**Minutes of Corsham Bridge Club Committee Meeting**

**Wednesday 3 August 10.00**

1. **Minutes of last meeting**

Agreed and signed by Chairman

1. **Matters Arising not elsewhere on the agenda** –
2. Audit from teaching

Janet reported the net income from the 2015-16 training course was £831.69.Bringing the new players into the club has meant we have had a minimum of 4 tables for the last 10 weeks.

The £60 cost for Ray’s course expenses has come from club funds.

The total cost for Bridgetab equipment was £330.62

Bank account is in credit by £2500 taking into account the above.

1. Reminder Marjory Cox Trophy 3 August

Ray sent out an e mail reminder to all members.

1. **Review of action points**

Sue

* Ensure each lesson has a lesson plan in preparation for the new course **C/F**
* Check whether the batteries on the tablets can be changed **NO**
* Learn to use Bridgetab **Ongoing**
* Circulate phone and e mail address list subject to members agreement **Agreement obtained – list to be circulated by e mail and at the club evening 3 August.**
* Sort storage boxes with Janet – **Done – reduced to 2 current boxes and 1 storage items box.**

Chris

* Prepare handicap for the Eileen Harding handicap by 14 Sept. **C/F**
* Laminate the updated table cards once they have been agreed **C/F**
* Learn to use Bridgetab **Ongoing**
* Prepare survey about members views on the website for review at the next meeting **C/F**
* Check with members at the next club evening if they are ok with their contact details being circulated to other members **Agreement obtained**

Ray

* Advertise competitions to all members 2 weeks before each such event **Email sent to all members re Marjory Cox competition 3 August.**
* Research the cost and availability of Church Hall Corsham **Available , apart from 4 Oct and 6 Dec – free parking available**
* Deal with advertising for the Beginners course in Sept 2016 – **See below**
* Write hand out for lesson 2 **C/F**
* Send out movement details for the committee to review. **See Below**

Janet

* Sort storage boxes with Sue **As above**
1. **Movements**

The following standard movements were agreed for club use

|  |  |
| --- | --- |
| **Number of tables** | **Movement** |
| 2.5 and 3 | Corsham 3 table – 5 x 4 board rounds |
| 3.5 and 4 | Fuengirola movement – 7 x 3 board rounds |
| 4.5 | Hesitation Mitchell (user defined arrowswitch) 6 x 4 board rounds with no break |
| 5  | Standard Mitchell 5 x 4 board rounds no arrow switch |
| 5.5 and 6 | Hesitation Mitchell (user defined arrowswitch) 7x 3 board rounds |
| 6.5 and 7 | Standard Mitchell 7 x 3 board rounds no arrow switch |

Ray will review the table cards held, archive the ones we no longer use and create any new ones needed.

1. **Teaching**

Start date 27 September as agreed

Venue Church House Corsham, cost £10 per night. Sue to check availability of British legion on 4 Oct and 6 Dec.

Cost £6 per session plus the cost of buying the EBU book

Aim for 12 students

Need to purchase one of the new teaching books for the tutors when they come out in September.

**Advertising**

Telegraph advert comes out on 20 August

Local adverts will show Ray and Sues phone number and Corsham e mail address, with advice to e mail only 8 – 15 Sept. Janet will monitor the e-mails for that period.

Ray has already placed adverts in the Neston News and the Corsham and Box Matters

Ray will send an article to the Box parish magazine.

Ray will send advert to be placed on the WCBA website

Posters to be placed in public buildings in Corsham, Chippenham, Biddleston, Melksham, Marshfield and Colerne and cards placed in shops as appropriate.

Sue will e mail Jane Dezonie to see if she still wishes to attend the next course.

**Updating teaching materials**

See above re Ray and Sue updates. Sue to update the schedule of works once it is known whether the Legion can accommodate us on 4 Oct and 6 Dec.

**Feedback from Rays teaching course**

The use of individual white boards is recommended. All agreed this is a good idea. Ray will purchase enough individual white boards and pens for at least 12 people.

There may be lottery funds available to clubs on the basis that bridge is a popular activity for the elderly and encourages brain function. Hitchin and Exeter have made successful applications. Chris to apply on behalf of the club.

EBUTA will apparently provide a free year 2 book for teachers – Ray to enquire.

Sue has updated her EBUTA and set up direct debit. Chris to check with the EBU why he did not get a renewal notice.

1. **Preparation for AGM**

Date 19 October 2016

Chairman, Treasurer, Secretary and Competitions secretary to prepare reports for circulation to other committee members by 12 October.

Club to pay for a drink for all attendees.

1. **Any other business**
* Sue to feedback club members the outcome of WBCA committee meetings
* Competitions with other clubs to be considered at the next meeting.
* Team events to be considered for 2017
* It was confirmed that visitors are not eligible to win trophies for club competitions but are welcome to play.
* Chris will remind members at the start of September that they need to pay a £1 membership fee so we have a way of ensuring who is and who isn’t a member. Those who have not done so will be asked to complete application form for the club and also apply for British Legion membership if they have not already done so. Janet will collect the subs and Sue the application forms.
* Chris will contact the list of proposed restaurants shown on the minutes of the 26 Feb meeting to ascertain costs and menus for the annual meal which will be held on 25 January. Approx 24 people.
* Ray will be away 10, 17 and 24 August so Chris and Sue will need to run Bridgetab.

**Date of next meeting 28 September 10.00 at Sue’s house.**

**Action Points**

**Sue**

* Ensure each lesson has a lesson plan in preparation for the new course
* Learn to use Bridgetab – ongoing
* Check availability of British Legion for 4 Oct and 6 Dec
* Sue to purchase EBU books once student numbers known.
* Contact Jane Dezonie
* Sue to update the teaching schedule of works
* Prepare Secretary’s report by 12 October

**Chris**

* Prepare handicap for the Eileen Harding handicap by 14 Sept.
* Laminate the updated table cards once they have been agreed
* Learn to use Bridgetab - ongoing
* Prepare survey about members views on the website for review at the next meeting
* Contact EBU re his EBUTA membership
* Apply to lottery for funding for a dealing machine
* Prepare Chairman’s report by 12 October
* Advise people re application forms for the club and for the Legion at the beginning of September.
* Contact restaurants re meal on 25 January.

**Ray**

* Continue to advertise competitions to all members 2 weeks before each such event
* Continue with advertising for the Beginners course in Sept 2016
* Write hand out for lesson 2
* Review table cards, archive old ones and create new ones where needed.
* Purchase white board and pens
* To enquire about free books from the EBUTA
* Prepare competition secretary’s report by 12 Oct

**Janet**

* Check access to Corsham e-mails and monitor these from 8 – 15 Sept.
* Prepare accounts in time for audit to be completed before the AGM
* Prepare treasurer’s report by 12 Oct