**Minutes of Corsham Bridge Club Committee Meeting**

**Saturday 29 October 2016**

1. **Minutes of last meeting**

Agreed and signed by Chairman

1. **Matters Arising not elsewhere on the agenda** –

None

1. **Review of action points**

Sue

* Ensure each lesson has a lesson plan in preparation for the new course **Nearly complete**
* Learn to use Bridgetab **Ongoing**

Chris

* Laminate the updated table cards once they have been agreed **With Yvonne, it was agreed to pay for the purchase of the necessary pockets**
* Learn to use Bridgetab **Ongoing**
* Prepare survey about members views on the website for review at the next meeting **C/F**
* Contact EBU re his EBUTA membership – **e-mail sent no reply. Chris will follow up.**
* Apply for lottery funding for a dealing machine – **C/F**

Ray

* Advertise competitions to all members 2 weeks before each such event **Being done.**
* Review table cards etc **– Done**
* Enquire about a free second year EBU training book – **New book was due in Sept – Ray has sent an e mail requesting one.**

1. **Training Update**

There are currently 15 students but may lose one. To accommodate them play is at 3 tables with one person sitting out in turn.

As there may be a few occasions when only one teacher is available it was agreed that the teachers spouse would be asked to help with teas and coffees. Janet kindly agreed to step in and help with the play part of the lesson on those occasions.

Church House is working well as a venue, the only downside being the stairs when making drinks. A pump flask has been purchased to make taking hot water upstairs safer. Also purchased are a set of bidding boxes and a plastic box to store them in.

As we only have 2 full sized tables at the venue Janet said she will explore the possibility of providing a third.

1. **Annual Party**

The date was confirmed as Wednesday 25 January.

Possible venues were discussed and it was agreed that the following venues would be approached re availability, cost and menu in time for a decision to be made on 9 November. Expected number between 20 and 30.

|  |  |
| --- | --- |
| Venue | Person researching |
| La Flambe | Sue |
| Methuen Arms | Chris |
| The Quarryman | Janet |

Eligibility Policy

* Members who have paid their annual membership to the club and to the Legion and who have played approx. 8 times or more recently..
* Students from the 2015-2016 course who play at the club.

Sue agreed to send e-mails to Helen, Jamie, Jane and Ian who have yet to pay their membership and also to Richard and Kath who have played a number of times recently. Janet to ask Roy to pay his £1 and sign up.

Chris will remind people on Wednesday of the date and ask those present to say whether they intend coming and whether they will be bringing a partner. Sue will follow this up with an e mail to ensure all are aware.

As we don’t know which of our members have joined the Legion, we could provide a list of our members to the Legion to check for us.

1. **Competitions**

Chris will explore what SIMs competitions are available for next year with a view to the club playing two.

Ray will approach Box to explore the possibility of playing an inter club 8 person teams evening. If this is successful the possibility of an inter club event with Chippenham will be explored.

Teams Nights – The next time we have 5 tables this will be held as a teams event. To facilitate this :-

* Sue will prepare table cards for a 5 team movement.
* Chris will write a guide to teams scoring which will be published on the website.
* Janet will source team score sheets.

The Robin Sutton competition will be held on 9 November.

1. **Website**

Janet shared the new password which she has checked works correctly. She will change the lead name and e mail address to show Chris so he receives future messages. The cost of Weebly has been paid for 2 years and a decision as to whether to change provider will be made in the couple of months leading up to the review date.

Ray was thanked for all the work he has done to improve the website.

1. **Bridgetab**

Pat and Mary have offered to learn how to set up and use Bridgetab. Ray will consider the best way to achieve the necessary training.

It was agreed a laptop dedicated to the club is required. Janet advised she will have one she can donate to the club in the near future. With multiple people scoring, there would be other logistic issues to be resolved such as charging of tablets, uploading to EBU etc – Ray will consider and make proposals.

Help is needed to ensure that the timer is set at the right times. One person will be asked to be responsible for this each play evening, depending on who is sitting near the timer. The timer can happily run on one of the club’s tablets.

To encourage people to use the website the welcome screen will no longer show the results. The director will announce the winners for the previous week and advise that detailed results are on the website. But a Welcome Screen was still considered worthwhile – Ray will produce a generic one for future use.

**Date of next meeting Saturday 7 January 2017 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
* Send e mails re Xmas party
* Research LaFlambe
* Prepare movement cards for teams with 5 tables
* Provide list of members to the Legion

**Chris**

* 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
* Research Methuen Arms
* Announce we need to know party numbers on 2 Nov
* Explore which SIMs are available next year
* Prepare notes for team scoring, put some in club box and also put them on the website

**Ray**

* To enquire about free books from the EBUTA
* Contact Box re possible match
* Set up training for those prepared to set up Bridgetab
* Prepare a genetic welcome screen

**Janet**

* See if a table is available for teaching
* Research Quarryman
* Source team scoresheets
* Change lead name details for the club website

**Long Term**

* Consider whether we wish to consider using Weebly or move to another provider.