**Minutes of Corsham Committee Meeting**

**Wednesday 6 July 2016**

Present : Chris Baldock, Ray Elms, Janet Ladle and Sue Phillips

Apologies : none

1. **Minutes of last meeting**

Agreed and signed.

1. **Matters Arising – not on the main agenda**
2. Finance from teaching

Papers are with Janet for audit.

1. Review of introduction of new players to the club

All agree that the introduction of the students from the beginner’s course to the club had been successful and the reaction of existing members had been positive. Obviously not all members attend every week, especially in the summer time, but if we find that the number of ex students attending drops significantly we will need to find out why. It was agreed we would review this at the next meeting.

It was agreed that having a short break worked well and should continue.

1. Competition dates

Robin Sutton Trophy 9 November

Marjory Cox Salver 3 August

Eileen Harding Handicap 28 September.

Chris agreed to prepare the handicap by 14 September.

Ray will send an e mail to all members, two weeks before, to remind people of the competitions and Chris will also announce them at the club.

1. Updates to club website as agreed last meeting – see item 6
2. Advertising on the Wiltshire website

Sue reported that we can place an advertisement on the website as soon as we have agreed details for the forthcoming course. She also reported that she had signed up for the EBU initiative where an advert will be placed in the Telegraph and people interested in lessons will be directed to a teacher in their area. This will be established by post code.

1. EBU teaching place

Ray has taken up the free place available for Corsham and will be attending the course next week at South Bucks. It was agreed the club would pay for overnight expenses and fuel.

1. Why do new members from last year not have an average on the Corsham EBU website?

Chris has not managed to find an answer to this question but some of the above members have not got averages and grading on the EBU club site so it is assumed people need to play a certain number of times at the club before being given an average.

1. Application forms

It was agreed that all members will be asked to complete a form and pay the £1 membership fee at the start of the new financial year.

1. **Plans for teaching in the Autumn**

Timing – Ray is away until 23 September and Sue from 1-15 Oct and 12 Nov to 14 Dec. It was agreed to proceed with a start date of 27 September so we can aim for two of the three teachers to be at each lesson. Sue advised that she has agreed to assist with any teaching Malmesbury do but that her priority is to Corsham. Start time to remain at 7.30.

Venue- Ideally somewhere in Corsham. Ray agreed to research the cost and the availability of Church House Corsham. If we are unable to find a suitable venue Sue agreed to host the lessons.

All were generally happy with the format with just some slight tinkering. Sue will ensure that there are lesson plans for each lesson which cover the main principles for the lesson so any more detailed advice. Ray will write the hand out for lesson 2. Revision only sessions do not require a lesson plan or a hand out.

Advertising – Ray will be responsible for the advertising using a similar format to that for the previous course. Budget agree £25 -£30.

Charges – Basic charge £5 per lesson plus the cost of accommodation. So if we have the desired 12 students and accommodation costs £24 the weekly cost will be £7.

1. **Bridgetab Scoring**

Ray reported

We have purchased:

8 tablets at £31 each £248

Licence for 7 tables £37

Dongle £43

We have a donated router No cost

Chris expects to donate a laptop. *Note Chris has a laptop for use when he is scoring.*

Note regarding whether we could have a second dongle in case the holder unexpectedly didn’t come to the club any time. I’m pretty sure that it is not possible to put the one licence on 2 separate dongles. But we could keep the dongle at the club – it is not needed to upload results to EBU. If we wanted belt and braces, and we had a club dedicated laptop we could buy a new licence to hold on the club laptop. The 2 licences could then be added together if we needed more than 7 tables.

The system seems to be working OK, but there are still teething troubles, e.g.:

 It would be nice to have hard-copy Movement Cards to match all the movements we might use.

There is occasional operator error due to lack of familiarity. *Note people to be asked not to wipe the evening’s results from the tablet.*

We should educate several key people in how to replace a tablet whose battery expires during play, and in how to correct a wrongly entered result.

It was agreed:-

a) People are happy with Bridgetab scoring.

 b) To use a Mitchell movement when we have 5 or more tables and a Howell movement when we have less. Ray will produce a list of the movements that we have used successfully for Bridgetab and some other suggested movements. Once these have been agreed Chris will laminate cards for the tables to match and we will then only retain these movements.

 c) To keep the dongle, the router and a HTMI lead in a briefcase at the club.

 d) Whoever is scoring the following week will be responsible for taking the tablets home and charging them then bringing them and a laptop.

 e) We would not complete the scoring and updates to the EBU etc. at the club.

 f) Sue will check whether it is possible and viable to replace the batteries in the tablets if it becomes necessary.

 g) Ray currently has more skill at using Bridgetab than either Sue or Chris. To facilitate the transfer of these skills Sue and Chris will undertake the set up in turn and Ray will assist if necessary.

1. **Venue**

The Legion is large enough for 6 tables, 7 at a real squeeze. Should we get to the stage where we could have more tables we will need to look for a new venue but it is not urgent at this stage.

1. Website

Ray reported –

 Following have been added:

* Best behaviour guidance
* Minutes of last committee meetings
* Club application form.

A BridgeWebs website includes a password-protected members area as standard.  The annual cost for us would be £35 (this is for an average of 1-7 tables per week) and if we grew bigger it would only increase to £40, up to 16 tables. We would probably also want to pay the additional annual Domain Name charge of £11.  This would allow us to have the site address of [corshambridgeclub.org.uk](http://corshambridgeclub.org.uk/). Otherwise our website address would be [www.bridgewebs.com/corsham](http://www.bridgewebs.com/malmesbury/); this is included in the £35 annual Bridgewebs charge.

If we kept using our Weebly website, the cost of having password protected access would be much higher, because we would need to upgrade from our free service to either Business ($300 per year) or Pro ($144 per year).

There was considerable discussion as to how much use members would make of having members details on the website. Without having pre-dealt hands we cannot make full use of Bridgeweb. Chris agreed to produce a survey form to ascertain what members want from the website. This will then be circulated by e mail a week before the AGM and paper copies will be provided at the AGM for those who do not use e-mail. A final decision on the website will be taken once the survey results have been evaluated.

1. **Any other business**
* Sue mentioned she will not be at the club on Wednesday 13th July so will not be available to run Bridgetab if Ray is not back from his teaching course in time to play. It was agreed we can always use manual travellers for any evenings Bridgetab is not available.
* Chris will ask members, at the next available club evening, to confirm they are happy to share e mail addresses and phone numbers. Provided members agree Sue will update the list and circulate it to all.
* The storage boxes are becoming congested. The dealers will be removed from the 2 main storage boxes and Sue and Janet will meet at the club at a date to be agreed and will go through all 4 boxes to remove anything we no longer need and to tidy them.

Next meeting to be held at 10.00 on Wednesday 3 August at Sue’s.

**Action Points from Meeting on 6 July 2016**

**Sue**

* Ensure each lesson has a lesson plan in preparation for the new course
* Check whether the batteries on the tablets can be changed
* Learn to use Bridgetab
* Circulate phone and e mail address list subject to members agreement
* Sort storage boxes with Janet

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
* Prepare survey about members views on the website for review at the next meeting
* Check with members at the next club evening if they are ok with their contact details being circulated to other members

Ray

* Advertise competitions to all members 2 weeks before each such event
* Research the cost and availability of Church Hall Corsham
* Deal with advertising for the Beginners course in Sept 2016
* Write hand out for lesson 2
* Send out movement details for the committee to review.

Janet

* Sort storage boxes with Sue