



MINUTES

Date:	6 th March 2019
Venue:	Young Chelsea Bridge Club 54 Goldhawk Road London W12 8HA
Time:	1230 - 1630
Meeting:	EBED Board Meeting
Attendees:	Andrew Petrie - Chairman (AP) Gary Ames - Vice-chair (GA) Jeremy Dhondy - Trustee (JD) Bernard Eddleston - Trustee (BE) Mike Hill - Trustee & Treasurer (MH) David Waxman - Trustee (DaW) Caroline Small - Trustee (CS) Andy Margetts - Trustee (AM) Dom Wilson - Trustee (DoW) Donna Wright - CEO EBED (DMW) Lorna Watson - EBTA Manager, Minute Taker
Apologies:	Claire Wheeler - EBED Training Manager (CW)
Agenda:	Agenda Item 1 - HOUSEKEEPING Agenda Item 2 - STRATEGY Agenda Item 3 - FINANCES Agenda Item 4 - BREAK Agenda Item 5 - GOVERNANCE Agenda Item 6 - OPERATIONS Agenda Item 7 - FUNDRAISING Agenda Item 8 - APPOINTMENT OF NEW CHAIRMAN Agenda Item 9 - AOB



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Agenda Item 1 - HOUSEKEEPING

- a. Apologies
See above.
- b. Conflicts of Interest
none
- c. Minutes
 - I. Accuracy
P2 bottom of page (GA) On strategy and priorities - we need to consult teachers (e.g. for changes such as developing 5 card majors)
Education - DaW drew attention to You tube videos for teaching bridge.
Action: DaW send link to LW
 - II. Matters Arising
EBED minutes (including board papers) are circulated to some EBU staff.
It was agreed that this will not happen in future.
 - III. Approval
Minutes of previous meeting approved
- d. Matters agreed since last meeting
 - I. Kindle / iPad versions of the BfA books DoW to progress
 - II. Trustees appointments. Need for change of role with emphasis on education expertise. AP retiring and GA and DaW wishing to step down.
Potential candidates were interviewed and the following recommended for appointment:
 - Terry Hewett. Expertise includes fundraising, Chair of Wimbledon bridge club and on EBU tournament panels. School governor exp.
 - Douglas Wright. Experience: Ex naval and IT specialist. Set up 3 Counties Bridge 10 years ago. 3C has 8 BfA teachers. Previously worked with Sally Bugden on EBU education advice. Also on Surrey county committee.
 - Mary Sharp. Experienced bridge teacher in Berks / Bucks area in Tessa Templeton School. Experience: ex BBC journalist and former Deputy Head of Challoner's grammar school.

Candidates appointment process discussed. Questions taken on possible conflict of interests where candidates had business interests. Any appearance of conflict of interest is damaging for the charity. Geographical emphasis on South of England raised by DaW.

Agreed actions:
EBED to appoint Douglas Wright and Mary Sharp.
EBU to appoint Terry Hewett
 - III. JD appointed as bridge technical advisor for EBED
 - IV. GA to work as archivist for old education material



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- V. JD Kindle / iPad versions of the BfA books
- VI. BfA syllabus - originally done 30 years ago. Review suggested.

Agenda Item 2 – STRATEGY

- a. EBED's approach to e-learning was discussed and a referral system was agreed.
 - Our bridge students can now be signed up for one year free EBU membership by their teachers who will get a custom link from "my EBU" to the on line provider.
 - New students will be directed to student zone on website.

Process and link will be promoted through Accolade and Ruffian. There are 615 teachers currently on EBTA database.

Another promotion route could be via links section on bridgewebs. An EBED link could be added to bridgewebs.

- b. EBED e-learning

A discussion took place regarding EBED's 3 year E- strategy
Suggestion to appoint a graduate to explore this project (DaW)

Agenda Item 3 – FINANCES

- a. 18/19 Forecast

Significant underspend on projects, largely a matter of timing. We have not yet been billed for scanning (CS project)

- c. 19/20 Business Plan and budget

- I. Overview (MH) Pension costs now allocated with salary costs
- II. Resource allocation (AP) Post event analysis of how staff spend their time. This has enabled redistributed workload and prioritising of time.
- III. More time (25%) to be spent on youth activities (with funding from MPCC). Little resource to generate income. EBU member numbers static. Numbers entering national tournaments falling (previously a good income generator). EBU membership campaign to increase membership numbers. Teaching 9-19 year olds. They will join but this is a long term approach. Those nearing retirement are best group to aim for.
DMW classroom to club project. How EBED can help. (Ron Millett advising)
Supervised play discussion. Cannot award masterpoints but there is a special code to enter results.
- IV. Prices and fees (DMW)



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TD training. Small rises to delegate rates to enable an increase of pay to TD trainers.

EBTA membership. Discussion of fee rises and future membership levels (i.e. Associate, Full etc.). Karen (EBU) had previously sent out EBTA membership reminders. It was agreed that these should be sent out by EBED. Increase membership fee to £25

V. Proposed projects (AM/DMW)

Imperial research project – Update provided by CS

Recruited 15 bridge players up to now. No control group recruited yet. They must be deemed to be comparable using measures of social status, education, social engagement scales etc. Some difficulties recruiting due to presence of metal dental work and reported anxiety in applicants.

Stirling University Sociology project – Update provided by CS

Kevin Judge is working with Professor Sam Punch. Kevin is learning to play bridge and using his experience as material for his PhD which is funded by EBED. He will be presenting at the Teachers Conference. Sam is also crowd funding for her own additional projects. The Keep Bridge Alive campaign is not funded by EBED.

VI. Some clarification is needed within EBU and EBED as to who is point of contact for issues related to research projects.

VII. Approval – all approved

Agenda Item 4 - BREAK

3.20 pm

Agenda Item 5 - GOVERNANCE

a. Recommendations from AP/DaW

Discussed paper - Good governance and also Trustee Handbook.
Claire has sent various policies to DMW for approval. A new Trustee handbook can include these.
MH circulated a document about EBED policies
Action: Trustees to look at one or two policies each. See Action list

Agenda Item 6 - OPERATIONS



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- a. CEO Report (DMW) received
 - I. Issues
 - EBED Youth Officer has resigned. Amalgamation of Youth Officer role with Bridge for Youth project role. Possible candidate identified.
 - Non EBTA teachers – agreement from trustees to Invite to be on database. EBTA advisory group (now in abeyance) to be reconvened when new trustees are on board.
 - Teacher’s Conference – Main speakers confirmed. Bookings going well
 - BfA3 – decision to cancel this project. About 100 hours work done so far.
 - JTI – going out to a wider area. Free tasters offered.
 - Young Bridge Challenge – 104 young people will take part, 18 tables and 8 tables of minibridge
 - Teacher accreditation. DaW has researched process and cost. Send findings to LW. Discussion of ‘trip advisor’ type feedback processes e.g. survey monkey for teachers.
- b. YAG update (BE) Report by DMW on regional youth events received. Bath University has an active club. A Fast track course could be offered via fresher’s fayre.

Agenda Item 7 - FUNDRAISING

- a. Third sector consultancy (AM) John Harris will be able to work with EBED on grant applications. Possible funding applications for aspects such as socialisation, loneliness. Lottery fund applications in progress.
- b. MPCC (DMW) The Makers of playing cards charity will jointly fund part of the Bridge for Youth officer role. DMW to recruit.

Agenda Item 8 - APPOINTMENT OF NEW CHAIRMAN

Appointment of new Chair. Andrew Margetts was appointed by EBED as Chair of trustees. AM thanked AP for all his previous work and success in getting EBED set up.

Agenda Item 9 - AOB

Date of next meeting. 6th June 2019

MEETING CLOSED 17.00



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ACTION SUMMARY

ACTION	AGENDA ITEM / ACTION / NOTES	RAISER	OWNER	DUE DATE	STATUS	UPDATES
A030	Agenda Item 5 – CEO Highlight Report <ul style="list-style-type: none"> Make The Ruffian available through My EBU 	JD	DE	ASAP	Open	
A032	Agenda Item 8 – Education Matters <ul style="list-style-type: none"> Meet to discuss future of EAG 	DaW	AP, GA, DaW, DMW	Next Meeting	Open	
A033	Agenda Item 8 – Education Matters <ul style="list-style-type: none"> Engage with Mike Rothwell regarding update to Hand Generator macro 	GA	DE	ASAP	Open	
A034	Agenda Item 10 – Governance <ul style="list-style-type: none"> Check all essential policies are in place and all are reviewed on her return 	DaW	CW	Next Meeting	Open	
A043	Provide draft recommendations for pricing	AM/AP	DMW	Next Meeting	Open	
A046	5 Governance Safeguarding Policy	DaW	BE	Next Meeting	Open	
A047	5 Governance Privacy Policy including Data Protection and GDPR	DaW	DMW	Next Meeting	Open	
A048	5 Governance Equality and Diversity	DaW	CS	Next Meeting	Open	
A049	5 Governance Risk Management Policy	DaW	DoW	Next Meeting	Open	
A050	5 Governance Financial Control Policy	DaW	AM / MH	Next Meeting	Open	
A051	5 Governance Reserves Policy	DaW	AM / MH	Next Meeting	Open	



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ACTION	AGENDA ITEM / ACTION / NOTES	RAISER	OWNER	DUE DATE	STATUS	UPDATES
A052	5 Governance Trustee code of conduct	DaW	DoW	Next Meeting	Open	
A053	5 Governance Trustee Conflict of interest Policy	DaW	DoW	Next Meeting	Open	
A054	5 Governance Trustee expenses Policy		MH	Next Meeting	Open	
A055	5 Governance Complaints Policy	DaW	CS	Next Meeting	Open	
A056	5 Governance Volunteers Policy	DaW	CS	Next Meeting	Open	
A057	Coordinate timing of Trustee appointments and resignations	DMW	AM	Next Meeting	Open	