

OXFORD BRIDGE CLUB



Oxford Bridge Club CIO
Registered Charity 1155820

DRAFT

Minutes of Oxford Bridge Club CIO AGM held on Wednesday 28th June 2017

1. **Welcome:** The Chairman, Richard Sills, opened the meeting at 6.00 pm with a welcome to all the members present.
2. **Apologies:** The Secretary had received apologies from 20 members. 44 members were present.
3. **Minutes of the meeting held on 29th June 2016**

The Minutes had been circulated with the notice and papers for the meeting. The minutes were proposed as a true record of the meeting by Denis Talbot, seconded by Peter Sherry, and were duly signed by the Chairman. There were no matters arising.

Chairman's Statement

The Chairman thanked all Officers and Committee members for their efforts over the past year. He highlighted the success of the Education programme and, in particular, the contribution made by Vicky Fleming. As a result of this success he stated the membership of the Club had increased for the first time for several years. The number of player sessions had also increased especially for Novice players, the host system continued to be a success and the Director Guidelines had been updated. The improvement in Best Behaviour had also been commented upon by some members. All of these things contributed to the ongoing success of the Club. The Chairman thanked those Officers and Trustees standing down and John Fleming and Chris Kerr for their outstanding contribution to the running of the Club. The Chairman said he was glad a number of members had stepped forward for some vacancies although a number of positions remained vacant and the Club particularly needed further website expertise. The Chairman concluded his address by confirming he was standing down as mentioned at the last AGM.

4. Annual Report and Accounts

The Trustees had met on 12th June 2017 to agree the Annual Report and Accounts for the year ended 31st March 2017. This was the third Annual Report since the Club had become a CIO. There were no questions from the floor on the Annual Report.

The Treasurer, Chris Kerr, presented the accounts for the year ended 31st March 2017. He said these were the eighth set of accounts he had presented. He pointed out that the March valuation on the property was £750,000 (an increase of £300,000). The Education Fund is ring fenced but can be treated as VAT exempt although any surplus must be used for education activities. The Trustees, at their meeting on 12th June, had resolved to do exactly that. The Treasurer said the accounts do not reflect the benefit of Gift Aid which mounted to around £5,700. The cash at bank and in hand had increased to £125,448 (net cash generated of £40,430) and would be used to provide for the property redevelopment. The Social Committee had raised funds and OBS had shown a surplus of over £12,000. There had been a total of 142 extra player sessions generating additional income although there had a slight reduction in player numbers at the sessions. The Treasurer also mentioned that the Club had incurred legal costs of £4,600 as a result of some potential litigation. The Trustees had agreed a statement attached to the accounts on the Communal Fund. The Treasurer extended his thanks to John Briggs for his work as Independent Examiner of the Accounts, Carol Benzie for her work as Cashier and Cecilia Lloyd for her administrative work on behalf of OBS. He finished his address with a request for the date to be put on the forms used for Table Money collection. There were no questions on the Accounts.

5. Report of Independent Examiner

John Briggs, the Independent Examiner, confirmed that he had no concerns with the Accounts and there were no questions for the Independent Examiner. The Chairman extended his thanks on behalf of the Club to both Chris Kerr and John Briggs for their work on the Accounts. The Annual Report and Accounts would now be formally submitted to the Charity Commission which needed to be done before 31st January 2018.

6. Proposed changes to the Articles of Association

The Secretary, John Fleming, said there were two small proposed changes to the Articles of Association concerning removing the position of President which was now a defunct Office and permitting the records of the charity to be held in electronic form. There were no questions or objections about either of these changes.

7. Revised Articles of Association to be approved by the Meeting

The changes to the revised Articles of Association were proposed by Howard Arnes and seconded by Sue Burge and the resolution to adopt the revised Articles of Association was carried unanimously.

8. Premises development

Howard Arnes gave an overview of the premises development explaining that the Charity Bank had agreed the loan, rear access to the premises had been agreed and outlining via a diagram the proposed refurbishment. The reasons why the project had stalled were also outlined and the fact that a new builder was being sought and the matter put out to tender in the near future. Sue Burge asked who would manage the project and Chris Kerr replied the architect would do that although input from other options would be welcomed. The Chairman said that the option of moving to premises in Little Clarendon Street during the refurbishment (possibly October 2017 to July 2018) could occur but much depended upon timescales. Cliff Pavelin asked whether it might be an idea to relocate the Club permanently elsewhere but the Chairman said that in his view it was imperative for the long-term prosperity of the Club that it retained ownership of its own property.

9. Revised Directing Guidelines

Tom Nicholls said that revised Directing Guidelines had now been completed and there would be a meeting of all Directors in September to go through them. This had been a long but worthwhile process. Zero tolerance of bad behaviour had been written into the Guidelines and standard penalties for some matters. In response to a question regarding whether or not there were National Guidelines Tom Nicholls said a number of general things such as systems, bidding boxes etc were covered in the national Yellow and Blue Book but below that Directors Guidelines were individual to the Club. However, the intention would be to make the Guidelines similar to those of other Clubs. Tom Nicholls also mentioned that there would be a new edition of the EBU Rules in September and these would need to be worked through and players made aware of the main changes. The Chairman thanked Tom Nicholls and his Committee for their work.

10. Data Protection

The Club had received a letter from Rosemary Morton-Jack and Rosalind Sword regarding Data Protection. The Chairman asked Rosemary Morton-Jack to expand on the letter. She stated that a number of charities had recently been fined for failing to comply with the Data Protection Act and that the Club does not have a Data Protection Officer or appear to have an adequate privacy policy. In view of new Regulations forthcoming in 2018 the membership needed assurance that the Club will comply with the Act. Chris Kerr responded that although some charities had been fined they concerned cases where information had been shared with third parties and donors had been ranked in wealth. The new General Data Protection Regulation (EU 2016/79) would come into force on 25th May 2018 and as an Independent Charity the Club needed to take a number of steps to comply with this legislation. He stated that the Trustees will review those steps. Currently he was of the view that the Club did not need to appoint a Data Protection Officer as it was

neither a public body or processing information or personal data on a large scale which were in his view the main requirements necessitating such an appointment. However, the Club could make such an appointment voluntarily and this would be considered.

11. Election of Officers according to the Articles of Association

The nominations for Officers to become ex-officio Trustees was set out in the documentation attached with the agenda. There were 10 such Officers and a further 2 Officers (House Officer (Hazel Hobbs) and Captain (Kathy Talbot)) who do not become Trustees. These nominations were elected (ex-officio Trustees set out below).

Officers who become ex-Officio Trustees

Chairman	Pat Lewis
Secretary	John Fleming
Treasurer	Chris Kerr
Membership Secretary	Matthew Wilkinson
Chief Tournament Director	Tom Nicholls
Tournament Secretary	Liza Furnival
Social Secretary	Sue Smith
Premises Officer	Howard Arnes
Education Secretary	Colin Wels
Conduct Officer	Denis Talbot

12. Election of Trustees according to the Constitution

Directly Elected Trustees who have been elected in previous years who are continuing to serve are:

Marion Sheppard (2015);
Martin Illingworth (2016);
Kathy Talbot (2016);
Sue Burge (2016);
John Lewis-Crosby (2016);
Lis Long (2016).

There were three further nominations for Directly Elected Trustees namely:

Julie Anderson
Diana Nettleton
Graham Walcroft.

There were no further nominations and the nominations were duly elected as Trustees.

There were seven nominations for OBC Representatives to the OBA Management Committee and Liza Furnival and Colin Wels also agreed to join the Committee and were elected. Matthew Covill was nominated and elected for the position of County Selector for the OBA.

The Chairman concluded by making a request for volunteers to help run the Club by becoming a member of the Committee or helping in some other way as such efforts were crucial in making the Club run successfully.

13. Competition Winners and Award of Cups

The winners of the various competitions played throughout the past year was as follows:-

Wessex League – Oxford A (Kathy Talbot (C), Denis Talbot, Diana Nettleton, Matthew Covill, Aleks Lishkov, Beryl Kerr, Peter Briggs, Emily Middleton, Michiel Cottaar) won Division 1;

Oxford B (Nigel Birks, Liza Furnival, Jaap Hoek, James Anderson, Simon Harrison, Hugo Huggett (C), Peter Randall, Diana Thorne, Bill Timms, Phil Bacon) won Division 2;

Beck Salver (Championship Pairs)

Michiel Cottaar and Peter Litchfield

Winnie Ling (Mixed Pairs)

Cliff and Moira Pavelin

Wednesday Teams Ladder	Matthew Covill and Diana Nettleton
Lew Braham Trophy (Wed eve pairs ladder)	Alexander Lishkov
Sheila Greenwood Trophy (Fri eve pairs ladder)	Matthew Covill
Rose Bowl (Championship Teams)	John Deech, Krys Kazmierczak, Andy King, Sandra Nicholson
Eve Stockwell Bowl (Swiss Teams)	Julie Anderson, Matthew Wilkinson, Robert Gasser, John Cecil, Alison Withers-Green
Friday morning Ladder	Diane Coe
Friday teams Ladder	Matthew Covill and Diana Nettleton
Monday morning Ladder	Howard Arnes
Tuesday morning Ladder	Joan Bailes and Rosemary Young
Doreen Simpson (Ladies' Pairs)	Liza Furnival and Rita Todd
John Simpson (Mens' Pairs)	Phil Bacon and Bill Timms
Morrie Marsh (Novice Pairs)	Ian and Christine Bishop
Thompson Trophy (Individual)	Irina Woods
Meltzer (Rubber Bridge Knock-Out)	Sandra Nicholson and Andy King
Roger Hughes Trophy (Most Improved)	Sue Burge

14. Any Other Business

The Chairman gave a reminder to all members to try and recruit more beginners as new blood was imperative for the long-term prosperity of the Club.

He also reminded members of the Bridge Festival the OBA were running at the start of September which was designed to attract non-members of Clubs who play Bridge, details of which were on the OBA website.

Before the meeting concluded John Fleming thanked Richard Sills for his successful Chairmanship of the Club over the last 5 years. He had the outstanding quality of always being helpful and thinking about players at all levels of the Club.

In particular, he had been instrumental in leading the Club during a period of great change notably when the Club acquired charitable status and developed its own Bridge School. He asked the membership present to show their appreciation for his enormous contribution to the Club in the traditional manner which was duly expressed.

Signed (Pat Lewis, Chairman of the Meeting)

Date