**Minutes of Corsham Bridge Club Committee Meeting 16 March 2018**

1. **Minutes of last meeting (16 February 2018)**

Agreed and signed

1. **Apologies**

None

1. **Review of open action points**

**Chris**

* Send off application for lottery funding **C/F**
* Check the movement cards circulated by Ray **Ray to re send. Chris to review and laminate by 28 March 2018**
* Advise whether he is willing to have his contact details shown on the club website. **Chris confirmed he is.**

**Sue**

* Offer some practice session to re-inforce the basics for those who want them once the current course is finished. **To be done on Sue’s last teaching day**
* Arrange for the Autumn Beginners course to be included on the WCBA website. **Done**

**Ray**

* Ray to gauge interest in AP sessions towards the end of the current course. – **see below**
* Ray to purchase 2 more basic tablets plus a portable charger**. Awaiting a special offer for the tablets. Has tried a portable charger and needs different lead to match the tablets.**
* Arrange for the Autumn Beginners course to be included on the club website. **Done**
* Ray to organise advertising for the Autumn course in local magazines, libraries etc. – **C/F**
* Enter the club in the British Spring SIMs.  **Ray will do within 7 days. Usual table money. To be advertised on the website and announced at the club. Colin to arrange for somebody to make up the boards.**

**Janet**

Follow up the possibility of a match against Malmesbury once there has been at least one teams event at Corsham **Now that Corsham has run a team night, Janet will aim to arrange a match in June, possibly on a Tuesday night in Malmesbury.**

1. **Progress of the Development Lessons.**

Due to Ray, Chris and Sue’s commitment to League matches it is proposed Tuesday 20 will be an Assisted Play night with a £2 charge as it has to be AP due to a lack of teachers. Ray will send out an e mail to this effect.

27 March 2018 – Chris will be teaching Roman Key Card Blackwood.

3 April 2018 – provided there are at least 10 students planning to attend Sue will teach “Help” bids and “3 over 2”. Otherwise it will be postponed until 10 April with Ray or Chris to teach if necessary.

A series of 6 weeks of Assisted Play after the end of the course will be offered to students. Cost £5 per session. Ray to send out an e mail to gauge interest in this. Minimum number required 8.

1. **Financial Update**

Janet provided financial updates re the club and the current training course. The club is doing really well financially with a current balance of £4225. The current course has contributed £800 towards this.

Ray, Sue and Chris to claim their EBU teaching accreditation fee.

Sue to e-mail Phil Bennett to ask why no annual fee to WCBA is shown on the latest EBU invoice.

1. **Planning for Autumn Beginners Course**

Ray has written a piece ready for the website. Weekly fee was agreed at £6 with approx. cost to purchase the EBU beginner book.

1. **Data Protection Act**

Documents were reviewed and a few amendments agreed. It was agreed Sue would draft a student application form , based on the club application form to link the students data handling in with the club’s Privacy Statement. Sue to circulate documents by 22 March for comments by 28 March.

1. **Funding for 2019 Annual Meal**

It was agreed that the January 2019 meal will be free to all members who have played at the club 15 or more times during the calendar year. Partners will be charged the full cost of the meal. The decisions regarding the venue and number of courses will be taken nearer the time.

1. **Constitution**

The draft Constitution was discussed at length and in detail. Chris will incorporate the agreed amendments and circulate the final document for agreement by 22 March. Comments to be sent by 28 March at the latest. Ray offered to research the WCBA’s disciplinary procedures to see whether they are suitable for the club to adopt.

As the Constitution needs to be approved at an EGM a meeting will be held on Wednesday 2 May. Sue will send out an invitation to the meeting along with a copy of the Constitution, the Privacy Statement and the new Application form by 10 April 2018.

1. **AOB**

**Inexperienced or lapsed players**

Where people who are either very inexperienced or have not played for a substantial number of years ask to join the club a committee member will partner them on their first visit to the club. At the end of the evening the committee member will discuss with them any significant training needs that are identified and need to be addressed before they join the club.

**Next Meeting Sunday 29 April 10.00 at Colin and Janet’s**

**Action Points**

**Colin**

* Arrange for somebody to prepare the boards for the British Spring SIMs (11 April) and announce it at the next 2 club nights.

**Chris**

* Send off application for lottery funding
* Review and laminate the table cards sent by Ray by 28 March 2018
* Circulate updated proposed Constitution by 22 March 2018

**Sue**

* Offer some practice session to re-inforce the basics for those who want them on Sue’s last teaching day
* E-mail Phil Bennett re WCBA Annual Fee
* Circulate updated Privacy Statement and Club Application form along with a proposed Student Application form by 22 March
* Send out invitations to EGM by 10 April.

**Ray**

* Ray to purchase 2 more basic tablets plus a portable charger
* Send e-mail re AP on 20 March 2018
* Send out an e-mail offering 6 weeks of Assisted Play
* Advertise the Autumn beginners’ course on the website, local magazines, libraries etc. Enter the club in the British Spring SIMs

**Janet**

* Arrange a match with Malmesbury, possibly in June