

# OXFORD BRIDGE CLUB



Oxford Bridge Club CIO  
Registered Charity 1155820

**Trustee Meeting held the 28th day of February 2024 at 3:30pm**  
*(by video conference)*

## Minutes

**Attendees:** Julie Anderson(JA) Ruth Kim(RK) Ursula Bowler(UB) Liza Furnival(LF) Peter Schroeder(PS) Juliette Riehl(JR) Chris Bone(CB) John Briggs(JB)Paul Watson(PW)Joe Brash(JoeB)

**Apologies:** None received

1. Declaration of conflicts of interest  
None declared

2. Minutes and actions of the last meeting on 8<sup>th</sup> November 2023

The Minutes were approved and will be forwarded to the Chair for signing. All action points have been completed. CB confirmed that a broker has been used to obtain various insurance quotes and it was decided to stay with the current policy. Email feedback has been sent to the EBU about the concerns over the recent course they provided for teachers. The EBU has offered a zoom meeting but none of the course attendees has expressed interest in doing this. UB will confirm the position to the EBU. The option to buy vouchers for events as presents has been set up though no one has bought any. It will be left in place and highlighted to members. JA will pursue drafting the summary of how to use the G-Drive

3. Finance report – PS presented a summary of his report. The results are good overall. Q3 surplus is £9K of which £4.5K comes from Bridge For All. The social bridge, Christmas party, room hire and the Andrew Robson event all made good contributions. Face to Face bridge is holding up, but the main income is from online bridge. This quarter an £8-9K surplus is also expected. The gift aid application is now in progress. £10K was been paid off the mortgage in the autumn, leaving around £305K. The mortgage interest rate (variable) is currently 9% but no better deals are currently available. Hopefully interest rates will gradually fall over the course of the year. As we have 2 savings accounts of £10K each, £14K in current account and membership fees of £6k to come in, PS recommended paying a further £10K off the mortgage capital and this was agreed. PS also proposed an increase to the service charge for the flats of 4% in line with inflation in order to build up the communal fund which is currently low (£400) although no large expenditure is expected. This was agreed. A query was raised on whether we receive anything from Bucknell Bridge. PS confirmed that we are in receiving a percentage of the takings but it does not amount to much and so is accounted for under “other courses” rather than separately.
4. Education report – UB presented the report. It is good news that so many new teachers have stepped up. The social bridge is going well. UB requested that Alison Blanchford be added to the list of people to thank for their help with the Andrew Robson day which made over £4K profit.
5. Bridge Committee report – LF presented her report. We still need more Directors to be trained. The Thursday gentle duplicate cannot go ahead until we have more. There have been delays with the EBU getting directors’ training arranged. The next course is not till July. LF will also discuss setting up a refresher session for F2F directors who have not directed for some time. The OBA would like a club to volunteer to hold a blue pointed Swiss pairs tournament. We are

- keen to host this, probably Sunday 7<sup>th</sup> July, and cake and sandwiches could be bought in. JA offered to co-ordinate the catering but will need volunteers to be available to assist.
6. Communications – Richard Sills is still doing the newsletter and communications but needs to retire. We have had no volunteers to take over. JA requested all Trustees, within the next 2 weeks, to come up with proposals for one name to take over the newsletter and for a communications officer and also one for Social secretary, send them to her and she would then approach people.
  7. Conduct Committee  
Following on from our last meeting, proposed changes to the disciplinary procedures were discussed. Richard Sills and Denis Talbot have now been consulted and have agreed the proposals. JA raised various queries. It was confirmed that the conduct committee is to have at least 5 members. In addition, there is a conduct panel (a reserve of members not on the conduct committee but available to be recruited for a hearing). The reason for this extra panel is so that we have a back-up in case there are conflicts of interest or members off on holiday. The conduct committee chairman or proxy will convene a subgroup to hear the complaint (the “incident committee”) as soon as possible following a referral which would usually be well within the 2 week period specified. After due process, the incident committee would decide what action is appropriate, impose a sanction if required and notify the relevant parties. If there was an appeal following this, the issue would go to a disciplinary committee hearing (a separate group who only convene in exceptional circumstances). The incident committee may also refer to the disciplinary committee if a serious sanction such as withdrawing membership is under consideration.  
The proposals were all agreed and PW will now refer the papers to Victor Rae-Reeves who has relevant legal experience and who has also kindly agreed to be co-opted onto the Conduct Committee. He will check any legal aspects and any action needed under the Articles of Association, which would need to be agreed at the AGM. It was also agreed that a simplified summary of the procedures would be put on the website so that members have clarity.
  8. Premises Committee – CB presented his report. It was queried whether we need to budget for more refreshments and drink being consumed, but PS confirmed no need to alter the budget and just go ahead. This also means there is more recycling to do. A new bin has been bought for this. JA confirmed 4 people have come forward to volunteer to take the recycling and she will take this forward with them. The paving slabs to the side and rear and very slippery again and need cleaning. It was agreed we should proceed with this. CB will also get a quote for a metal bar at the rear to which bikes could be padlocked and this will be discussed at the next meeting.
  9. Issues arising from the Andrew Robson day – PS confirmed 72 tickets at £55 each had been sold raising £3,960 and gross profit was £4,410 once the raffle was included. Costs came to £1,291 giving a net profit on the day of £3,119. The contribution to MND had to be agreed as a contribution per person, not as a donation from the club funds, and after discussion it was agreed that £10p.p. from the ticket sales would be an appropriate amount. Going forward, tickets for similar events should be advertised as including a specific contribution to the other charity. JA thanked everyone for all their hard work in running a successful and enjoyable day and will also send a thank you email to the organisers and will include an item in the next newsletter. There was discussion around whether a concessionary price should be offered for these events, as there is a 50% concession available to persons who qualify for other club events but it was decided not to offer this for events which are open to non-members and also which involve significant catering and organising costs. The concession will remain for club member-only social events such as the Christmas party.
  10. Refunds policy – it was agreed after much discussion that it was difficult to balance all the competing interests around giving refunds to people who cancel but that for major catered events no refunds for cancellations would be given unless the event is oversubscribed and the tickets can be resold. This will allow the caterers to make arrangements with confidence and

will avoid bookings made to secure a place in the queue and then later cancelled. For club events not involving major catering, refunds will be given if notice is given.

11. EBU Festival of bridge -LF has provided a paper on a junior bridge event which is a national event to be held and organised by the EBU on Saturday 14<sup>th</sup> September. The EBU have asked whether we agree for them to use our club premises for this event free of charge and this was agreed.
12. Promotion of club to passers-by through a banner or other notice – to be taken up at the next meeting
13. Documents for review - The terms of reference for the Conduct Committee were reviewed and approved
14. AOB – a query was raised on whether the Christmas party made a profit. PS will provide the figures. UB asked what we should do with the old printer and it was agreed it should be disposed of.
15. Date of next meeting - Wednesday May 8<sup>th</sup> 3:30pm on Zoom. This meeting will involve planning for the AGM and JA asked trustees who intend to stand down to notify the Board at this meeting.

**Action points** – highlighted in yellow

Signed:



Date: 8.5.24