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# 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 8 May 2015 starting at 7 pm

### Present:

Mr M Pool (MP)	President
Mr D Galpin (DG)	Hon Treasurer
Mr D Wheeler (DW)	Hon Secretary

And other elected members: Mr P Bates (PB), Mrs A Galpin (AG), Mr G Stanford (GS), Mrs R Wolfarth (RW), Mr M Wotton (MW) and Mr M Wright (MWrr).

Also attending were Mr E Williams (EW) and Mr G Wolfarth (GW)

## AGENDA

### 0. Opening Remarks

DW reported that as the Chairman was unable to attend on this occasion, with the agreement of MC Members he would take the Chair. MC Members agreed. DW welcomed RW to her first MC meeting and welcomed GW (Press Co-ordinator) and EW (Chief TD) who were attending to provide input to a number of items.

### 1. Apologies

Apologies were received from Mr A Ryder (AR) and Mrs H Beveridge (HB).

### 2. Minutes of the meeting of 16<sup>th</sup> January 2015

#### 2.1 Accuracy

MW pointed out that there was a missing action, on him, at the end of paragraph 17.3. DW noted this and would make the correction in the final version.

#### 2.2 Matters Arising

Actions from items 5, 6, 7, 8, 10, 15, 17 and 18 had been completed. Other actions from items 6, 7 and 14 would be picked up under items 6, 7 and 13 below.

### 3. Chairman's Report

DW reported that most of AR's time since the last meeting had been taken up with trying to refresh the initiative to attract youngsters to the game. This would be discussed in more detail under item 13.

### 4. Treasurer's Report

4.1 DG reported the financial balances as £7745 (current account) at 8 May 2015, £1850 (competitions account) and £33105 (deposit account, including the remainder of the lottery funding for the youth bridge project) both at 30 April 2015. As reported at the AGM, the accounts for the year ended 31 December 2014 showed a loss of £1197 after depreciation. The latter was the main reason for this loss and outturn in 2015 was expected to be broadly on budget.

#### 4.2 Approval of Annual Accounts – Future Process

DW had circulated a paper making recommendations and DG explained the background to these lay in the requirement, under the new constitution, for the MC to approve the accounts before presentation to the AGM. In response to a question from GW, DG confirmed that the 2014 accounts had been certified by the retiring Independent Examiner (IE). MC Members agreed the process set out and DW would take actions accordingly.

Action – DW

#### 4.3 Search for New IE and Treasurer

DW indicated that the Officers believed that the search for a successor to the Treasurer should be conducted on a targeted basis informed by consultations with senior members of the Association and influenced by the resulting intelligence of potentially suitable candidates. The search for a new IE would be commenced through an e-mail to clubs seeking recommendations, focussing on Club Treasurers and other members with appropriate qualifications. MC Members agreed with these proposals.

Action - DW

### 5. Selectors' Report

5.1 Selection Objectivity - DW had circulated a paper reflecting the output of the related working group. The latter had developed recommendations, based on informal advice from the EBU Chairman, which had been discussed and endorsed by the Selection Committee (SC). MP had participated in this work and attended the related meeting of the Selection Committee. MP was impressed with the professional approach taken by the SC and pleased that the recommendations made were fully supported by those involved. GW expressed the view that, if the county managed to qualify for the final, the pairs who had achieved that qualification should take precedence over others in relation to selection for the final. He wondered whether this should be made clearer in the description of the process. MP believed that due account would be taken by Selectors of qualifying performance but that it would be wrong to limit the Selectors' options by binding in the way suggested. It was pointed out that in a previous year, the

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county's strongest pair had not been available for the qualifying round but was available for the subsequent final and they had, quite rightly, been selected for that. GW asked whether the county normally took four or five pairs to the event and DW pointed out the process description (paragraph 4) made clear a decision on this would be taken each year as appropriate. MC Members agreed to the introduction of the process described and expressed their appreciation for the work of the Selectors and the time they commit to serving the county's interests. DW would arrange for publication of the process by e-mail to clubs and on the county web site.

**Action - DW**

**5.2 Strengthening Tollemache Performance** – AR's consultations with the county's top players had revealed a consensus in favour of organising one or more training days, led by a professional player and designed to improve the performance of those likely to be in contention for selection in future. He would discuss this requirement with the Chairman of Selectors shortly with a view to designing and delivering an appropriate event later this year.

**Action - AR**

## 6. Tournament Committee Report

**6.1 Future Sims Events** – MW reported that he had agreed a date for the new Open event and cleared lines with the Organiser, Peter Clinch. The latter needed to decide on the groups to receive prizes (Seniors, Juniors, etc) in addition to the overall '1,2,3'. DW agreed to check with PC on progress.

**Action - DW**

**6.2 Timing of Green Point and Congress Events** – The CTD had conducted a survey of entrants to a recent congress event and the vast majority had indicated support for an earlier start time (11am) to GP and Congress events. RW observed that an 11am start might be difficult for those coming from the far east or west of the county but MC Members noted that an 11am start was common in other counties and in National events because it allowed a finish in time for dinner in the evening. In light of this, MC Members agreed to the change for GP and Congress events but wished the Tournament Committee to monitor entrant feedback regularly.

**Action - DW**

**6.3 Attracting more entries to tournaments** – DW had consulted Joy Mayall regarding her success in raising entry levels for the New Year Swiss Teams. Her advice had been distilled into revisions to the Tournament Organiser (TO) guidelines which were to be discussed later in the agenda.

**6.4 Entry Form Standards** – MW had produced a list of suggestions to ensure consistency in entry form design. He agreed to convert this into guidance for TOs which could be added to the documents to be discussed later in the agenda.

**Action – MW**

**6.5 IT Asset Management – Responsibilities** – DW had documented these responsibilities and cleared lines with those directly involved. GW asked whether the county's equipment was fully insured because the proposed responsibilities created duties on the part of those involved and they might be at risk in the event of theft, etc. AG confirmed that all county equipment was fully insured and DW suggested that any risk to an individual would only arise if they could be shown to have acted carelessly or recklessly. DW confirmed that the individuals involved were content with the wording of the document. MC Members agreed to the adoption of the responsibilities and DW would arrange for those involved to be advised accordingly, including all TOs.

**Action – DW**

**6.6 IT Asset Management – Additional Equipment** – DW reported that the IT Asset Manager (Ron Robins) had recommended that five additional *Bridgemate* units should be purchased, one to replace a faulty unit and four to equalise the numbers in each set (18). EW had obtained discounted prices from the company which meant that around £370+VAT would be the likely price of the five units. Further negotiation might improve on this. MC Members authorised EW to conduct the required purchases at or below the price now quoted.

**6.7 Organiser Guidelines** – The guidelines as circulated were agreed by MC Members. In addition, it was agreed that guidance on entry forms (see paragraph 6.4 above) and on financial reconciliations should be added. RW and EW would provide an example of best practice for the financial reconciliation. DW would insert that and the entry form guidance as additional annexes before asking RW to issue the complete guidance to TOs.

**Action – RW/EW/DW**

## 7. Secretary's Report

### 7.1 Communications Issues

- **Year Book 2015/16 – Progress** – DW reported that work to complete copy for the YB was nearing completion. AR had a target of end May for issue to the printers. The calendar within the YB would revert to July-June as in years prior to 2014. The MC agreed that all entry forms should continue to be included but these should be supplemented by e-mail reminders for individual events nearer the time. MW enquired about inclusion of the county TD list and DW believed that it would be included. He would check with AR.

**Action - DW**

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- Pianola – AR had expressed an interest in exploring the potential added value of this product but given the pressures from other priorities, particularly the Youth Bridge Initiative (YBI), consideration had been deferred to a later date. DW would add this to the agenda for the July MC meeting.

**Action - DW**

- Use of Social Media – DW had e-mailed Jonathan Derrick and Ollie Powell seeking ideas for wider exploitation of social media but still awaited a response. AR had agreed to follow up on this.

**Action - AR**

**7.2 Gladys Hakki Permanent Gift** – AG had purchased replica clocks for the winners in 2014 and 2015 as agreed. The 2015 gift had been presented to the winner, Bob Whiting, at the AGM and DW was pleased to present the 2014 gift to Mervyn Wotton at this meeting. PB reported that during the evening following the AGM, unfortunately Bob had suffered a seizure and MC Members indicated that their best wishes should be conveyed to Bob. PB agreed to do this.

**Action - PB**

**7.3 Appointments 2015/16** – DW reported that in addition to Treasurer's post (in 2016) and the IE post – see paragraph 4.3 above – there were other vacancies to be filled. AR had indicated that he was content to continue without a Vice Chairman pro tem but if MC Members became aware of a suitable candidate they should advise DW accordingly. MW suggested that AG might canvass views amongst Invitation Pairs entrants as to possible candidates for this and the IE post. AG agreed to do this and advise further at the next meeting. DW would e-mails clubs for recommendations to fill the three MC Member vacancies.

**Action – AG/DW**

**7.4 Improving Ties with Chichester BC** – DW relayed the contents of an enquiry from Chichester BC and suggested that the following might be conveyed to CBC as options for strengthening ties as desired:

- Recommending a suitable candidate to fill one of the MC Member vacancies by co-option.
- Volunteering to act as an organiser of a county event.
- Holding one or more heats of county events.
- Entering a team in the annual Kremer Dersch event
- Entering a team in the annual Inter-Club Teams of Eight

DW would convey these ideas to CBC. In addition, RW indicated that she would like to attend a CBC session to pick up feedback from their members and DW said he would alert CBC to this as well.

**Action – DW/RW**

## 8. EBU Matters

**8.1 EBU Youth Care Policy** – DW had circulated a paper regarding this policy indicating that as the county's constitution committed it to compliance with all EBU policies, action should be taken to ensure this. GW suggested that the most sensible action would be to note the EBU's policy and recommend compliance with it to all those who might benefit from the guidance therein. MC Members agreed. DW suggested that he might ask Dave and Jill Armstrong to consider whether a simplified statement of guidance might be produced based on their experience of compliance in relation to the Loughborough JTI event this year. MC Members agreed.

**Action - DW**

**8.2 Web Link in relation to decision re Judicial Review opportunity** – DW had circulated details of a request from the EBU for county web sites to carry a short narrative about the recent court decision together with a link to the EBU's full report. MC Members agreed.

**Action - MW**

**8.3 EBU Standing Committees** – The EBU planned to discuss with shareholders at their next meeting a proposal to dispense with elected standing committees and replace them with board-appointed sub-committees. The Officers had discussed this and viewed it as a sensible step to modernise the governance of the organisation. As a current member of the L&E committee, MP supported the proposal as did EW as a member of the Tournament Committee. PB wondered whether a combination of elected and appointed members might be a less potentially controversial approach. GW recalled a similar proposal being made some 30 years ago. It was rejected on the grounds that having elected members represented an important democratic safeguard. He believed that if the proposal was carried through now it would increase the importance of shareholders holding the board to account and doing so via appropriate and considered briefing from related management committees. On balance, MC Members agreed that PB should support the proposal at the forthcoming shareholders' meeting.

**Action - PB**

## 9. Membership Secretary's Report

HB had reported that the county's membership total as of 1 May was 2981, 33 more than at the last meeting. At 31 March 2015 the membership total had been 2977 so the county's EBU shareholder entitlement would remain at three. The membership database contained 1531 workable e-mail addresses after 211 had unsubscribed. There was just one dual member in 2015/16. MW referred to a previous e-mail exchange with HB and suggestions that he'd made with a view to increasing the number of Dual Members. HB had agreed with these suggestions but MW had heard nothing subsequently regarding progress. He would follow up on this with HB.

**Action – MW**

## 10. Press Secretary's Report

GW referred to the restrictions on space in the paper version of the EBU newsletter compared with its on-line counterpart. He encouraged MC Members to alert him to any special occasions, such as Alan

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Jeffery's recent celebration of his 100<sup>th</sup> birthday, and provide him with a high resolution picture and associated narrative so that he could make the best use of the limited space available to each county.

**Action - All**

### **11. Webmaster and Master Point Secretary's Report**

MW had nothing to report on this occasion.

### **12. Conduct Committee Report**

There had been no report from the Conduct Committee Chairman on this occasion.

### **13. Education Report**

Youth Bridge Initiative – DW had circulated a note of the most recent meeting of the YBI working group at which William Bourne's (WB) ideas, registered at the AGM, had been discussed. Additional streams of activity involving expanded entry to the Loughborough JTI event, delivery of a county one day JTI type event and the pursuit of links with youth chess organisations were being taken forward. GW enquired whether the Lottery funding could be used to fund the equipment used at youth events and DW thought it could. The aim remained to fund all YBI related expenditure from the Lottery allocation if at all possible but the MC had committed in principle at a previous meeting to providing funding from its own reserves if that was necessary to complete the activities necessarily planned for beyond the Lottery cut-off date.

**Action – AR/GS/WB**

### **14. Charities**

Julia Simpson (JS) had still to advise the full details of the charities which are to benefit from this year's related Sims event and DG would follow-up on this. PB had volunteered to fill the Co-ordinator's post temporarily and he awaited the transfer of files, etc from JS.

**Action – DG/PB**

### **15. Equipment Co-ordinator's Report**

MW reported that the county storage location had recently moved to West Worthing and he had advised those concerned accordingly.

### **16. Dates of Next Meetings**

DW indicated that the next meeting would be on 17 July 2015 (at Worthing).

**Action – DW**

### **17. Any Other Business**

**17.1 Henfield Candles 2015** – PB advised that after early concerns about entry levels he now had sufficient to make the event viable. Food was being supplied by John Porteous and MC Members were encouraged to recommend entry to others, particularly as this was the last of an event which had been held over very many years.

**Action - All**

**17.2 Update Training for TDs** – EW sought confirmation that his planned event for county directors should go ahead. MC Members agreed. He also enquired whether he should offer a similar event for Club TDs and whether this should be subsidised by the county. MC Members agreed that he should explore demand for that and if that was at a manageable level the event could be fully subsidised. If the demand was higher, a nominal charge might be applied. EW would supply a suitable 'script' for DW to send to all clubs.

**Action – EW/DW**

**17.3 EBU supply of Jeff Smith scoring software** – EW reported that the EBU had decided to supply the Jeff Smith scoring software to all affiliated clubs free of charge.

**The meeting closed at 9.45pm**