

# THE NOTTINGHAM BRIDGE CLUB - MINUTES OF TRUSTEE MEETING

HELD ON SAT 10 SEPTEMBER 2022 3.00pm

## Held at the Club

**Present:** Mark Goddard (President), David Dunford (Chairman), Geoff Caldwell (Secretary), Phil Gross (Treasurer/Membership), Gerry McCormack, Stefka Samus, Paul Goodwin, Margaret Lichfield, Wilf Fenwick, Andrew Scott (ZOOM)

1. **Apologies for absence:** Sue Hollins, Marc Gaudart

2. **Minutes of Meeting 21st May 2022:** These were accepted and adopted as a fair record.

3. **Decisions taken by email:**

Free drink to be provided at the Jubilee drive

Extra electrical sockets to be installed

4. **Health and Safety:** With the possibility of a return of covid infections in winter, we are exploring the use of the extractor fans. The experiment to reduce the speed of a fan, to make it quieter, was partially successful. The sound of rushing air was reduced to an acceptable level, but it revealed a noise from the bearings. The electrical contractors are looking into alternative, quieter fans.

5. **Correspondence:** A was received from the Charity Commission and circulated to Trustees.

6. **Matters Arising and not elsewhere on the Agenda:**

a. **Honours Boards:** As a matter of policy it was decided in future not to use titles and to use initials only. There was concern that some of the lettering was becoming detached. Gerry agreed to look into a supply of replacement lettering.

b. **Public address system:** This is fully installed and functioning, including in the bar.

7. **Bridge**

a. **Online:** Continues on Tuesday and Saturday evenings.

b. **Face-to-face:** Swiss teams to be held on Sunday 9 October. £2.50 for members and £5.00 for non-members; to include food. Crantock Bowl to be held on 11 November. The Christmas Party will be on Friday 16 December.

c. **Teaching:** Graham will not be holding his usual improvers' classes or supervised play sessions this autumn.

Andrew will be busy in the coming weeks. He has beginners enrolled for classes on both afternoons and evenings on Mondays. He is also embarking on Thursday afternoon coaching

sessions. In addition, there are plans to have a post-beginners course to bridge the gap between the end of the beginners' course and the gentle Wednesday evening drives.

d. **Director training:** The Club is sponsoring five members on the EBED course. They have been told we expect them to direct, say, once a month in return. They are: Shirley Ashtari, Elizabeth Dunford, Gerry McCormack, Paul Wicks and Dan Zimsek.

e. **Social:** Marian Donaldson has established a very successful catering team, whose work has been well-received. Marian also organised a well-attended restaurant outing for members.

8. **Bar:** The bar is now cashless, using a card payment system. The same system can also be used, for example, to take payments for special events such as the Swiss Teams.

## 9. Premises

a. **CCTV:** We have received a quote for a new system. We will ask for a revised quote: external camera for car park only, plus a buzzer, and a sign outside saying that CCTV is in operation and maintained by the supplier. We will also ask for confirmation that the camera will cover (without manual intervention) the whole car park and provide recordings of evidential quality.

b. **Plumbing:** A plumber will be fixing the leak in the ladies' toilet, which was traced to the water heater under the counter. A small radiator will also be installed in the office.

c. **Paving:** Sue Hollins agreed to supervise placement of work contract. This repaving work outside the front entrance has now been completed to a very satisfactory standard for £5000.

d. **Damp in office:** We will monitor the signs of damp in the office to identify whether remedial work is needed.

d. **Other:** It was agreed to replace the steps at the entrance to the flat. It was anticipated that the cost could be several thousand pounds. Sue and Steph will obtain quotes and go ahead with the work.

10. **Flats:** Nothing reported.

11. **Treasurer's Report:** We currently have reserves of approximately £40,000.

12. **Membership Secretary's Report:** Phil reported we have 248 members.

13. **Risk Register:** So that adequate time could be devoted to discussion, it was agreed to hold this topic over to an adjourned session of this meeting to be held on Sunday 16 October at 3pm.

14. **Date of Next Meeting:** Saturday 26 November at 3pm.

## 15. Any Other Business

a. **Laundry:** Margaret agreed to attend to laundry

- b. **Trophies:** Phil will look into having the engravings on the trophies brought up-to-date.
- c. **Other:** Stefka volunteered to take up the role of sending flowers when a member passed away.

## **MINUTES OF ADJOURNMENT**

**HELD ON SUNDAY 16 OCTOBER 2022 3.00pm**

**Held at the Club**

**Present:** Mark Goddard (President), David Dunford (Chairman), Phil Gross (Treasurer/Membership), Wilf Fenwick, Paul Goodwin, Sue Hollins, Margaret Litchfield, Gerry McCormack, Jean McKee, Stefka Samus and Dave Treharne.

1. **Apologies for absence:** Andrew Scott
2. **Health and Safety:** It was noted that we need to schedule fire evacuation drills.
3. **Competition Dates:** The following were agreed as on the following page.
4. **Risk Register:** Gerry led a discussion to establish what jobs were involved in running the Club and putting names against each. It was very reassuring to establish that there were very few gaps. The next stage in the process is to capture knowledge and procedures so that these roles could be passed on to others in due course.
5. **Teaching:** Graham Brindley's sad passing leaves a notable hole in our teaching programme, as he provided both supervised play and an improvers' course. It was agreed that we would take the opportunity to review how we could best provide continued teaching at the club. David Dunford will convene a group of people to seek answers to three questions: What should a club player know? When should they be taught it? How should they be taught it? The group will report their recommendations to the trustees, with the aim – at a minimum – of having suitable support in place for when Andrew's current beginners finish their course.
6. **Tuesday evenings:** The trustees decided that there was insufficient resource, in the form of directors, to recommence Tuesday evening face-to-face drives.

	<b>Table Fees</b>	<b>Food</b>	<b>2022</b>	<b>2023</b>
<b>Broadhead Bowl (post AGM)</b>	Free	Yes	20/03/22	26/03/23
<b>Swiss Teams</b>	£2.50 / £5.00	Yes	08/05/22	14/05/23
<b>Jordan Cup (individual)</b>	£2.50	Strawberry Fair	03/07/22	23/07/23
<b>Jack Hammond (Tuesdays)</b>	BBO	No	13//9/22 – 6/12/22	12/9/23 - 12/12/23
<b>Eric Nunn (Mixed pairs)</b>		No	03/02/23	03/02/23
<b>Poyser Cup (Ladies)</b>		No	02/12/22	20/10/23
<b>Max Radford Bowl (Men)</b>		No	02/12/22	20/10/23
<b>Cullen Cup (Fridays)</b>		No	16/9/22 – 24/3/23	15/9/23 – AGM
<b>Swiss Teams</b>	£2.50 / £5.00	Yes	09/10/22	17/09/23
<b>Children in Need (BBO / F2F)</b>		No	8 & 11/11/22	TBA
<b>Crantock Bowl (Teams)</b>		Yes	13/11/22	26/11/23
<b>Christmas Party</b>	Free	Yes	16/12/22	15/12/23