive outcome of the membership campaign.



MINUTES

Myra will be spending 15 days on this project over a 6 to 8 month period. If the pilot is proven successful in the Worcestershire area, then the project will commence roll out in two more areas during 20/21.

TH voiced concern over some teachers worries that losing students to club as they stop going to classes after joining a club.

DBBW mentioned the importance of getting buy-in from teachers.

TH also mentioned it should be carefully managed how we communicate with clubs that are not part of the pilot as this is an EBED supported project which could be sensitive if clubs are excluded from the pilot.

Action: DMW to redefine the scope and objectives of the Classroom to Clubroom project.

c. Teacher Educators

i. Conference

DBBW gave an overview of the meeting with the 8th TD's on the 22nd January.

1. Agenda covered the club teacher training course improvement
2. EBTA progression paper
3. E-Learning work TLAG

iii. Recruitment

Agreed a list of required skills and defined the role of TEs(8)

Desire to recruit two new TEs in the North and one in the South West

Intention is to identify suitable candidates and Invite them to Teacher Educator Day

d. EBTA

i. Revised Teacher progression plan

DBBW gave feedback from the TEs on his paper on proposed changes to Teacher Progression which aims to improve the quality of teaching and introduce some form of mentoring for teachers wishing to improve their skills. In particular, the incorporation of Refresher Days and/or Assessment days was discussed. It was agreed that a wider teacher consultation on aspects of the proposals would be sought as part of the introduction and the importance of obtaining teacher buy-in to the changes was recognised necessitating a clear communication plan to ensure the benefits of the proposed changes were conveyed.

Action: DBBW to put together a proposed plan on how to move forward with some basic rules that need to be adhered to. DBBW also to create a communication plan (including timings) on how to encourage people to buy into the plans. This plan will be refined for board approval in June.

BREAK

There was a short 5-minute break



MINUTES

Agenda Item 3- OPERATIONAL ISSUES CONT'D

ii. Availability of "additional" 4 modules BUYB, PUYP, DYD, Competitive Bidding

It was agreed to put these modules back onto the teacher zone so that teachers who are familiar with them can use them. They will not be promoted and there will be a clear 'health warning' around their current compliance with the revisions to system files made as part of the Red and Green Book rewrites and accuracy.

e. EBU

i. Follow up post meeting with Ian Payn

AM reported that the meeting before Christmas was positive. EBED had agreed to share some of its targets for 20/21 with the EBU where they were of particular interest and relevant to the interests of our major donor

ii. Target Setting

Some changes to the draft document E were proposed in the meeting.

- The title of attachment E should be changed to *EBED targets for 20/21 in support of the EBU*
- DBBW is happy to have up to 12 students at his own CTT courses rather than 10 in order to trial an increase in delegate numbers and how this may impact on day 2 of the course. He will report back after his course to be held in April. (no change to bullet point required)
- For bullet point 4 regarding County Education contact it needs to be flagged that EBED needs support from EBU to reach the target.
- Bullet point 8 needs to be changed to 'Announce details of a revamped teacher progression *plan for consultation* before the end of June.'

Action: AM to make above changes

Action: DMW to provide a bullet pointed list of progress to the EBU before each quarterly EBU meeting.

f. YOUTH

i. Strategy Update

Update on the YAG meeting last week. The reports created by Giles were good.

The strategy about youth playing bridge in schools was discussed. EBED's ability to contact parents and students directly whilst remaining in compliance with Data Protection rules was queried.

Furthermore, during the YAG meeting, a concern arose regarding group emails sent to the Youth Squad.

Action: GF to double check what permissions are in place when the EBU contacts its junior teams.

It was flagged that the EBU site and the EBED website were not always consistent in regards to information for juniors, and that sometimes links on the EBU website do not work. Suggestion was to have one link on the EBU site that links through to the EBED website only.

Action: DMW to assign the task of going through the website with a fine toothed comb to correct these errors.



MINUTES

There was some general discussion around other developments in universities like fast track courses and a new initiative where Bridge is included as a separate module for teachers.

Regarding recruitment, it was mentioned that new youth teachers are recruited in new areas Yorkshire, Essex and Bedfordshire. Bridge for Youth has in the last ten months since it started gained 40 teacher/buddies and 4500 new young people have been given a bridge experience.

DBBW mentioned he will be attending a school fair in Camberley with a stand to promote bridge.

ii. MPCC update

TH reported on EBED's attendance at the recent Inter-Livery Bridge Competition run by the MPCC where good contacts were made.

Action: DMW/TH to follow up on the Parent/Grandparent/Family day idea

iii. Youth Bridge Challenge – March 7th

Numbers are very slightly down from last year - 57 to 54.

g. RESEARCH PROJECTS

i. Review of Stirling & Imperial

DOW mentioned there was no material update from Caroline Small as Imperial had experienced some issues with anxiety levels amongst scanning volunteers since the December meeting. This causes some difficulty in the comparison to the control groups. There will however be some preliminary results by mid May and Caroline has been invited to present the research findings at the June board meeting.

Regarding Stirling, Kevin Judge's programme is on track and he will be featuring in an article for the April EBU magazine

h. E-LEARNING

MS summarised current thinking on the EBED's approach to e-learning and a further report will be given to the June board.

Agenda Item 4 – OTHER BUSINESS

a. Conflict of Interest

ANM reported on the recent survey of staff and trustees to ensure potential conflicts of interest are identified and managed appropriately.

b. Patron

Suggestions for potential patrons were reviewed.



MINUTES

Agenda Item 6 - AOB
<p>a. Coronavirus</p> <p>It was discussed that there is the potential situation in the next few weeks where working from home may be necessary because of the coronavirus.</p>
MEETING CLOSED 16:35

ACTION SUMMARY

ACTION	AGENDA ITEM / ACTION / NOTES	RAISE R	OWNER	DUE DATE	STATUS	UPDATES
A059	Separate Identity Project	TH	DMW	Next Meeting	Open	Ongoing
A060	Gift Aid procedures revision to document	TH	MH	Next Meeting	Open	Ongoing
A062	“Beginning Bridge” and “Continuing Bridge” to be issued as Kindle editions	DMW	DMW	Post A058	Open	Ongoing
A063	Clarification of reserves policy	AM	MH/AM		Complete	Complete
A064	Proposed Constitution amendment to document	AM	AM	-	Complete	Complete
A066	DMW to provide updated membership by category figures to the board		DMW	XXX	Complete	Complete
A067	Add 3 bullet points (A review of strategic priorities/ Advertising Budget/ Branding) under Other Business (p.7) of December meeting minutes to the action log for June meeting	MS	DMW	Next Meeting	Open	
A068	All matters of accuracy would be added by DMW and agreed with AM on the 5 th December Minutes	AM	DMW	Next Meeting	Open	
A069	The Davenport Trust notified EBED some time ago that it was stopping its previously regular donation. DMW to speak to Simon Stocken to understand reasoning.		DMW	Next Meeting	Open	
A070	BE queries why the EBTA income was significantly lower than expected (£32.5k budget versus £20.1k actual). Action: DMW to double check number and confirm with trustees asap.	BE	DMW	ASAP	Open	
A071	Changes to be made to CEO report	MS/	DMW	ASAP	Open	



MINUTES

		TH				
A072	JTI - Giles to look at costs and dates when initial 50% and final 100% of costs need to be paid to hotel. DMW to revert with details to trustees.	MH	DMW	ASAP	Open	
A073	The Junior Teaching link on the website you need to click on the link before you see the dates should show the dates without clicking.	TH	DMW	ASAP	Open	
A074	DMW to redefine the scope and objectives of the Classroom to Clubroom project.	TH	DMW	ASAP	Open	
A075	DBBW to put together a proposed plan on how to move forward with some basic rules that need to be adhered to. DBBW also to create a communication plan (including timings) on how to encourage people to buy into the plans		DBBW	Before June meeting	Open	
A076	Target setting: Some changes to the draft document E of March meeting were proposed in the meeting		AM	ASAP	Open	
A077	Target setting: DMW and to provide a bullet pointed list of progress to the EBU before each quarterly EBU meeting.		DMW	Before each quarterly EBU meeting	Open	
A078	GF to double check what permissions are in place when the EBU contacts its junior teams for comparison.		GF	ASAP	Open	
A079	DMW to assign the task of going through the EBU website with a fine toothed comb to correct errors with regards to EBED.		DMW	ASAP	Open	
A080	MPCC - DMW/TH to follow up on the Parent/Grandparent/Family day idea	TH	DMW/TH	Ongoing	Open	