

**Minutes of the YCBA Management Board (MB) Meeting held at the Cairn Hotel, Harrogate
on Saturday 13th June 2026 at 11.10 am**

Present: David Guild (Chair - DG), Nick Woolven (NW), Lesley Millet (LM), Ron Millet (RM), Robin Jepson (RJ), Pauline Stout (PS) and Mark Dunkley (MD). Ruth Kerr (RK) attended by telephone link. Due to technical issues, Stephen Cordingley (RK) was not able to join the meeting by Zoom link.

1. Apologies for absence and declarations of interest

Apologies were received from Graham Jepson. There were no declarations of interest.

2. Previous Minutes

Approval of the minutes of the previous MB meeting on 21st April 2025 was deferred until the next meeting. Open.

3. Board Vacancy (Representation For Ethnic Minorities)

It was agreed that this would be left with DIEC for a proposal to be made to the next Board meeting as to how best to formalise the arrangements for covering this post. (Action: RK)

4. Appointment of committees for 2026-27

The various Committees will continue with the same composition as last year apart from Selection Committee B (an additional member is required) and the Conduct Committee, where David Waxman is stepping down. It is believed likely that Bob Brown will be willing to serve on Selection Committee B and there are also known possibilities for filling the Conduct Committee post. Confirmation of replacements shall be followed up, and reported to the next meeting. (Action - NW)

5. Terms of Reference of Committees

The terms of reference of the following committees for 2026-27 were agreed as being unchanged from last year.

Tournament Committee, Disciplinary Committee, Conduct Committee, Bridge Development

Committee, Yorkshire League Committee, Grants Committee, Diversity, Inclusion and Equality Committee.

The establishment of a yet to be finalised Selection Policy has required a change to the Terms of Reference for the Selection Committees. This change has been agreed but not formally adopted. This meeting therefore voted unanimously to change the Terms of Reference of the Selection Committees as followed.

Former Terms of Reference

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

New 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

6. EBU Shareholders

It was agreed that NW, MD, LM and PS would continue as EBU shareholders.

7. Claim Rates

The following rates (based on EBU guidance and tariffs) and accompanying notes, were unanimously agreed and shall be effective immediately

Anyone undertaking work on behalf of the YCBA at an event or in Congress preparation shall be entitled to claim the following expenses:-

Work up to 3 hours shall be considered one "session" for which the fee will be £48

Work beyond 3 hours for each additional 45 minutes or part shall earn a fee of £12

Travel by car needed mainly to fulfil YCBA business may be charged per mile at ...0.45p

If travel by public transport is cheaper then this shall be used and receipts submitted.

Subsistence beyond a period of 4 hours ending up to 14.00 may be charged at £8.50

Subsistence for 4 hours or more ending at or after 17.30 may be charged a max of£21.00

Any other expenses incurred directly as part of the work for the YCBA such as van hire and insurance, tips for outside casual labour etc may be charged to the YCBA.

All such claims shall be made on the official YCBA claim form and wherever possible a receipt or card payment for any expenses must accompany it.

Please Note -

- *An Officer of the Board may in an individual case adjust these rates if the strenuous nature of the work justifies it.*
- *These fees and expenses will be reviewed in line with any changes that the EBU may make in their rates.*
- *Where appropriate these charges will be applied to the budget of any event for which the work was undertaken.*
- *Claimants are reminded that they are responsible for any tax that they may be liable for.*

It was further agreed that the current YCBA claim form should be made available on the website (Action - MB)

7. Date of next meeting

Thursday 3rd September at 10.00 am by zoom video conference.