

**WIMBLEDON BRIDGE CLUB
COMMITTEE MEETING
Held on Wednesday July 10th 2019**

PRESENT: Athar Akram (Chair and present for first 30 mins); Graham Balin; Juliet Blows; Denny Endicott; Sandra Grossman; Brigitte King; Dave Korman (present for first 30 minutes); June Middleton; Sheena Osborn; Roger Pratt; Calum Stewart;

IN ATTENDANCE: Gad Chadha for item 6

		ACTION
1.	<p>WELCOME</p> <p>RP questioned AA's right to be at the meeting and to chair the first part of it. AA stated that the 2018 - 19 Committee had taken the survival of Officers under Clause 9.3 of the Club's Constitution as a practical solution to business continuity, an interpretive right that is granted to it under Clause 7 of the Constitution which states that: "the decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by this Constitution or by the regulations is final and binding on the members."</p>	
2.	<p>ELECTION OF OFFICERS</p> <ul style="list-style-type: none"> Following the proposal and seconding of members willing to stand, the following officers were elected: Calum Stewart (Chair), Denny Endicott (Treasurer), Sheena Osborn (Secretary). CS thanked AA for his service to the Club and Committee over the past five years and presented AA with a small gift on behalf of the Committee. 	
3.	<p>DECLARATION OF CONFLICT OF INTEREST</p> <ul style="list-style-type: none"> Calum reminded the Committee members of their duty to declare any potential conflicts of interest and suggested that, while this was an ongoing requirement, each committee member should be asked to make a formal declaration at least once a year. It was agreed that it was not necessary to declare normal day to day interactions, examples of which are such things as playing at the Club, acting as a volunteer director, being married to someone that teaches at the Club etc. As part of the formal declaration process AA suggested that each Committee member was asked to declare any current conflicts of interest according to the following declaration: 'I ask you all on the Committee to consider carefully the circumstances and situations that may currently exist, either initiated by you or by members close to you (such as relatives, bridge partners and friends) that may be seen by an impartial observer as a cause for bias. The bias itself is not a cause for exclusion from Committee but a declaration of it now will allow the Club business to proceed without your involvement in the matters so declared. This bias may manifest itself in the use of Club data and Committee confidential deliberations for non-Committee purposes and when proposing, promoting or voting in Committee decisions. A non-disclosure at this juncture or, at any future time, when a potential cause for bias arises, shall be seen as a severe breach of trust and a behaviour not acceptable for any member of the Club with automatic referral for disciplinary action. Having considered such circumstances and situations I ask each of us on the Committee (and the departing Chair) to confirm that there is currently no conflict of interest with their role on the Committee. And if there is such a matter, to describe and declare it now.' No members of the Committee declared a current conflict of interest. 	
4.	<p>MINUTES OF LAST MEETING</p> <p>These were approved and signed.</p>	
5.	<p>MATTERS ARISING (not addressed elsewhere in the minutes)</p> <ul style="list-style-type: none"> DK informed members that the electrical report had been completed and action taken where necessary. Emergency lighting has been installed. 	

	<ul style="list-style-type: none"> • The fire alarm is in hand. • The fire exit from the kitchen to outside is in hand. • Club IT is stable and DK is willing to continue as IT support for the Club for which the Committee is grateful. <p>At this point AA thanked the Committee for their support over the past years. AA and DK left the meeting.</p>	
6.	COMMITTEE WAY OF WORKING <ul style="list-style-type: none"> • GB agreed to continue as the Conduct Committee Chair. • GC has taken over HR responsibilities from HH but HH will be asked to be willing to be available for HR support. • A question was raised about GDPR for which RP was asked to leave the meeting whilst the other new members of the Committee were apprised of the situation. RP objected to being excluded and also said that he believed that the re-elected members from the 2018/19 Committee were also conflicted and should have been excluded from the GDPR update. CS said that he noted RP's objections but did not agree with them. • RP queried whether non-Microsoft users could access DropBox. To be followed up. Other Committee members requested DropBox support. • The Committee confirmed its responsibility to manage the Club according to the Constitution but that it has delegated this responsibility to the Manager. The Committee will advise and monitor the Manager as he seeks to meet the objectives set for the Club by the Committee. • The new members of the Committee were asked to provide a photograph and brief cv for the Club noticeboard. (Note: JM and RP do not want their photos and cvs on the website.) • The Committee agreed that the 2019 Draft AGM Minutes should be published on the website and Club noticeboard. The Secretary welcomes correction of any factual inaccuracies. 	<p>Calum</p> <p>Roger, Gad</p> <p>Roger, June, Denny, Kevin</p> <p>Sheena</p>
7.	WORK GROUPS <ul style="list-style-type: none"> • Loyalty Scheme Working Group (LSWG): Review in September. CS updated the new members of the Committee. • Charitable Status Working Group (CSWG): This had been held over whilst H & S issues are addressed. CS gave the background to the report written by the CSWG and will forward copies of the report to all Committee members. CS will ask Geoff Chapman if he would be willing to give a short presentation at the next Committee meeting. 	<p>c/fwd</p> <p>Calum</p>
8.	MANAGER'S REPORT – Gad joined the meeting. <ul style="list-style-type: none"> • Gad reiterated his plans for the Club as delivered to Club members at the AGM, reporting on progress made in various areas. • The Club Manager Clinic is up and running. • A bridge holiday has been proposed. Gad confirmed that the financial risks relating to the proposed club holiday would rest with a third party experienced in running bridge holidays. • An online bidding quiz is up and running. • GC has completed a fire safety course and will be doing a fire marshal course. Information will then be disseminated to directors. • A gas inspection needs to be organised. 	<p>Gad</p> <p>Gad</p>
9.	POLICIES & PRACTICES UPDATE <ul style="list-style-type: none"> • Following safety concerns about bicycles being stored inside the building rather than on the bike racks provided outside, the Committee agreed that Club Policy is that no bicycles are allowed inside the building. Policy. • GC will investigate the cost of a lockable bike shelter. 	<p>Gad</p>

	<ul style="list-style-type: none">The Committee agreed that members should not use the Club fridge to store their own food as this could cause food safety issues. Policy.Risk Register annual review – to be presented to the August Committee meetingData Retention Policy is required for the Club - To be carried forward to the new committee.JM would like the Club to offer Teams’ training, a mentoring cascade and participation in local competitions.	c/fwd Gad														
10.	FINANCE <ul style="list-style-type: none">Full Income and Expenditure data for the quarter to June 30th to follow.The monthly table statistics were presented.The previous Manager’s Club credit card has been cancelled. An application has been made for Gad to have a Club credit card, with a spending limit of £2000.	Gad														
11.	BRIDGE AND ETHICS <ul style="list-style-type: none">Nothing to report															
12.	EVENTS <ul style="list-style-type: none">Sunday, Aug 18th: Lunch and bridge. The Committee is grateful to Ann Lindsay for suggesting and organising this event.Saturday, Sept 28th: Cheese and Wine event.There are plans for a blue pointed event in October.Seminars, hand analyses and Q & A sessions will commence in the autumn.															
13.	HR															
14.	Confidential matters <ul style="list-style-type: none">The Committee agreed which matters should be recorded as confidential.															
15.	NEW MEMBERS – current membership is 701 <table><tr><td>John Pooles</td><td>Full</td></tr><tr><td>Carol Clisby</td><td>Full</td></tr><tr><td>Adam Howell</td><td>Full</td></tr><tr><td>Andrew Ward</td><td>Full</td></tr><tr><td>Tej Mathew</td><td>Junior</td></tr><tr><td>Ivan Yurchenko</td><td>Junior</td></tr><tr><td>Justin Zhang</td><td>Junior</td></tr></table>	John Pooles	Full	Carol Clisby	Full	Adam Howell	Full	Andrew Ward	Full	Tej Mathew	Junior	Ivan Yurchenko	Junior	Justin Zhang	Junior	
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16.	AOB <ul style="list-style-type: none">CS will meet with potential suppliers to discuss the possible implementation of a cashless payment system.	Calum														
17.	DATE(S) OF NEXT MEETINGS Aug 14 th , Sep 11 th , Oct 9 th , Nov 13 th , Dec 11 th	All														

The meeting closed at 1800.