

CASTLE MORPETH BRIDGE CLUB

COMMITTEE AND TRUSTEES MEETING

Held at Trinity Church Bedlington Small Hall.
At 2pm on Thursday 8th June 2023

1. **In Attendance:** Paul Ingoe (Chairman), Ken Reed (Treasurer), Freda Simpkin, Dan Benison, Viv Heskett (Secretary), Mike Craig.

2. **Apologies:** None.

3. **Application to Charities Commission:**

An email had been received from Laura Kilfoyle at the Charity Commission asking for further details of the organisation's purpose and how it will deliver a charitable purpose for the public benefit. A reply drafted by Mike was discussed and agreed for submission to the Charity Commission.

4. **Committee Task Allocation:** See list below:

Websites/Bridgewebs

Maintenance of website: Mike + volunteer for training

Update club results: Scorer

Update calendar: Viv

Upload minutes: Viv

Design and update competitions:

Design and update forms: Paul

Provide links to NEBA results: Mike

Scoring/scorebridge

Correct F2F results and upload to website: scorer

Extract BBO results and upload to website: scorer

Make P2P files and upload to EBU: scorer

Receive deal files from Hristo: Freda, Ken, Paul, Mike

Contact Hristo ref BBO hands: Mike

Sims, Ecats, administration: Mike

Directors: Freda, Gary, Ken, Stephen, Josh, Frank

There are only 3 scorers. Dan has volunteered to be an extra scorer if needed.

Membership Records

Maintain master list on scorebridge: Excel scorebridge on computer

Code for F2F, BBO and Gift Aid:

Produce reports of members: Viv

Reconcile lists on SB, Bridgewebs and EBU: scorer (Viv to tell scorer)

Produce Word record for each member:

Membership application forms: Viv

Attendance Module

Prepare csv file of bank payments and code: Ken

Upload bank and cash payments to attendance: Ken

Raise membership invoices and upload: Ken

Prepare monthly statements and email to members: Ken

Correct records for robots and subs: Ken

Communications

Use Bridgewebs members lists for emails

Communicate with BBO members

Maintain links with Hristo: Freda, Ken, Paul, Mike

Gift Aid

Prepare return and submit to HMRC:(Later) Ken

Diary of events for the year: Paul and Viv

Scorers rota: scorers

Directors rota: Freda

Christmas party: Freda

Report/submissions to CC: Not urgent

Trophy management: Freda

Hall hire: Freda

Stationary: Freda/Ken

Noticeboard: Viv

Charitable status: Mike

NEBA teams: Freda

Treasury business: Ken

5. **A.O.B:** None.