



Exeter City Supporters Society – Trust Board Meeting Trust Board Meeting MinutesPart A

Meeting held at St James' Park

14th August 2017

Trustees present:

Martin Weiler (Chair), Elaine Davis, Clive Harrison, Nick Hawker, Peter Holding, Neil Le Milliere.

Apologies: Sean Devine, Paul Farley, Pete Martin, Laurence Overend, Paul West & Matt Phillips

Officers present: Steve Chudley, Graham Deasy, Jenny Hogg.

Officers apologies: Alice Cooke

Item No	Item																														
14/08/01	<p>Minutes from last Meeting - Monday 10th July 2017</p> <p>The Minutes of the last TB held on Monday 10th July 2017 were approved and signed as a correct & accurate record of the meeting</p>																														
14/08/A2	<p>Matters arising from the Minutes</p> <p>No matters arising were tabled, as any issues would be considered under the relevant agenda item.</p>																														
14/08/A3	<p>AGM</p> <p>The Secretary reported on the following Elections and AGM draft programme</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Notice of AGM & Details of Election</td> <td style="width: 20%;">16/08/2017</td> <td style="width: 10%;"></td> </tr> <tr> <td>Deadline for requesting a candidate pack (Midnight)</td> <td>01/09/2017</td> <td></td> </tr> <tr> <td>Deadline for submitting a nomination form (Midnight)</td> <td>16/09/2017</td> <td></td> </tr> <tr> <td>Deadline for sending out candidate info and ballot papers</td> <td>23/09/2017</td> <td></td> </tr> <tr> <td>Deadline for Members Resolutions and/or Agenda Items</td> <td>23/09/2017</td> <td></td> </tr> <tr> <td>Deadline for requesting candidate questions for hustings</td> <td>01/10/2017</td> <td></td> </tr> <tr> <td>AGM Agenda & Meeting Pack Despatched with Proxy Details</td> <td>01/10/2017</td> <td></td> </tr> <tr> <td>Hustings (tbc)</td> <td>30/09/2017</td> <td>Morecombe (H)</td> </tr> <tr> <td>Deadline for receipt of ballot papers</td> <td>14/10/2017</td> <td></td> </tr> <tr> <td>AGM (Barnfield Theatre, Exeter 11.00 a.m)</td> <td>21/10/2017</td> <td>Port Vale (H)</td> </tr> </table> <p>The Secretary to liaise with John Street & Nick Hawker</p> <p>The TB agreed to advertise four Trustee vacancies in this year's election. The advertised posts will be to fill the following departures: Laurence Overend & Pete Martin (end of 3 year term); John Kanefsky (already left the TB); and either Elaine Davis or Paul West one of whom will also stand down to meet the rules requirement that a third of Trustees stand down each year. As is usual any retiring Trustee who has not completed the maximum continuous period allowed under the rules, nine years, can of course stand for re-election should they wish to.</p> <p>Post meeting note:</p> <p>Paul West has confirmed that he will be standing down.</p> <p>A Trustee skills audit to be undertaken and areas of specific expertise to be identified.</p>	Notice of AGM & Details of Election	16/08/2017		Deadline for requesting a candidate pack (Midnight)	01/09/2017		Deadline for submitting a nomination form (Midnight)	16/09/2017		Deadline for sending out candidate info and ballot papers	23/09/2017		Deadline for Members Resolutions and/or Agenda Items	23/09/2017		Deadline for requesting candidate questions for hustings	01/10/2017		AGM Agenda & Meeting Pack Despatched with Proxy Details	01/10/2017		Hustings (tbc)	30/09/2017	Morecombe (H)	Deadline for receipt of ballot papers	14/10/2017		AGM (Barnfield Theatre, Exeter 11.00 a.m)	21/10/2017	Port Vale (H)
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	The Trustee recruitment process to highlight skills & attributes which will enhance the workings of the TB.
14/08/A4	<p>Election Date - TB reps. on Club Board</p> <p>The date for voting for TB representatives for the Trust Board was reviewed. It was agreed that the vote should continue to take place at the first TB meeting following the AGM</p>
14/08/A5	<p>Membership Recruitment</p> <p><u>Season Ticket Holders</u> The TB did not support mandatory Trust membership for season ticket holders. It was resolved to undertake a stronger campaign to attract non-Trust member season ticket holders by outlining the benefits of Trust Membership.</p> <p>It was noted the Clubs' proposed ticket priority sales system, may result in a demand from non-Trust member season ticket holders to join the Trust. The OWG is to co-ordinate a campaign to recruit season ticket holders to Trust membership</p> <p><u>Corporate</u> There are currently 13 Corporate Members and in the past week, a further 5 had declared an interest to join</p> <p><u>Juniors</u> This is an area of significant growth with 380 current members, of which 121 had joined since July.</p> <p><u>Students</u> The University students 'Grecian Society' require PR material for their Freshers Fair at the University in October. MW is to liaise with the Society on the students return.</p>
14/08/A6	<p>Bucket Collection - 2nd Sept 2017</p> <p>All TB members were asked to participate in the Bucket Collection on behalf of the Trust at SJP on 2nd Sept 2017.</p> <p>ED will continue her efforts to recruit 20 volunteers for this event.</p> <p>The TB will take soundings on what Members would like the proceeds of the collection (est. £500) spent on. It is felt that such a move would help engage members to participate in collecting on the day.</p>
14/08/A7	<p>Date for Strategy Away Day</p> <p>NH offered to assist the Secretary by creating an on-line ballot to secure individuals available dates for an away day.</p>
14/08/A8	<p>Reports from Working Groups including Action Plans</p> <p>i <u>Finance & Governance</u></p> <ul style="list-style-type: none"> • The FGG papers relating to the previous meeting had been circulated. • The Club P & L and levels of cash are currently looking healthy as a result of recent transfer activity & play-off monies • The Club Budget was expected to be approved this week. • It is anticipated the Trust Budget will be tabled at the Sept. TB meeting <p>ii <u>Ownership</u> The Ownership Group meeting was scheduled to take place on 22nd August.</p>



	<p>The matter of Share Ownership will be an agenda item.</p> <p>iii <u>Community</u> No meeting held</p> <p>iv <u>Communication and Engagement</u> Report on Communications and Engagement Group (CEWG) activity together with the Draft Minutes of Meeting – 13th July 2017 had been circulated</p>
14/08/A9	<p>Part B Summary</p> <p>The TB reviewed its joint meeting with the Club Board regarding the Club Business Plan</p> <p><u>Club Audited Accounts</u> The TB agreed it required the CB to produce a fully audited set of accounts. FGG was asked to consider whether the Trust should pay for this and make a recommendation to the TB. The consideration to include looking to see if any precedent has been set regarding this matter, since the TB first required the audit.</p> <p><u>Governance manual</u> Work is continuing to finalise the Governance manual and the Mem. & Arts. The Joint Governance Group are expecting to meet again in October.</p>
14/08/A11	<p>Any Other Business</p> <p>PH – Currently exploring shared services including HR/IT/Marketing & Accountancy across the Trust, Club, Academy, City Community Trust. The TB were in favour of all the appropriate options being analysed.</p> <p>NLeM – expressed his concerns at the apparent pricing and ‘profit margins’ strategies that are in place in the catering/bar sections of the Club. PH agreed to understand and explain the terminology used and the basis of staff bonuses re Bars</p> <p>There being no other business the meeting closed at 9.40 p.m.</p>
14/08/A12	<p>Date of Next Meeting</p> <p>The next Trust Board Meeting is scheduled for Monday 11th September 2017 @ 7.30 pm</p>