

FINAL DRAFT

SUSSEX COUNTY CONTRACT BRIDGE ASSOCIATION

A meeting of the Management Committee of the SCCBA took place at Worthing Bridge Club, 12 Byron Road, Worthing BN11 3HN on Friday 16 March 2018 starting at 10.30am

Present:

Mr M Pool (MP)	President and Chairman
Mr J Hardy (JH)	Hon Treasurer
Mr D Wheeler (DW)	Hon Secretary

And other elected members: Mr P Bates (PB), Mrs H Beveridge (HB), Mr P Clinch (PC), Mrs A Galpin (AG), Mr D Galpin (DG), Mr M Wotton (MW) and Mr M Wright (MWr).

AGENDA

1. Apologies

Apologies had been received from delegates of The Bognor Club and Lewes BC.

2. Minutes of the meeting of 24 November 2017

2.1 Accuracy

MC Members were content with the minutes as shown in the final draft.

2.2 Matters Arising

Action from items 3, 7.2, 7.3, 7.4, 8.2 and 17.2 had been completed. Other actions would be picked up under the relevant items below.

3. Chairman's Report

MP indicated that he had nothing further to report beyond the various contributions he would make under later items of the agenda.

4. Treasurer's Report

4.1 Approval of Accounts to 31 December 2017 - JH had circulated the accounts for the last financial year which showed that a small surplus (£339) had been achieved, increasing the balance in the General Fund to £34758. This compared with a larger surplus (£2813) in 2016. The reduced surplus related to increases in overheads for the following main reasons:

- The cost of the yearbook, at £4172, was nearly £800 more than last year. A different company was used who were slightly more expensive, as well as doing work that was done by SCCBA members last year (costing £474). Also, there was no advertising income this year (2016: £100)
- Youth bridge expenditure had increased by £1000 net of various donations received as the lottery grant was now fully utilised.
- Donations made had increased by £410, as a result of the commitment to match donations by Sussex clubs to the EBU junior bridge world championships fund.

In addition income from congresses and events amounted to £3916, slightly down on 2016 (£4237). Total cash/bank balances at 31 December 2017 were £40315 compared with £41765 at 31 December 2016. The accounts had been examined by the Association's Independent Examiner and he had been content to sign them on 23 January 2018 and JH commended them to the MC. MC Members indicated their unanimous approval of the accounts as presented. JH would now present them for adoption at the AGM on 29 April.

Action: JH

4.2 Forward Budget Forecast – JH had conducted a review of forward budgeting, looking at likely levels of revenue and expenditure. This had shown that provided the surplus generated by the tournament programme continued to be in the range £3500 - £4000, there should be at least a broad balance between revenue and expenditure assuming the latter remained at its present level. He had alerted the TC to one or two events which had become less popular than in previous years. Measures to improve attendance had been discussed and outturn would continue to be monitored carefully. JH expected the current EBU UMS rate (7p) to be sufficient not only for 2018/19 but also for 2019/20 but the AGM 2018 would be asked to approve a rate for 2019/20 of up to 8p. JH was confident that an increase would not be needed but it was prudent to seek this 'cover' at this AGM. The current UMS rate had remained unchanged since 2012/13.

4.3 Directors' Fees and Expenses policy – At the request of the TC, JH and PC had reviewed this policy following comment that it lagged behind the EBU equivalent. The review had found no compelling case for amending the policy except that aspect related to the use of a private motor vehicle. The current mileage rate of 40p per mile for the first 1000 miles of travel in any one year was 5p less than that used by the EBU and the TC now recommended that the SCCBA rate be brought into line at 45p. MC Members approved this change. Other aspects of the policy, eg Directors' fees, were seen as continuing to be reasonable in relation to the demands of county (rather than national) competitions. DW would arrange for the policy document to be updated and re-issued accordingly.

Action: DW

4.4 Proceeds from Charity Sims – MP had indicated concern that an organisation of approaching 3000 members managed only to donate around £800 each year, split between the two selected local charities. He suggested that prior to the time of the Charity Sims event DW might email those clubs which were not holding a heat asking them to hold a collection at their most popular session of the week in order to enable a donation to the chosen local charities. DW noted the action to be taken in due course. JH also noted that in previous years the amount donated had been 'rounded up' from the actual proceeds of the bridge event, with MC approval for doing that obtained each time. He suggested that the MC delegate authority to round in a similar way in future to the Treasurer. MC Members agreed.

Action: JH/DW

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5. Selectors' Report

DW reported that he had followed up on the previous email exchanges and discussions about possible changes to the Tollemache selection process but the Selectors had yet to meet to discuss further the ideas which MP had conveyed at a meeting before Christmas 2017. DW would follow up further in due course.

Action: DW

6. Tournament Committee Report

6.1 CTD Job Description – PC had prepared a draft job description for the Chief Tournament Director role for agreement with Eddie Williams (EW). This JD included an oversight role in relation to county TDs and the continuing need for refreshment of their education. PC had sought a meeting with EW but EW had been out of the country for the first three months of the year. PC would try again in April.

Action: PC

6.2 Venue for Autumn Congress – The AC had not been well attended at Rawson Hall, Bolney in 2017 and PC had discussed with Peter Langston the possibility of the event returning to Patcham BC if previous difficulties with parking had been resolved. The latter had been confirmed and the AC would be held at Patcham in 2018. Costs were expected to be significantly lower.

6.3 Tollemache expenses – PC had suggested that as many other counties did not reimburse any expenses of those participating in this event, useful savings might be made if Sussex adopted the same policy. The TC had discussed this but was of the view that the county should continue to reimburse at the current level (which had only recently been reduced) those who were representing the county. MC Members agreed.

6.4 Clarification of Movement for Chairman's Cup – PC confirmed that the required movement had been clarified and he would arrange for it to be specified to the TD responsible in due course.

Action: PC

6.5 Events for the less experienced – Following a series of email exchanges between DW and Barbara Herold (East Sussex BC), BH had agreed to design a new event for the less experienced aimed at members in the east Sussex area. She would discuss with Eddie Williams (St Leonards BC) how best to do this in April. The TC had indicated their support for this initiative and awaited further news with interest. MC Members agreed.

6.6 Tournament Manager Job Description – DW had circulated a copy of the TM job description agreed by the TC. MC Members were supportive of this useful clarification. PC indicated that he would do his best to meet the requirements now agreed.

6.7 Competition Rules – Questions had arisen over paragraph 4 of the Preamble to the Competition Rules which allowed clubs to restrict entry (to their own members) to the Charity Sims event. The TC had discussed this and now recommended that this exception should be applied to all county Sims events. MC Members agreed. DW would arrange for the Competition Rules to be amended and reissued in time for the new competition season.

7. Secretary's Report

7.1 MC Succession Planning

- **Chairman** – MP and DW had spoken to several possible candidates but none had found themselves able to agree to be nominated. In the circumstances, MP had agreed to be nominated to stand for 2018/19 subject to there being no other changes to the Officer team. MC Members indicated their contentment to support this nomination.
- **Membership Secretary** – MP reported that Joy Mayall (JM) had very kindly agreed to be nominated to become an MC Member and to take over from HB as Membership Secretary. MC Members indicated their contentment to support this nomination.
- **Other appointments** – DW had prepared partially completed application forms for other Officer and MC Member appointments and invited those concerned to complete them. All were content to do so.

PB indicated his wish to record his disappointment that HB was retiring from the MC. She had fulfilled the role of Membership Secretary in an exemplary fashion and he was sad to see her go. HB thanked PB for his remarks and said that she had enjoyed her years of service to the MC and it was only other pressures which had prompted her departure. MP and DW echoed PB's compliments and DW added that the AGM would be invited to endorse these thanks on behalf of the whole membership.

7.2 AGM 2018 – DW reported that the formal notice of the AGM had now been issued to all clubs with copies of all related papers in line with the timescales required by the constitution. All of these papers had also been posted on the website. Advertising regarding the Spring Congress was being issued to all members on HB's mailing list and this would include a reminder about the AGM.

7.3 Appointment of Vice Presidents – MP reported that the Officers had discussed the potential benefits of filling a number of the vacancies for VPs. The constitution allowed up to five VPs to be appointed and only one (May Langmaid) was currently in post. A number of possible candidates had been discussed paying particular attention to the constitutional intention that the honour of a VP appointment should be conferred to recognise "long and valuable service to the Association". The Officers had produced a list of potential nominees to recommend to the MC for approval at the AGM. Those now recommended had all agreed to be nominated. The three recommended were, in alphabetical order, David Galpin, Joy Mayall and Mervyn Wotton. MP invited MC Members to consider these recommendations and comment as they saw fit. MC Members unanimously supported the recommendations made and agreed that they should be taken forward to the AGM for approval.

Action: DW

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7.4 Gladys Hakki Award – DW reminded MC Members of the nomination which he had prepared on behalf of the MC in favour of Gerry Stanford (GS). This had received the wholehearted support of the MC. In the event no other nominations had been received and DW invited MC Members to confirm that the award should be made to GS. MC Members confirmed this unanimously. DW would advise GS accordingly and indicate that the presentation would be made at the AGM.

Action: DW

7.5 Use of the Priday donation for junior bridge – This had recently been clarified as a donation which might be used generally in support of junior bridge in Sussex rather than as a means of supporting a particular event. Accordingly William Bourne had recently approached Vivian Priday to confirm she would be content for a part of it to be used in support of the Ardingly Youth Bridge Camp. She had indicated that she was entirely content with that.

7.6 Year Book 2018/19 - DW reported that GS's work as YB Editor was under way and MW and PC were assisting. DW had recently reminded those clubs which had still to send their returns. The target would be to send the final copy to the printer/distributor as soon as possible after the AGM.

Action: DW

8. EBU Matters

8.1 Youth Care Policy Dec 2017 – Based on our experience from a recent C&D case, DW had suggested a number of clarifications to this policy which had been presented to the EBU Board and accepted. The revised policy was now posted on the EBU website and DW had issued a copy to all clubs.

8.2 Fees for 2018/19 – DW reported that the Sussex UMS rate remained reasonably competitive with 17 of 39 counties at or above our rate. Unlike Sussex, 20 counties had retained an annual fee for direct members.

8.3 County to county on line discussion group - The EBU had recently set up this group but had emphasised that it was for county to county discussion only. The EBU would not contribute to any debates. PC indicated that the group might be of value to him and DW passed the details to him.

9. Membership Secretary's Report

HB reported that the county's membership total as of 16 March 2018 was 2877, 30 fewer than at the last meeting. Within this total 2204 email addresses were held but around 600 of those were not on the mailing list because of 'unsubscribes' or 'bounces'. HB would be meeting with JM shortly to plan the handover of her responsibilities. This would include the progressing of preparations for compliance with the General Data Protection Regulation which was due to come into force on 25 May 2018. HB had analysed the latest advice from the EBU and would advise DW of her views on the actions to be taken. These revolved around the development and publication of a comprehensive Privacy Statement which would make transparent to members the data we collect and why, the way we store and use that data and the ways in which members can make changes if required. HB had produced a first draft and DW had created an email based working group (HB, JM, MW and DW) to take things forward. The aim was to present the policies and documentation which should achieve compliance at the next MC meeting.

Action: HB/JM/MW/DW

10. Press Secretary's Report

There was nothing to report on this occasion.

11. Webmaster and Master Point Secretary's Report

MW emphasised the benefits of testing on line facilities in advance of their release for member use. A recent exercise had attracted only three MC 'testers' and he asked that more volunteers were forthcoming in future. MC Members agreed to be more cooperative in future. DW mentioned recent discussions about the county's policy on advertising other events than its own. MC Members agreed that where there was scope for mutual benefit, eg with other counties, the EBU or EBED, our policy should be to be supportive. Where there were commercial interests involved we should not normally be receptive. MW noted this for future reference.

12. Conduct Committee Report

DW had circulated a paper proposing an addition to the policy for retention of CC case papers. Subject to correcting a typo ("of" instead of "on") and replacing "CC Chair" with "Conduct Committee Chairman", the MC was content to approve the revised policy. DW would issue the revised policy to the Conduct Committee Chairman as soon as possible.

Action: DW

13. Education Report

13.1 Southern Counties Junior Bridge Camp – Preparations for the Ardingly event were proceeding and some early entries had already been received. William Bourne had succeeded in persuading the England Under 16 squad to participate in the event which should provide some excellent role models for the other participants.

13.2 Bridge in Schools – DW had not received any further report from Ian Wright but he assumed that activity in schools was proceeding as previously.

13.3 Co-ordination of adult teaching – Since the creation of the community of adult bridge teachers a number of pieces of information expected to be of interest had been shared.

14. Charities

DW reported that the 2018 event had generated just under £700 and, as in 2017, he recommended that this be rounded to £800 to enable donations of £400 to each agreed local charity. MC Members agreed. Following the decision taken at paragraph 4.4 above, the Treasurer would exercise this rounding in future years.

15. Equipment Co-ordinator's Report

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MWr reported that GS had kindly indicated that he would be prepared to repair a number of tables in the Spring, improving our stock and responding to previous criticism registered with MWr. New table cloths retailed at £18.50 each and MWr's view was that the current stock was perfectly serviceable. MC Members agreed that replacement should be deferred pro tem. Bidding box contents could be replaced at £17 per table giving a total of £425 for 100 boxes. MC Members agreed that this would be a useful refurbishment.

Action: MWr

16. Date of Next Meeting

MP asked that the next meeting be held at 10.30am on Friday 11 May 2018 (at Worthing), as soon as possible after the AGM, in case there was a need for another EGM.

17. Any Other Business

17.1 The Candles – PB enquired about arrangements for this event in 2018. PC confirmed that preparations were well advanced. PB said that this year's event would be the first since the recent death of Bill Starr, who had founded the Henfield Duplicate Bridge Society in 1974 and had been the prime mover of the Candles event for very many years.

The meeting closed at 12.10pm