

Minutes of the Virtual YCBA Bridge Development Committee meeting held on Monday 15 February 2021 commencing at 11.00 am.

PRESENT: Lesley Millet (Chair), Nick Woolven, David Guild, Pauline Stout, Ron Millet, Brian Davison and Rowena White.

IN ATTENDANCE: Julia Staniforth (YCBA Secretary), Jim Edwards and Andrew Pearson (Webmaster for Item 5).

1) Apologies for absence and declarations of interest

Apologies for absence had been received from Phil Godfrey.

There were no declarations of interest.

2) Minutes of meeting held on 11 January 2021

The minutes were recommended for approval by the Management Board and the following matters arising were considered.

a) Item 2b) – Stepping Stones Event on 28 February 2021

The entry form had now been completed and uploaded to the website.

It was agreed that arrangements needed to be enacted for the prompt notification of competition results and the event organiser would be asked to do this and would be denoted on the checklist.

The webmaster was to be informed of new events 3-4 weeks in advance to update the calendar.

b) Item 4 – Grants

This would be considered at the next Management Board meeting on 2 March 2021.

3) Online teaching initiative for new bridge students

David reported that approximately 200 students had contacted around ten clubs to enrol in the teaching sessions commencing on 23 February 2021. There was a requirement from EBED that the students complete an EBS enrolment form at the end of the first lesson which included some payment information with a discount code for the first ten lessons to be provided at no cost to the students. This was in the expectation that students would complete the 30 lesson first year syllabus at a subsequent cost of £5 per month. Consideration would need to be given as to whether YCBA could offer further presentations after the initial ten as clubs may not be able to do this and this would need to be planned at the half way point of the first ten lessons.

Nick was presenting the first lesson via Zoom and the details would be sent to all participating clubs. Clubs would need to ensure they had a Zoom subscription for the practise play sessions as 40 minutes would not be sufficient and clubs would be responsible for sending out the joining details for the practise sessions to students and those supporting the sessions. It was suggested that the practise sessions should start at 11.30 am. following the morning presentation. In order to ensure that the practise sessions were not disrupted by technology issues clubs would be advised to arrange a pre-session to ensure the students and assistants could manage the technology and Jim Edwards and Brian Davidson agreed to be available for support on Friday 19th and Monday 22 February 2021.

The issue of teaching 'Juniors' was raised as Sheffield BC had received enquiries from a group of students under 16 and Rowena advised that it was not appropriate for young people under 16 to join in the sessions as the necessary safeguarding procedures needed to be in place.

It was agreed to discuss the bridge lessons for juniors at the next meeting and Rowena would contact EBS for advice.

Website development and online entry form

a) Online entry form and payment facility

The webmaster provided details of the initial draft of the entry form which would be formatted in the same style as the website and a library of forms for each event would be produced which could then be updated each time the same event was to take place. Andrew advised there were two methods of providing notification to the event organiser;

- i) The entry form could be linked to an email
- ii) The website could maintain a data list which could be downloaded

The second option was deemed the most appropriate

It was agreed that payment had to be part of the entry process and Ron Millet provided information on the following payment facilities:

Paypal: Cost 2.9% of transactions + 30p per transaction and a £20 monthly fee

Stripe: Cost 1.4% of transaction + 20p per transaction with no monthly fee

Gocart: Costs around 1% but this was not a tested platform

It was agreed that Stripe seemed the best choice and it accepted all types of cards and could produce a list of payments at any time. The need to undertake manual reconciliations of payments to entries would be eliminated but the event organiser would still need to check that correct EBU numbers and BBO names were included on the entry form.

Two specific reports would be needed:

- A list of payments against entries
- A list of entries for the event organiser and TD

Access arrangements would also need to be determined.

b) Website development

The webmaster agreed to produce a draft sketch for consideration which would include the re-siting of the Learnbridge and Clubs icons into the heading thereby creating additional space to provide three sections immediately below the main heading for 'Upcoming Events', 'Latest News' and 'Latest Results'.

4) Updates to Learnbridge website

It was agreed to include a notice denoting that F2F teaching was suspended and that clubs could provide information of any online teaching that was currently taking place. Lesley and Jim would consider this further and the Secretary agreed to contact clubs to confirm whether any changes were needed to the contacts displayed under the Bridge Lessons section. David had details of all clubs involved with the YCBA teaching course for beginners.

5) Any other items/future items

No other issues were raised.

6) Date and Time of Next Meetings.

The next meeting date to be determined at the next Management Board meeting.