

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF  
THE ENGLISH BRIDGE UNION  
HELD AT MULBERRY HOUSE, 24 MAGDALEN STREET, EYE, SUFFOLK  
ON WEDNESDAY 4 SEPTEMBER 2002**

<b>Present:</b>	DR Harris	Chairman
	DA Robson	Vice Chairman
	JD Neville	Hon. Treasurer
	TJ Bradley	
	JM Carter	
	JG Faulkner	
	Ms AMC Hamilton	
	DG Martin	
	PG Mason	
	MG Oliver	
	Terry Collier	General Manager
	Karen Etchells	Administration Manager

**1 Apologies**

There were no apologies.

**2 Minutes of the Meeting of 26 June 2002**

**2.1 Accuracy**

The Minutes were **approved** as an accurate record of the meeting, except for the amendments below:

**2.1.1** *Statutory Accounts for the Year Ended 31 March 2002 (item 3.2)* – on page 1, the final sentence of the second paragraph should read “The total accumulated expected spend of £30,000 would be accounted for ...”.

On page 2, the final sentence of the fourth paragraph should read “...with the introduction of the Club Administration and Scoring System.”

**2.1.2** *European Junior Championships 2002 (item 2.2.2)* – on page 3, the first sentence of the final paragraph should read “D Martin suggested that the EBU should open a number of accounts which would be available...”

**2.2 Matters Arising**

**2.2.1** *Statutory Accounts for the Year Ended 31 March 2002 (item 3.2)* – On page 2, penultimate paragraph, the Auditor had made an undertaking to provide the Board with written comments and suggestions regarding an overall review of the controls and systems in operation. This had not yet been received and the General Manager was asked to pursue this.

### 2.2.2 *European Junior Championships 2002*

Reporting on the outcome of the Championships, T Bradley reported that efforts to raise sponsorship had been largely unsuccessful. Assistance provided at the Championships was generally very good. In particular the efforts of Margaret Curtis in hospitality, the Treasurer in the main office and the Management Team who were on the spot (and regularly in contact with G Faulkner and M Bavin) to deal with anything that arose – worked really well together as a team. The EBL/EBU relationship was excellent, competitors behaved very well and arrangements with the guest-houses were good. The Riviera Centre and facilities were first class. T Bradley expressed pride in being involved with the Championships.

The Treasurer expressed thanks to T Bradley for his efforts throughout the Championships. The Financial Statement circulated was not the detailed Championships accounts, but was an indication of the financial result that would be reflected in the current year's accounts. The revised budget had been set at £66,000 and the latest cost of the event was now reported at £78,000. There were three key reasons for this increase, first VAT implications in regard to accommodation, second additional costs due to some teams failing to taking up their full allocations of accommodation and thirdly the amount estimated for meals.

The Chairman commented that the event had been very successful. The Presidents of the WBF and EBL had attended and thought the Championships was a well managed and staged event. The participants had truly enjoyed the friendly atmosphere. The Chairman wished to congratulate the people involved.

### 2.2.3 *Commonwealth Nations Bridge Championships 2002*

Reporting on the outcome of the first Championships of its kind, the Vice-Chairman reported that the event had been exceedingly well organised and managed and was a tremendous success. Assistance was first rate and a lot of people worked really hard. The venue was ideal for this type of event. The President of the WBF visited for 2 days and was impressed by the number of diverse teams taking part, such a mix of nationalities was excellent to see. There was a good level of local attendance and the Vu Graph provision was excellent. All involved should take great pride in the event being significant and enjoyable.

The Vice-Chairman reported that the Financial Statements presented to the Board were incomplete and a number of invoices remained outstanding. A lengthy discussion took place regarding the sponsorship contribution towards hospitality and the £10,000 pledged by Maple Finance. It was clarified that the Maple Finance pledge was to be directed to future youth projects and would not be used to offset expenditure relating to the Championships. However, it was to be noted that this pledge would not have been forthcoming had the Sponsor not been involved in the Championships. It was **agreed** that the Vice-Chairman and Treasurer would discuss the financial matters further. It was expected that the final net cost would be in the region of £40,000.

The Chairman congratulated the Vice-Chairman, his team and the people involved in Manchester for the organisation and management of such a successful event.

The Board wished it to be noted that the staging of these two events, ultimately running concurrently, was handled very well by all concerned, even when stretched to the limit. Congratulations were expressed to everyone involved directly in the organisation and running of both events and to those people providing support at Aylesbury.

#### 2.2.4 *Master Point Review*

The Treasurer reported that he had reminded the Board that as part of the early stages of the Computer Administration and Scoring System (CASS) the EBU could move towards charging for Master Points on a per table basis. A lengthy discussion took place and it was agreed that a paper should go to a future Council meeting.

[Note: The Treasurer has asked that the matter be discussed further at the October Board meeting prior to putting it before Council]

#### 2.2.5 *English Bridge - Advertising*

The General Manager reported that he had met with several advertising agencies who had expressed an interest in taking over the advertising of *English Bridge*, including the production and delivery of the magazine to members. The cost of this work would be met by advertising income. The Treasurer, Ms Hamilton and General Manager had attended presentations from three agencies and Blue 2, the production house currently used, were recommended.

The basis of their proposal was to take over responsibility for advertising sales and to produce and deliver a copy of the magazine to each of our members at no cost to ourselves. We would retain total editorial, advertising and design control and would be responsible for editorial costs.

It was agreed that the General Manager would negotiate the terms of a draft contract and in consultation with Ms Hamilton, would present this to the next Board meeting for approval.

### 3 **Financial Matters**

#### 3.1 **Treasurer's Report**

The Treasurer had nothing significant to add to his report. He pointed out that the information provided was provisional because of incomplete information regarding Bridge Shop sales figures following the implementation of MIAMI. Full details would be presented at October Council.

#### 4 **Five Year Development Plan**

The General Manager introduced his consultation document and proposal that this should form the basis for holding a series of Road-shows, which were identified as a requirement following the County Secretaries meeting earlier in the year and previous presentations regarding increasing the membership of the EBU.

Discussion took place regarding locations and the proposed timing of the oad-shows and whether they should be full, half day, evenings or weekends. It was agreed that initially 2 or 3 different sessions should be tried and the most successful type should be selected for the remaining regions.

Ms Hamilton pointed out that the proposed Plan was an interesting paper containing quite a lot of new thinking.

## **5 General Manager's Report**

### **5.1 Staffing**

The General Manager asked for Board approval for the proposals regarding the re-deployment/employment of development staff. A lengthy discussion took place regarding the information provided.

The Publications and Technical Support Officer position was **agreed**.

The Development Officer Promotions position was also **agreed** particularly in the light of the EBU's commitment to Bridge Club LIVE marketing.

Opinion was divided on the proposal for the position of Development Officer Education and Youth. Following protracted discussion a vote was taken with eight members in favour and two against. It was therefore **agreed** that the appointment should go ahead.

The employment of Anna Gudge as Webmaster was **approved** with the General Manager responsible for monitoring effectiveness.

### **5.2 Increased Workload**

The Board acknowledged the additional work undertaken by staff at Aylesbury during the preceding 3 months following the departure of advertising and marketing staff and the extra work involved in preparation for the European Juniors and Commonwealth Nations Bridge Championships.

### **5.3 Editor of *English Bridge***

The contract with the Editor is due for review and the Board **agreed** to an increase of 4% on the current contract.

### **5.4 Press Agent**

The General Manager had prepared a draft sponsorship letter of agreement which had been discussed with G Faulkner and the Chairman. Lengthy discussion took place regarding the content of the letter. G Faulkner was uncomfortable about the ongoing sponsorship fee and also that the Board should be aware that the Press Agent may well work directly with a sponsor procured for the EBU. It was **agreed** that the sponsorship letter of agreement be accepted in order to give the Press Agent the incentive to build up sponsorship relationships which would in turn help to develop the activities of the EBU. It was also **agreed** that it was important for the Board, over the next year, to review arrangements for sponsorship as a whole.

## **6 Committee Reports**

### **6.1 Computer Working Party – 23 July 2002 (attached)**

*Project MIAMI* - The General Manager reported that following the recommendation of the CWP he had contacted companies to tender for carrying out a systems audit. A very favourable quotation had been received from Oasis 400 Software Plc. It was **agreed** that this audit should take place as a matter of urgency and that Phases 2 and 3 of MIAMI would be on hold until the audit findings were complete.

*Club Administration and Scoring System (CASS)* – The General Manager reported that CASS was proceeding according to programme and that the latest version of the pilot would be distributed early September with a proposed roll-out in late September/October.

**6.2 Editorial Board - 14 August 2002 (attached)**

Nothing to add to report.

**6.3 Education Sub-Committee**

Nothing to report.

**7 EBL and WBF Matters**

*WBF* - The Chairman reported that following discussion with the WBF, the President had reported that the WBF financial situation was not good, particularly due to events on the 11 September and the Mind Sports sponsorship shortfall. There was some prospect of a further increase in subscription.


Max Bavin, EBU Chief Tournament Director had been appointed Chief Tournament Director of the WBF. The Board wished to congratulate him on this achievement

*EBL* – At the next meeting of the EBL in Turin, the Chairman would be presenting a paper on how the EBU caters for seniors. There will be an NBO Officers' Seminar on 3-5 October, the Chairman and General Manager would be attending. The Chairman was intending to stand for EBL Council election next year.

**8 Any Other Business**

The Chairman advised the Board that he was not intending to seek re-election as Chairman of the EBU and thanked the Board for their support over the past three years. He had enjoyed chairing the organisation and working with a friendly and happy Board. The Chairman thanked Board members for their contributions. He also expressed his thanks to G Faulker for hosting the Board meeting and for providing lunch and other refreshments.

<p>The next meeting will be held on Wednesday 31 October 2002 at 12.30pm at the Swan Hotel, Bedford</p>
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31-10-02