

# OXFORD BRIDGE CLUB



Oxford Bridge Club CIO  
Registered Charity 1155820

## Draft minutes of Trustee Meeting held 8th November 2023 at 4.30 pm online (action points highlighted)

**Attendees:** Julie Anderson(JA) Ursula Bowler(UB) Joe Brash(JoeB) Liza Furnival(LF) Peter Schroeder(PS) Juliette Riehl(JR) Paul Watson(PW)

**Apologies:** Chris Bone(CB) Ruth Kim(RK) John Briggs(JB)

1. Declaration of conflicts of interest  
None declared
2. Minutes and actions of the last meeting on 9<sup>th</sup> August 2023

The Minutes were approved and will be forwarded to the Chair for signing. All action points have been completed. Two quotes for creating an Oxford Bridge Club sign over the front porch have been received, a 3<sup>rd</sup> is awaited. A permanent sign would be preferred to avoid the need for repainting. Signs are permitted within a certain size which this one will be.

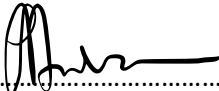
3. Finance report- PS presented the year to date finances against budget under the detailed subsections. Education income is higher than anticipated due to reduced running costs and excellent recruitment of students into the BfA courses. Online bridge income has decreased slightly despite the increased table money but face to face table money has increased more significantly. The club should have a cash surplus at the end of the financial year, partly helped by the lease extension one-off income of £8000. This assumes mortgage interest rates do not increase further and there are no unexpected major expenses. The trustees are aware the communal fund for the building will take a few years to build up again and a further increase in contributions to the fund by the club and the flat leaseholders will be necessary next April. A query was raised over the cost of the buildings insurance and whether more competitive quotes might be available before renewal. **Refer to Premises chair.**
4. Education report- UB presented her written report. The BfA courses are very well subscribed, a survey revealed nearly all had heard of the courses by word of mouth or by looking on the OBC website. None came via the Facebook advert we placed so this is probably not worth doing in future although posting about the courses should continue. The bidding refresher course has just started this term and there is an active programme of seminars. 5 new teachers attended the EBU teaching course held in Wallingford to gain the EBED accreditation but feedback has been that it was poor quality and little useful content. **It was agreed that this should be followed up with the provider organisation.** The courses are nearly £200 per individual for a two day course and seem to be poor value for money. We will seek some sort of financial recompense. **UB will write to the EBU once all feedback has been received.** The Andrew Robson day next year is being organised by a subgroup of 4 coordinated by Pat Lewis. **UB will explore the possibility of gift vouchers for educational activities at the club following an enquiry.** JA congratulated and thanked UB on her hard work and good results in getting education so well set up.

5. Premises report- CB had sent a short summary of repairs and maintenance in the last 3 months. A Brita water softener installed under the sink, this was expensive but will hopefully prevent the coffee machines from scaling up and costly repairs. Mark Ferris has joined the committee for Health and Safety issues and Peter Finbow is available to help with DIY repairs.
6. Bridge Committee – LF presented her written report including a significant contribution from Martin Illingworth who has done a detailed analysis of the numbers attending the different bridge session following the pandemic from October 2021 to October 2023. A summary showed that there has been a gradual return to F2F bridge and a gradual fall in Real Bridge but both stable since July, 55% on line and 45% F2F. It was noted that the f2F sessions can take up to a year to become fully re-established. The trustees agreed with the recommendation for Weds evening teams to return to F2F next March and Gentle Duplicate to return to F2F on Thursday evenings, running alongside Supervised Play. New Director training (a course of 4 sessions) is being organised for up to 7 new directors, via a negotiated special rate (thanks to Kathy Talbot) at the OBC.
7. The trustees discussed the death of our former trustee and, briefly, Education Secretary, Susan Fletcher on 6.11.23. JA has sent a message of condolence to Brian Mills, her husband, on behalf of the club, announcements will be made at the start of the sessions Susan was playing in, in an imminent newsletter and on the OBC website.
8. Reorganisation of the G Drive. JA and RK, with the help of Brian Mills have rationalised the folders and documents on the G drive so that it is easier for trustees to locate documents. **The plan is now to create a short guide to the G drive for new and existing trustees.** The organisation broadly falls into 2 categories, general trustee documents and the committee areas. LF explained there was another large section of the G drive for the business of setting up movements, dealing and scoring.
9. Christmas party – this will start at 6pm to allow an hour for socialising, eating and drinking with bridge from 7pm, 30 min interval at 8.30pm for the quiz (JA is organizing), aiming for 10.30pm finish. The charge of £15 per head was considered reasonable (it was £10 last year and barely broke even). Further planning to be done by a subgroup, yet to be convened, in liaison with JR.
10. Communications and Social Secretary vacancies. Trustees were asked to consider a personal approach to potential candidates. A further appeal is going in the next newsletter.
11. Equipment issues – UB relayed that the bridge teachers would like to acquire an interactive white board but these are expensive. However, UB thought there might be a subsidy/grant via OBA and will make some enquiries. In principle, the trustees are in agreement with the installation subject to satisfactory funding. The dealing computer has a cracked screen but LF and UB will see if there is a spare laptop. A new laser printer is also required for printing educational materials.
12. Conduct committee operations and structure. PW reviewed the handling of a recent complaint (satisfactory and resolved) but this led to some scrutiny of the current procedures which include a conduct committee, an incident panel and an ad hoc disciplinary committee each with different operational documents. PW talked through some options and proposals to simplify the handling of complaints. The trustees agreed with a rewrite of the Conduct Committee ToR so that the CC would handle the investigation of any complaint including any sanctions. The number on the CC would be a minimum of 5 with no upper limit. Certain principles were agreed eg if the Conduct Officer +/- the session Director) can resolve a complaint informally without the

need to refer to the CC, this should be the preferred option. There should be a right of appeal against any finding, trustees should not have the right to impose a sanction directly. It was noted that the Articles of Association would need to be amended but this could be done by amending Schedule A- the latter is very legalistic and bureaucratic, it may come from a standard version produced eg by the EBU as another club uses the same wording. PW will discuss these proposals with Denis Talbot and Richard Sill for their historical perspective, given their past involvement in these areas. We will check if the amended AoA will need to be circulated to the membership and formalised with a vote at the next AGM in due course. (Possibly amending Schedule A alone may not require a vote). PW will present the revised ToR at the next trustee meeting.

13. AOB- it was noted that the newer trustees need a photo and a short bio by way of introduction to the membership on the OBC website. JA will action.

14. Date of next meeting - Wednesday 28<sup>th</sup> February 2024 3.30pm online

Signed:..........Date: 28.2.24