

**Minutes of a Meeting of the SBU Board of Trustees  
held on December 9<sup>th</sup> 2025 at 6 pm.**

In the Chair: Sarah Gunn (SG)

Present: Alan Goodman (AG)  
Jean McLaren (JM)  
Ian Patrick (IP)

In attendance:

Apologies: Mike Hodder (MH)  
Ronan Valentine (RV)  
Bob McKinnon (Ops Coordinator) (BM)

**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 October 2025 meeting**

Issue	Responsibility of:	Update
<b>Management of Youth Bridge and delegation of tasks –</b> Advertise the roles of Youth convenor and Youth teaching co-ordinator	SG	In chair's report
Liaise with Kay Robertson/Prajjwal re the teaching resources co-ordinator role	BM	
<b>Website &amp; Communications:</b> 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.	RV	In agenda

#### **4. Matters arising from the October minutes not elsewhere on the agenda**

##### **Suspension of International Youth Squad Convenor (IYSC)**

The board were requested to consider not putting the suspension on the website – its in the public domain and could jeopardise job prospects outwith the 5 years suspension period. The board needed to agree how long the suspension of the office of IYSC should be for.

Action: Board agreed that:

- i) the suspension of the office of IYSC should match the same levels as agreed by the Disciplinary Tribunal – currently 5 years suspension from representing Scotland internationally.
- ii) Notices of suspension from membership would be notified to members via SBU communications and other NBOs/EBL/WBF be notified in writing. Notices of suspension would not be separately identified on the website, as this is in the public domain.

#### **5. Finance**

The independently reviewed financial statements and draft trustees report were tabled and the trustees were asked to:

- i) note the draft Trustees report and independently reviewed financial statements for the year to 31 August 2025.
- ii) Agree the extra wording to be included in the report on the recruitment and appointment of trustees.

Action: the trustees approved the inclusion of the extra wording on the recruitment of trustees and agreed the wording of the trustees report.

With the resignation of Robert Ferrari as Trustee and Chair of the Finance Committee, the trustees acknowledged recruitment of new trustees is a high priority.

#### **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**