

THE SOBELL BRIDGE CLUB

In aid of The Friends of Michael Sobell House
Registered Charity No. 1079638



Minutes of Committee Meeting No 100 held at the Michael Sobell Centre on Saturday 7 April 2018

<u>Present:</u>	Doug Edmonds (DE)	Chairman
	Lynne Mathys (LM)	Treasurer
	Calver Townsend (CT)	
	Terry Butfield (TB)	Playing Secretary
	Joanna May (JM)	Weekend Organiser
	Rob Pyburn (RP)	Webmaster
	Peter Cobden (PC)	Publicity Officer
	Gwen Cozens (GC)	Membership Secretary
	Theresa Murray-Bates (TMB)	

1 Apologies for absence were received from Adrienne Finch, Lois Hargreaves, Val Lloyd and Jacquie North.

2 The minutes of the previous meeting No 99, held on 27 January 2018, were approved.

3 Matters arising

- The header of the Minutes dated 27 January 2018 should be changed from 2017 to 2018. AF
- The Club is now called 'The Sobell Bridge Club at Northwood' and our logo should be amended to show this change. PC
- Item 4 iv) should read Neil Fraiss is 'going' on a director's course.
- The problems regarding numbers at Croxley still exist but it remains financially viable.

4 Publicity Officer's report

- PC and DE had a meeting with the Friends in early February when they agreed to put a poster in the windows of their shops to advertise the Club. They also agreed to advertise the teaching courses with posters and fliers when requested. PC
- The Friends were due to send out posters and fliers to 17 libraries in the Hillingdon district. PC to check with their Marketing Manager that this has been done. It was suggested that the Committee should put up posters and fliers in their local supermarkets where possible. ALL
- TMB suggested that the teaching course flier be emailed out to all members. PC to action. TMB has potentially one person and possibly another person interested in the first course and she suggested we should look at starting the next part of the course in September. PC
- PC has been active in contacting local Residents' Associations. So far, Northwood Residents' Association has published details about the Club and the upcoming Beginners' Bridge Course in the Spring edition of their newsletter.
- U3A – PC contacted the Northwood branch suggesting that the upcoming bridge lessons could be beneficial to them as their website does not indicate that they have classes for members DE said that Rosemary Noyes and Leslie Gregson had undertaken to advertise in their U3A branches. DE
- The Moor Park and Northwood Arts Society (formerly NADFAS) – PC has a meeting with their chair next week when it is hoped she will agree to distribute general fliers and lesson fliers to her members at their May lecture. PC
- The Michael Sobell Hospice was the chosen charity this year for St Martin's Preparatory School and they may agree to put something on their staff notice board.
- PC is planning to contact Sue Ganney and meet her to discuss publicity.
- PC said he had contacted the following: PC
 - Eastcote Residents' Association
 - Ruislip Residents' Association
 - Optima – there should be an item on Sobell in the 'What's On' section of the May edition
- PC said that the local monthly 'My Local Northwood and Ruislip News' magazine always includes something on the hospice. This goes to 7000 households in Northwood. The hospice pays £120 for a full page as they are a charity. PC recommended that we should try this form of advertising on a PC

one-off basis and he hoped to be able to negotiate the same rate as the hospice. The committee agreed to this expenditure.

AF b/fwd

- LM told the Committee that some years ago a 24-hour bridge marathon was held at the Club and maybe this type of event should be considered in the future. PC commented that such an event could be a way of persuading magazines to give the Club copy.

Teaching

- Jennifer Hay has offered to be the Classroom Assistant. TMB has received several offers of help but she would prefer to wait and see people's needs.
- TMB needs a form for her students to register their interest and comply with the new Data Regulations. PC to prepare a form.
- TMB will need to register all attendees. DE will give her a spare set of keys to the Club House. She prefers to use flipcharts rather than a projector, but she will seek the permission of the Friends to use the projector and find out how to use it. DE will find out who is responsible for the projector in the Friends' Office.
- The Part I course of 10 lessons starts on June 25th with a 'freebie' on June 4th. The students would need to start a second course early in September and TMB would also like to start a new Part I course at that time. TMB would like to run both sessions on a Monday morning one after the other. DE will write to the Friends for permission to use the hall from September for the rest of the year. TMB mentioned the popularity of Fasttrack learning sessions which may be held during a weekend in the Autumn.

PC

TMB
DE

DE

5 Chairman's report

Privacy Policy

- The Committee discussed the format of the proposed email and attachment to be sent to all members. GC will prepare the forms containing the proposed data and hand them to members when they renew their membership. Annual subscriptions become due at the end of April. Members will be asked to check their details and sign the forms.
- The following point will be added to the draft Privacy Policy as item 7: You may request us to delete your data at any time.
- RP will contact Pianola regarding deleting data for people whose membership has lapsed.
- When PC visits the Croxley site, he will tell Sue Ganney that there will be a form to sign.
- DE will revise his draft email and the privacy policy and circulate it to the Committee. Once agreed, GC will make copies of the authority for members to sign. DE will issue the email and the privacy policy to all members telling them what is going to happen with the introduction of the Privacy Policy.
- Application forms for membership will need revising. DE handed to GC a shell form that had been issued by the EBU.

GC

RP
PC

DE
GC

GC

Club Member of the Year

- DE said he had received some nominations; Committee members should let him know if they wish to nominate someone. He, AF and Ken Short are deputed to select the winner.

6 Organisation of AGM – Sunday 13 May at 6:00 pm

- PC confirmed he will get the Winners' lists to Howard Atkins.
- DE will organise the wine and cheese.
- LM confirmed she will prepare the audited accounts.
- The new Privacy Policy will be available.
- All Committee members present at this meeting confirmed their willingness to continue in office. DE said he is trying to recruit a new Secretary.

PC
DE
LM

7 Treasurer's report

- LM distributed the latest set of accounts.
- We had given £40,000 to the Hospice this year which is more than the profit (but we held money back last year).
- Table monies were down nearly 15%, i.e. almost £6,000.
- There seemed to be a possible discrepancy in the Pay to Play expenses of £3,772.30 but this was probably due to the payments for SIMS events.

8 Secretary's report – succession planning Nothing to report.

9 Playing Secretary's report

- We are signed up for next year's 'Really Easy Bridge' event run by Hertfordshire County Bridge Union.
- TB is in the process of sorting out the bidding cards and bidding boxes. He will substitute the red boxes for the green boxes as these are less worn and less used. The Committee agreed to TB's suggestion that we purchase new plastic insert cards, enough for 15 tables.
- PC said that new bar code readers are required. TB to action.

TB

TB

10 Social Matters – Summer bridge party – Saturday 23 June

- Anne Edmonds will be looking for helpers for this event.
- LM/JM confirmed that the Chicago Tea will be going ahead on Saturday 4 August, PC kindly offered to prepare a poster.
- Audrey & Calver Townsend will not be organising this year's Christmas Party. Ann and Peter Cobden have kindly offered to run it instead.

PC

11 Bridge weekends

- JM said there were 40 people going to the Marsham Court Hotel, Bournemouth for the weekend of 27-30 April 2018 and all the arrangements had now been finalised.
- The application form for the Brockenhurst weekend (from 19-22 October) is on the website and there are also blank forms in the office.
- JM said she has decided to continue as Weekends Organiser for another year.
- She visited The View Hotel in Eastbourne which seemed a suitable location for a Club Weekend; and she has made a tentative booking from 10-13 May 2019. She is also recommending another visit to the Oxford Belfry Hotel from 18-21 October 2019.

12 Liaison Officer's report Nothing to report.

13 Webmaster's report – succession planning

- Josh Ruparelia has decided not to take over as Webmaster.
- Jane Brown put her name forward for the role, but she still works. It was suggested that Jane meet with RP to see what is involved.
- RP had produced a report and diagram for the meeting and the Chairman thanked him for his efforts in producing these documents. RP explained the colouring system he had used on the diagram which shows the Club's IT infrastructure. RP felt that someone had to have an overview of everything and he/she needed to have sufficient IT expertise.
- Mike Gentry will be asked to look after the printers and supplies.
- The question of existing licences was discussed; it may be necessary to increase the number of licence holders.

RP

DE

14 Any Other Business

- LM mentioned that Tony King does not get his results through by email. RP to raise this query with Pianola.

RP

The meeting ended at 12:45 pm.

15 Date of Next Meeting – Saturday 21 July 2018 at 10:00 AM.