

OXFORD BRIDGE CLUB



Oxford Bridge Club CIO
Registered Charity 1155820

Trustee Meeting held 31st July 2024 at 9:30am
(by video conference)

Minutes

Attendees: Julie Anderson(JA) Ruth Kim(RK) Ursula Bowler(UB) Liza Furnival(LF) Peter Schroeder(PS)
Juliette Riehl(JR) John Briggs(JB)Paul Watson(PW)Joe Brash(JoeB) Brian Mills(BM)

Apologies: Chris Bone

1. Welcome and apologies for absence
JA welcomed everyone and thanked them for rearranging the meeting time. Apologies were received from Chris Bone
2. Declaration of conflicts of interest
None declared
3. Minutes and actions of the last meeting on 8th May 2024

The Minutes were approved and will be forwarded to the Chair for signing. All action points have been completed apart from dealing with the alcohol license extension which **JA will attend to.**

The draft minutes for the 2024 AGM were also agreed, subject to making it clear in point 4 that the John Deech sponsorship only relates to 4th Wednesday evenings. **The amended Minutes will be posted on the website.** JA also mentioned that Joe Brash has kindly agreed to stay on as a directly elected Trustee for the moment until a replacement can be found and she thanked him for this.

4. Committee reports
Finance report – PS referred to his report that had been circulated and had no big changes to add. Face to face income was up slightly, Quarter1 is close to budget and there is a cash surplus, mainly due to education. We are not ready to make any further mortgage repayments at the moment, but PS will check that our current deal is still competitive. There is £31K in the bank and the fixed term accounts will be re-invested in short term fixed accounts to enable a possible repayment on the mortgage later in the year once the new student numbers are clear. The communal fund is still low and this remains our biggest risk. Quarter 2 is looking Ok so far.

Education report – UB referred to her report also circulated. Admin support is needed and she has offered to pay Christine Bishop £20 per session which amounts to an estimated cost of £2400 for the year to cover all the sessions. This is a lower cost than when we paid an administrator separately and Christine is likely to be able to do it more efficiently. This payment was agreed. There will be enough teachers to cover the courses for the coming year, though some of the trainers are better suited to run practice hands rather than full teaching sessions. OBA has offered to pay half the cost of a new interactive whiteboard to assist teaching and has recommended the model costing £4000. UB asked whether the club can agree to pay the other

half, totalling £2,000 (which should include installation costs) as the current screens in the main playing room are too small at times for teaching purposes and the new whiteboard would greatly facilitate electronic communication of lesson materials. 2 of the current flip chart easels could then be disposed of to reduce clutter. PS confirmed the funds are available for this and it was agreed to proceed subject to a limit of £2,000 and **UB to forward further details to JA.** (Name/make, maintenance, IT compatibility, duration of warranty). **RK will also ask CB to check that the new equipment would be covered by the club insurance policy.** LF queried whether the Wednesday morning supervised play session was still viable with only 1 table sometimes as we still have to supply a Director and host. UB will check with Ann Laming whether to continue the session or possibly combine it with another one.

Conduct Committee was not required to meet and there were no reports or incidents. **RK and BM will ensure the Articles are amended** to incorporate the new Schedule with the amended disciplinary procedures and that the G Drive and website are updated accordingly.

Bridge committee report – LF referred to her report which had been circulated. The OBA has asked if OBC can host a social teams event. LF queried whether a teams event was best for a social occasion and how catering might be arranged in the absence of a Social Secretary. **JA will liaise with Kathy Talbot at OBA** to check on the details of the proposal. LF also expressed some concern over the lack of progress in organising the new Director training and will speak to Martin Illingworth to try and speed up the arrangements. This can now take place at the earliest in the new year though more directors are urgently needed in order to set up an evening gentle duplicate session.

Communications & Membership committee – BM referred to his summary report to the AGM. Members of the committee are BM, Vicky Fleming and Matt Wilkinson. We need to keep an eye out for new members for the committee. Social media advertising has limited effectiveness but **UB will circulate material** which Trustees can use to promote the club and classes.

Premises report – CB had sent a summary report. Although CB has resigned, he is willing to stay on until a new Chair for the committee can be found and this is now an urgent priority. Ideally this needs to be someone who lives close to the club. New committee members are also needed. **JA will ask Mark Ferris and Richard Sills** whether they could recommend anyone from the Tuesday morning session to volunteer. PS offered to take on dealing with the insurance and utility contracts if this would help. On a positive note, Susie Crawford has agreed to take over as the new House officer and JR is providing a handover.

Terms of reference updates – all committees should ensure their updated terms of reference, including list of current committee members, are on the G drive and when this has been done, to contact BM so that he can update the website.

5. Arrangements for Junior Bridge Club sessions at OBC (Sunday afternoon term times)– following an approach from the Junior Bridge Club about reducing the OBC room hire charge due to their shoestring funds, it was agreed that payment to the club for these Sunday sessions should be reduced to £15 (from £30) and applied retrospectively for summer term 2024. This will still cover our overheads and the reduced fee was agreed as we wish to encourage juniors. **JA will inform Holly Kilpatrick** of this decision and thank her for all her hard work.
6. Trustee Personal Expenses policy – RK explained that this is a Charity Commission requirement even though, in practice, Trustees very rarely have personal expenses to claim. It was agreed that such expenses up to £100 should be approved in advance by the Treasurer and paid on production of an invoice within 2 months. Over £100 would require referral to the Trustees. **RK will draft a simple policy and forward to JA for approval.**

7. Date of Christmas party – this was agreed for Wednesday 11th December at 6pm in the clubhouse.
8. Social secretary – JA suggested that we could have a “social team” due to the lack of a volunteer to be the secretary. This would be a pool of people who could be called on to help for various events. JA and JR will try to assemble a team and Trustees can send them any suggested names.
9. Club Trophies – LF was concerned that too many of the trophies were aimed at better players so kept being won by the same group of players. She asked whether we should focus trophies on beginners or 9-high players or reduce the number of trophies awarded. There was some concern over respecting the original trophy donors’ intentions, whether AGM attendance might fall if fewer were awarded and losing the incentives that these trophies provide. The Bridge committee will consider the matter further.
10. Data reports from Martin Illingworth – it was agreed that these are invaluable for planning purposes and that he should continue to provide this information which clearly relates to session numbers.
11. AOB – there was some discussion on the best format for the Christmas party, whether it should involve less bridge, or at least ensure that the boards played do not count for NGS purposes, and whether to allow more time for social activities eg a quiz . JA will consider further.
12. Date of next meeting – Wednesday 23rd October 3:30pm on zoom

Action points – highlighted in yellow