



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
HELD AT THE IMPERIAL HOTEL, LONDON, ON
WEDNESDAY 11TH JUNE 2008**

Present:	Peter Stocken	(Chairman)
	Sally Bugden	(Vice-Chairman)
	Michael Hill	(Hon. Treasurer)
	John Carter	
	Jeff Morris	
	Alan Nelson	
	Malcolm Oliver	
	Andrew Petrie	
	Martin Pool	
	Barry Capal	(General Manager)
Karen Durrell	(Minute taker)	

- 1 An apology for absence was received from Graham Jepson.

The Chairman thanked the Board for all their hard work and steadfastness over what had been a difficult year.

- 2 **MINUTES OF THE EGM OF 4TH JUNE 2008**

- 2.1 ***Accuracy***

The Chairman asked the Board to email any corrections to him regarding these minutes, before they were sent to the Counties. As after last year's AGM, he would be circulating the minutes to the Counties to ensure they reflected accurately their comments.

- 2.2 ***County Concerns***

A general discussion followed about the points raised by the Shareholders before the vote on the proposal at the EGM. Broadly, these could be summarised as follows:

- 1 A need to focus on help for small clubs to minimise disaffiliation
 - 2 A mechanism to allow non EBUTA Teachers' sessions to qualify
 - 3 The necessity for controlling costs and cash flow rigorously
 - 4 The provision of a full detailed budget for the implementation as soon as possible
 - 5 The avoidance of a big increase in the Pay to Play rate in year two to maintain trust and support.

3 PROJECT BOARD

3.1 Terms of Reference

Andrew Petrie agreed to update the Terms of Reference of the Project Board.

3.2 Committee Members

Chairman	Sally Bugden
Project Co Coordinator	Barry Capal
Human Resources and Organisational Development	Andrew Petrie
Finance	Mike Hill
Rating Scheme Liaison	John Carter
Club Representatives	Two needed, preferably geographically balanced
County Representative	To be appointed

3.3 Timetable of meetings

Start up

07/08 Establish “Pay to Play” Implementation Group; define project scope
10/08 Produce detailed project plan

IT and Software

07/08 Produce IT project plan
07/08 Finalise agreement with suppliers
04/09 Develop software and systems
01/09 Define hardware and network requirements; order servers and other hardware
04/09 Update Aylesbury hardware and networks
07/09 System test software
10/09 Beta test software
12/09 Update & finalise systems and software
04/10 Go live

Finance & Administration

05/09 Finalise EBU/Club contract
07/09 Send contract to clubs for signature
09/09 All contracts returned to Aylesbury
10/09 Finalise 2010 “Pay to Play” fee (October 2009 AGM)

National Rating Scheme (NRS)

07/08 Set up NRS sub-committee
09/08 Define NRS structure
03/09 Embed NRS in Software
06/09 Trial NRS and amend as necessary

Governance

07/08 Define changes to Bye-Laws and possible future changes in the Articles of Association
06/09 Shareholders asked to agree change

Regarding the Rating Scheme, Barry Capal said that a number of people have shown an interest in helping with this part of the project and the Board asked him to have more details available for the July meeting.

4 CLUB COMMITTEE

The committee will consist of:

Chairman	Graham Jepson
General Manager	Barry Capal
Club Liaison Officer	Krys Kazmierczak
Club Representatives	Ten people from five regions

The Terms of Reference for the committee and the job specification for the Club Representatives would be published on the EBU website and in Club Focus. Sally Bugden agreed to draft the job specification.

It was agreed that there should be five regions, based on the National Pairs' regions: these were North, Midlands, East, South East, and South West.

It is important to get a mix of people from all the different types of bridge club: social, small, medium to large size, committee-run to proprietor-owned clubs.

This committee would meet three times a year with the first meeting in September, the date and location to be confirmed. The Club Committee would report directly to the Board and would be asked to consider the way in which a formal regional structure from club through to Club Committee should be formulated.

5 BUSINESS PLANNING PROCESS

Andrew Petrie, who has extensive experience of Strategic Planning, agreed to project-manage this part of the process and would be issuing a strategic planning document in the near future.

The next Board meeting at Stubbs Walden in July was to be a two-day event. The Chairman said that he anticipated that the ordinary business could be handled in a relatively short time, leaving most of the first day and all of the second for strategic planning. The Chairman asked Sally Bugden and Andrew Petrie to prepare the agenda for this part of the meeting.

Andrew Petrie agreed to email Board members on the Strategic Business Planning Process and he would be circulating a questionnaire for them to complete on services provided by the EBU; this would provide a useful focus for discussion at the July Board meeting. Other headings for discussion at that meeting would include:

- List of goals for the EBU to achieve in the short and long term
- The strengths and weaknesses of the EBU
- The EBU's role
- Staffing and staff profile
- Communication, external and internal

A Business Planning Team of Sally Bugden, Barry Capal, Mike Hill, Malcolm Oliver and Andrew Petrie was scheduled to have its first meeting at the beginning of August.

6 ANY OTHER BUSINESS

As the subject of the EBU Youth & Education Trust was raised at the EGM, it was agreed that the deed should be put on the website for all to see.

Barry Capal reported that a rubber bridge on-line entrepreneur has been distributing leaflets out at our competitions and asked the Board to consider the implications. Generally it was felt that advertising of whatever, whether in our publications, on our web-site or – as in this instance – at our tournaments, should be paid for. The Chairman agreed to consult our Honorary Counsel as to whether there could be any problems with the Gaming Act (*Chairman's note: I have done and am advised that there is no problem*).

The Board agreed that Barry Capal should look at the possibility of out-sourcing the EBU office servers. The current ones were old and were not performing well.

<p>Next meeting Tuesday & Wednesday 8/9 July at 1.00 pm Stubbs Common Farm, Doncaster</p>
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