

**Minutes of a Meeting of the SBU Board of Trustees
held on October 29th 2025 at 6 pm.**

In the Chair: Sarah Gunn (SG)

Present: Alan Goodman (AG)
Mike Hodder (MH)
Jean McLaren (JM)
Ian Patrick (IP)
Ronan Valentine (RV)

In attendance: Bob McKinnon (Ops Coordinator) (BM)

Apologies: Robert Ferrari (RF)

1. Declarations of Interest

None

2. Minutes of the last Meeting

The Minutes of the last meeting were approved.

Action: SG to send to Damien for upload to website

3. Actions arising from September 2025 meeting

| Issue | Responsibility of: | Update |
|--|--------------------|-----------|
| Management of Youth Bridge and delegation of tasks – identify next steps with regards to contacting RB to identify those roles and responsibilities still to be filled | AG, BM | |
| Finance: Provision of a link to the management accounts for the year to 31 august 2025 for the trustees | RF | |
| Website & Communications: table at the meeting on 29 October, the objectives and expected outcomes for the group, a timeline for implementation plus costs where relevant, and confirmation that the group would be able to deliver on the project. | RV | In agenda |

4. Matters arising from the September minutes not elsewhere on the agenda

Management of Youth Bridge and delegation of tasks.

Recruitment flyers for the Members and Social Media are going live week beginning November 3rd. The Youth Camp Organiser is a hard role to fill as it requires experience and skillset of running a residential camp for children. Trustees recommended Guiding and Scouts Associations along with Scottish Councils' "Active sports co-ordinators", as good contacts. Although the SBU is prepared to pay for a contract of services, finding the individuals or organisations isn't easy.

Action: SG to place adverts via mailing to members and post on SM. BM to manage recruitment process for those showing an interest in the role(s).

Action: Board to review merit of hosting a Summer Youth Camp at December meeting should the recruitment drive be unsuccessful.

Prajjwal has volunteered to be the new Youth Teaching Resources Co-ordinator.

Action: BM to liaise with Kay Robertson and Prajjwal to ensure smooth transition of responsibilities.

There will be a Teach the Teachers training weekend in April 2026. All costs to be collated and apportioned to youth and adult education and development. The inaugural training weekend will be funded by the SBU with an external facilitator, with the intention that trainers from our membership will be developed to lead courses in future years.

5. Finance

With no finance committee meeting minutes the Board left any discussion of management account figures until the next board meeting.

The process for approving costs outwith the agreed budget was raised and in accordance with our finance procedures any costs outwith the approved budget will be reviewed by the Finance committee and anything up to £5,000 can be approved by the FC without coming to the board for further approval.

6. Website and communications report

The meeting reviewed the analytics paper tabled and concluded that currently it is only current members who are using the website.

- MH observed that it seems to be working well for current members but what other options does the SBU have for new students looking to have lessons locally? Are there grounds for having a promotional website/landing page for new interested players, especially when the marketing and promotional campaign starts?
- AG would like to see a website that is fit for purpose for both audiences – members and those looking to learn. The Mandate for the Communications group is to focus on

how the website can accommodate both audiences well. AG also wondered if members are completely satisfied with the website – this should be ascertained.

- IP observed that, like the rest of the trustees, the existing website is “OK” but it would help if it was more user friendly. The pertinent point is that we have a single point of failure with relying on just one person as technical support and backup. IP also wanted to know the overlap between the Website and Communications group and the Promotional and Marketing Campaign led by Robyn.

Bob and Damien have discussed succession planning for Alan Officer and Joomla. Although Damien is confident he could keep the website going with regards to content, but if there were technical faults this would be difficult to correct without external support.

Bob has created a policy for content management of the website.

Actions: The Website and communications Group need to plan a) whether they create a temporary front end landing page for new students and b) what the longer term plan for the website should look like.

7. Risk Register

IP had asked risk holders to confirm the mitigation factors were still in place and the Impact and Likelihood were correct for their respective areas of risk. Not all risk holders had replied to him. One amendment to risk 12 has been processed

IP asked the meeting whether the identified risks on the Register were still current?

- MH thought that risks 6 and 7 related more to the ageing demographics of most clubs and the SBU in general. The risk is more the changing profile of members. This relies on hearsay and general observation as there is no way of recording age for existing SBU members.
- MH questioned whether the age profiles reflected the demise in interest for national events – older members not so keen to travel and prefer online.
- AG thought that the risks first identified in 2022 were relevant to some particular circumstances - when the pandemic was still very current and clubs had yet to reopen completely - which may have changed. The Likelihood and Impact should be reviewed in light of current opportunities to play bridge.
- SG queried why an original risk of the SBU not offering what members wanted had been removed (or maybe amalgamated in another risk)? This risk addresses the reduction in numbers attending F2F national events.

Action: IP to review the Risk Register with reference to those originally identified in 2022. There has been no meeting of the risk group since Gavin Easton resigned from the Board and Sarah Gunn became Chair of Trustees. IP to table a paper before March 2026 Meeting reviewing the risks and suggestions for amendments to bring them in line with current structure of the SBU

8. Operations Coordinator Update

A comprehensive update was tabled by Bob.

9. AOCB

MH informed the meeting that in Aberdeen Bridge club they were considering a stratification of the allocation of masterpoints. Currently a member of the club with IT experience is developing a model. BM said this is an idea put forward by Marc Shearer as part of the OMT considerations.

Action; The trustees agreed that MH/BM should work with the Masterpoints committee to review how this stratification could be used across the SBU.

Date of next Meeting – Tuesday 9 December 6pm