

YCBA BOARD MINUTES – 21/04/26

1 APOLOGIES AND DECLARATIONS OF INTEREST

Present: David Guild (Chair) (DG), Nick Woolven (NW), Lesley Millet (LM), Ron Millet (RM), Robin Jepson (RJ), Ruth Kerr (RK), Pauline Stout-Hart (PS), Mark Ballantine (MB), Vanessa Jervis (VJ), Graham Jepson (GJ)

Apologies were received from Mark Dunkley (MD) and Stephen Conningley (SC)

2 APPROVAL OF YCBA MANAGEMENT BOARD MINUTES 26/02/26

The minutes of this meeting were approved.

3 MATTERS ARISING FROM THE YCBA MANAGEMENT BOARD MEETING 26/02/26

The following progress was noted against actions agreed at the last board meeting

1. Support for Hull Bridge Club
 - A request has been made to Hull B.C. Committee for them to contact MD to initiate discussions on potential support and ideas for increasing membership. To date, this offer has not been followed up by Hull B.C., but it remains open. It was agreed that there would be benefit in setting up a working group to look at relationships with non-affiliated clubs and their members as part of an overall approach to assist clubs that are struggling. It was agreed that this committee, comprising of VJ (Chair)/MB/RM/DG, should be set up. (**Action** – DG)
2. Visit to Settle Bridge Club
 - Not carried out yet. Update for next meeting. (**Action** – DG)
3. Uploading Development Committee Minutes
 - Not carried out yet. To be completed by next meeting (**Action** – LM/RJ)
4. Uploading Grants Committee Minutes/Summary
 - An updated summary has been issued but has not been put on the website yet. This shall be carried out. (**Action** – MB)
5. Complaints Procedures
 - The complaints procedure draft was distributed to the Board and has been modified following receipt of feedback. Follow up is required to issue and initiate the procedure. (**Action** – RK)

6. Sheffield Bridge Club – Bridge Academy

- It was reported that Sheffield had decided not to follow up on this, and the plan is currently shelved. No further action required.

7. EBU Safeguarding Policy

- This is now on the YCBA website and has been sent out to all clubs. No further action required.

8. Membership E-Mail Data Protection Issues

- Main concerns were highlighted as being the number of members unsubscribing from mailing lists. There was much discussion as to what could be done with respect to this without impinging on GDPR requirements. It was agreed that at this stage we needed to concentrate on ensuring that there was a strong focus on making communications more relevant, to encourage members to remain subscribed.

9. Advise on Potential Changes to the Legal Status of the YCBA

- VJ reported that she had been unable to get hold of David Ewart for advice, but looking at other options would certainly exceed the agreed budget of £500. The consensus was that the risks of remaining a non-incorporated organisation were very low, but a final effort should be made to contact David Ewart, and in addition, a review of information gleaned from internet searches should be distributed to the Board. **(Action – VJ)**

10. Insurance to Cover Individuals Working on Behalf of the YCBA

- See 5b and 5c

11. Advertising of Roles of Vice-Treasurer and Youth Officer

- The role of Youth Officer has been taken on by VJ. There has been no progress as yet on the role of Vice-Treasurer, and this will be revisited at the next meeting. **(Action - DG)**

12. DIE Training

- See 4d

13. Two-Stage Pianola Verification

- Not carried out yet. Update for next meeting. **(Action – DG)**

14. Loading of Accounts for 2024/5 onto Website

- Completed. No further action required

15. Uploading of DIE Podcast

- The podcast was uploaded and all clubs advised. No further action required.

16. Learnbridge Yorkshire Website and Non-Affiliated Clubs

- It was verified that the Learnbridge website was open to non-affiliated clubs, and no further action was required.

17. Battle Bridge Information

- It was confirmed that information on Battle Bridge had been circulated to the Board. The introduction of this game is now not anticipated until 2027, and at this stage there are no further actions.

18. Alternative Arrangements for Storage of YCBA Equipment

- Arrangements have now been agreed for leasing of cost-effective storage space near Leeds. This is geographically suitable. Full details of the arrangements had been circulated in advance to the Board, and the implementation of arrangements agreed. No further actions required.

19. Coherence Between EBU and YCBA on Disciplinary Matters

- It was agreed that ongoing dialogue would be maintained with the EBU to ensure that any disciplinary actions were in line with the penalty range used by the EBU.

20. Club Profiles on YCBA Website#

- Requests had been made to all clubs for profiles to be updated. A small number of clubs had responded, and the necessary changes have been made. No further actions required.

4. UPDATES

a) Competitions and Leagues

NW reported that both the Northern Easter Festival and the Harrogate Spring Congress had been very satisfactory with good attendances at both events. Future events are for the most part attracting a high number of entries, although it would be desirable to get

more entries for the Yorkshire Mixed Pairs and the Nelson Rose Bowl (ladies' teams event), and adverts will go out to promote these events. Note was made that investigations are in place for the use of brochures with QR codes to facilitate entry to YCBA events.

b) Financials

LM reported that the Association was suitably placed financially at this time, with plenty of reserves to cover the relatively high funding required for upcoming events. Note was made that the draft accounts for the financial year will be made available shortly
(Action – LM)

c) Marketing

DG reported that the EBU was looking to establish a social media campaign in the future and that we would seek to piggyback on this in our efforts to utilise social media more effectively as a marketing tool. He also reported that there has been no further feedback from the EBU on the potential use of geo-targeted marketing communication for members, but we would keep a close eye on future developments.

d) Diversity, Inclusion and Equality Committee (DIEC)

i. Fact Sheet and other follow up to podcast on March 5th 2026.

RK reported that the DIE podcast was aired satisfactorily on March 5th. A DIE fact sheet has been completed and together with the podcast is now on the YCBA website under "Important Links".

Further action is required to:

- Send links to all clubs
- Update clubs on training
- Establish and publicise follow up webinars
- Establish and distribute learning material to clubs (a longer-term objective).

Progress on the above will be included in future reports.

ii. DIE Training

RK reported that she had been advised of training rates of £350 for half-day sessions that could be carried out by Shahida Berwick, who has previously facilitated DIE training for YCBA members. After discussion, it was agreed that we should go ahead with the establishment of future training using Shahida. It was agreed that it was important to maximise the attendance for this training. It was also agreed that should more than one session be required, that the budget should be increased to facilitate this. Finally, it was agreed that training was essential for any board members, committee members and tournament

directors who have not attended before. In addition, it was agreed that the training should be offered and recommended for all key personnel in member clubs

DG thanked RK for her efforts on this matter, and approval was given for RK to proceed with arranging training on this basis.

Progress on this will be included in future reports.

iii. Selection

RK reported that a change in the terms of reference for the two selection committees was advised in order to directly reference the YCBA selection policy. The current and proposed terms of reference are:-

Current terms of reference

- *To select and arrange for county matches as designated, including travel and accommodation.*
- *To review performance in order to inform subsequent selection.*

Proposed terms of reference

- *To undertake fair and transparent selection for County matches in line with the YCBA selection policy.*
- *To review performance in order to inform subsequent selection.*
- *To arrange travel and accommodation where relevant.*

The modification has been discussed with both Selection Committees with no concerns being raised. There was general agreement for this modification to go ahead.

RK further reported that Selection Committees should have a minimum of 3 members. Selection Committee B currently only has two members. This was also agreed. NW agreed to communicate with Selection Committee B about the need for a third member on this committee. (**Action** - NW)

Progress on the implementation of these changes to be reported at the next meeting.

iv. Complaints Procedure

RK reported that the revised draft of the Supporting Processes for Complaint Investigation had been distributed and from feedback, further revisions had been made. The document has now been shared with Debbie Sandford (EBU Conduct Committee). An investigation is ongoing into how any changes to the

Complaints Procedure may affect the YCBA constitution. Progress will be updated at the next meeting.

v. Procedural Guidance for Individuals

RK reported that the DIE procedural guidance currently available now includes the YCBA Diversity, Inclusion and Equality Policy and the Diversity, Inclusion and Equality Fact Sheet.

RK further reported that the EBU volunteer handbook refers to a number of policies which the YCBA do not currently have. Irrespective of whether we progress with our own handbook, it needs to be considered whether or not we want to formalise some of these procedures and consideration will be given to this. Consideration will also be given to further actions that may be taken to support volunteers.

Further progress to be reported at the next meeting.

e) Membership

DG reported that membership of the YCBA was continuing to increase slightly.

f) EBU

DG reported that under Mary Cousins (County and Membership Development Officer) EBU communication with the YCBA has improved. Moving forward, it needs to be noted that requirements for obtaining green points will become reduced, resulting in a likely greater issue of these by the YCBA. Consideration shall be given to the potential impact of this. It was also reported that we are looking at the structure of our relationship with EBED as a means of improving the potential for bridge development in Yorkshire.

g) Grants

A summary of recent grants to member clubs was distributed prior to the meeting and will be posted on the website.

It was agreed that consideration needed to be given to increasing the value of grants available for the purchase of Bridgemate 3 systems or equivalent, and this will be revisited at the next meeting

h) Bridge Development

PS confirmed that arrangements for the podcast covering “Bridge in a Rural Setting” was progressing. Concerns were raised that improvements were required to the way teaching information is displayed, and the EBU “Map for Teaching” did not appear to operate as effectively as it should. It was agreed that this would be taken up with the EBU. **(Action – DG on advice from PS)**

The possibility of a “Yorkshire Map for Teaching” was considered. The potential for this shall be discussed with Jim Edwards (**Action – LM**)

- i) Conduct and Disciplinary

No matters were raised under this heading.

- j) Structure

RK reported that she was progressing with the documentation of roles and responsibilities for YCBA roles in collaboration with ChatGPT. A copy of a draft for the job description for Ethnic Minorities Representative had been distributed prior to the meeting. RK will liaise outside this meeting with Board members to ensure they are happy with the structure and style of the documents and will then work with the relevant stakeholders to finalise details.

Progress to be reported at the next meeting.

5. NEW TOPICS

- a) Storage of YCBA Equipment

It was confirmed at the meeting that arrangements were going ahead to transfer YCBA equipment to a new location near Leeds as covered in various e-mail correspondence with Board members.

Note was made that there was a need to get the transfer of equipment before the AGM. In doing this the opportunity should be taken to:

- Communicate with Oliver Cowan to ensure the return of all EBU equipment to storage.
- Catalogue all YCBA trophies and ensure that a list is available for the transport of these to the new location.
- Ensure suitable arrangements are in place for the timely transfer of equipment to the new storage location.

(Action – NW)

- b) Board Resolution of Procedure Required to Ensure Insurance Cover for Individuals

The following resolution was agreed through a unanimous vote:

This Board agrees the following procedures to confirm insurance cover.

1 - a) List all officers and Board members, Committee Chairs and Committee members, TD's etc on the website

- b) Update every change promptly and review annually

2 - A list of temporary and ad hoc functions to be listed on the website

3 - Any temporary appointments and as hoc appointments to be confirmed formally by e-mail, CC'd to the Secretary and noted in the subsequent set of minutes.

4 - Resolution from the management Board confirming the above and that the YCBA & EBU insurance policies shall extend to all the above.

c) Categories of Activities to be Covered by Resolution Above

It was agreed that this list would be developed and agreed between LM/MEB (**Action LM/MEB**)

6. Any Other Business

a) AGM

It was agreed that the key liaison with the Cairn for the organisation of the AGM would be coordinated between LM and NW.

It was agreed that Jim Edwards would be contacted to ensure that there would be satisfactory microphone and audio- visual provision for the meeting (Action - NV)

It was agreed that refreshments provided would be restricted to hot drinks and biscuits.

RJ stated he will advise MB of the various timing stages in the lead up to the AGM for which various secretarial duties and communication to members are required. In addition, RJ also stated that he would be available as required to cover for MB should he not be available for any of the timing stages.

It was agreed that a text should be drafted for the AGM seeking volunteers for Board committees.

7. Date of Next Meeting

It was confirmed that the next Board meeting would be held at the Cairn on Saturday 13th June, immediately after the AGM

Mark Ballantine
05/05/26