

Trust Board Meeting Minutes – Part A

19:55 – 9th January 2014, St James Park –Courtney Room

Trustees Present:

Laurence Overend (LO), Martin Weiler (MW), Paul Farley (PF), Peter Holding (PH), Neil Le Milliere (NLM), Elaine Davis (ED), David Hitt (DH), Peter Martin (PM), Richard Clutterbuck (RC); John Kanefsky (JK)

Officers Present:

Alice Cooke, Andy Beer, Nick Hawker

Guest:

Linden Bray

A/01 Apologies

There were no apologies.

A/02 Approval of Minutes from the 4th November 2014

Acceptance of Minutes

Proposed by: Martin Weiler

Seconded by: Peter Martin

Carried

A/03 Actions Arising from the Previous Meeting

i. Adrian Hitchcock assistance

MW noted that he had not heard from member Adrian Hitchcock on his thoughts on how he might help with capital projects and in particular any ground redevelopment project.

ii. On-Line Club Shop

NH explained that he was assisting Justin Quick in the delivery of this service but was waiting for introductions to partners who were providing technical services.

A/04 Reports from Sub-Boards & Working Groups

i. Finance & Governance

a) Club Board Directors Re-Appointment

LO noted that both Julian Tagg and Paul Morrish were due for re-appointment (or not) to the Club Board. They were obliged to provide written details of their achievements, etc. before the Club AGM for the TB to consider and decide upon the appropriateness of re-appointment.

MW asked if the TB would need to meet prior to the Club AGM to make this decision but LO noted that there was no obligation for this if the written statements were satisfactory. However, they would both, if requested, be obliged to attend a TB should that be the preferred route.

b) Tamsin Braund

LO and the Trust Board wished to record their thanks to Tamsin, recognising and appreciating her assistance in providing the Trust Year-End Accounts.

RC noted that there was an invoice to settle in respect of this (circa £3700) .

c) TB Finance Officer

RC informed that new 'Finance Officer', Mike Braund, had made progress in relation to the bank reconciliations. NH would pass on to RC the latest statements collected from reception that evening.

It was noted that Mike Braund had not been formally appointed.

Proposal to appoint Mike Braund as Trust Board Finance Officer

Proposed by: Neil Le Milliere

Seconded by: Richard Clutterbuck

Carried

d) Cash Flow

PH noted that the Cash Flow meetings were proceeding and that their performance looked healthy.

e) Governance

NLM asked that NH distribute to the TB the names of those Trustees due for re-election this year.

f) Proceeds from the sale of Matt Grimes

LO noted that this potentially placed the Trust in a vulnerable position since it might remove the incentive for new members to join.

MW noted that this was a 'nice problem to have' and commented that the Club should secure adequate reserves but also that the Trust should be repaid its loans.

PF suggested that reserves should be set aside to avoid the use of Season Ticket income during the summer and that the trust should seek repayment of the £800k loan of some time.

PF and ED agreed that in many respects nothing had changed. There was still a requirement to grow membership and raise funds. Both LO and NLM noted that the key role of the Trust was 'Governance & Influence' and that this was apart from raising funds.

DH noted that it was important to protect the income and that a specific proposal for its expenditure should be driven by a detailed business case. There was no need to rush.

(Noted: AC left the meeting at 20:30)

g) Trust Debt to Club

PH noted that the Trust appeared on the Clubs debtor list to the tune of (circa) £600. NH said that he would investigate this.

Action: NH to determine nature of Trust debt to the Club.

ii. Membership & Ownership

a) Food Bank

ED proposed to follow up on collection for the local food bank on a match-day. This was something that Plymouth Argyle had recently done.

b) The Grecian Grand

ED detailed the thoughts of a member in respect of a scheme that might be called the 'Grecian Grand'. This would be where £100k would be raised (in multiples of £1k) in order to have funds to lend the Club in times of need.

MW suggested this was considered alongside other possible schemes and noted that it was important we did not 'over-do' fund raising.

c) Targeted Volunteering

ED wants to record a database of volunteers and skills. It was viewed however that this would be more meaningful if we understood the skill shortage the Club currently suffered from.

Action: AC to follow up on what skills the Club currently required but lacked.

d) Lottery

PM spoke about 'Club Draw' – a lottery scheme being proposed. ED had spoken with Everton football club who were very pleased with its performance – however, she did note the significant resource that Everton assigned to it! There did appear to be however, a lot of good feedback from other sources.

e) Membership Cards

The recent Trust 'giveaway' of programmes highlighted the issue of many members not having a membership card. NLM reminded the TB that it had previously voted to issue them. MW noted that a business case was required to ascertain the cost and issues of reintroducing their availability.

Action: ED to follow this up.

f) Trust Strategy & Vision

DH presented papers on the Trust Strategy and Vision statements that were to be closely aligned to the Clubs. After some debate the following was decided:

Our Trust and Club Vision

To be an outstanding Trust owned community Club playing football at the highest sustainable level

The Mission of the Trust and Club is to deliver our vision through

- Sporting excellence
- Developing home grown academy talent
- Actively engaging with our members, supporters and the wider community
- Delivering viable financial performance within an integrated business strategy

Proposal to accept this 'Vision' statement

Proposed by: Elaine Davis

Seconded by: John Kanefsky

Carried

In terms of the Trust 'strategy' it was agreed that the group leads would provide additional targets to DH that he would consolidate and feedback to the next TB meeting.

Action: PF, PH, AC and ED to feedback group targets to DH.

iii. Community

a) Current Initiatives

- World War Two memorial;
- History Group;
- Change to Club Articles to advance 'social enterprise' status.
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b) St James Forum

MW noted that the St James forum was setting up a Community Trust to help finance various projects and suggested that the Supporters Trust should become corporate members (as were the Club itself).

It was agreed that that JK would represent the Trust at the St James Community Trust.

Proposal to purchase 100 shares at £1 each in the St James Forum Trust

Proposed by: Martin Weiler

Seconded by: Paul Farley

Carried

iv. PR & Communications

a) WEB Site Biographies and Photo's

It was noted that not all TB members had their photos or biographies on the Trust Website.

Actions: PM, MW and AC to provide photos to AB;
DH to provide photo and biography.

b) Comms in General

LO requested that all Trust related comms are issued via AC and/or AB.

DH noted that a 'Comms Group' was being set-up to look at process and strategy.

A/05 Any other business

i. Fans Forum

ED commented that there should be a 'fans forum' before the end of February and made suggestions as to its nature. More information would be forthcoming later.

ii. Edward Chorlton

Edward Chorlton had written to the Trust asking that we correct an issue with the Trust statement at the time that he left the Club. A segment of the original statement read:

Following the announcement on Friday 25 July 2014 that Edward Chorlton OBE has stood down as Club Chairman, the Trust would like to acknowledge his work for the Club over the last 4 1/2 years. In particular his involvement in **securing the lease** on the Fountain Centre is likely to prove a significant legacy. Mr Chorlton also drove forward the fair play agenda with the Football League, as a result of which the Club recently received the Respect and Fair Play Award.

The TB agreed that the wording should be amended to (see words highlighted in red) **'securing the ownership'**.

Following the announcement on Friday 25 July 2014 that Edward Chorlton OBE has stood down as Club Chairman, the Trust would like to acknowledge his work for the Club over the last 4 1/2 years. In particular his involvement in **securing the ownership** on the Fountain Centre is likely to prove a significant legacy. Mr Chorlton also drove forward the fair play agenda with the Football League, as a result of which the Club recently received the Respect and Fair Play Award.

iii. Living Wage

NLM asked that LO should follow up on the Club's situation with respect to the 'Living Wage' initiative.

Action: LO to raise with the Club Board.

iv. Trust Logo on Team Shirts and Steward's Jackets

An enquiry as to whether the Trust logo might be displayed on the Club shirts was currently with the Football Association.

Justin Quick had requested that the logo also be displayed on the steward's jackets and that the Trust might like to finance the purchase of new ones (as we did the ball boys & girls).

ED would update further at a later date.

v. Cardiff City

MW commented on and congratulated the Cardiff City Trust who had campaigned to reinstate their traditional blue shirts. This had come to a successful conclusion and he requested that we send a letter of support and congratulation to them.

Action: NH to send letter to Cardiff City expressing our congratulations.

vi. Linden Bray – co-option as Trustee

PM introduced the TB to Linden Bray who had been proposed as a co-optee to the Trust Board specifically to represent our younger membership.

Proposal to co-opt Linden Bray as a Trustee

Proposed by: Peter Martin

Seconded by: Neil Le Milliere

Carried

A/06 Date of Next Meeting

Wednesday 4th March 2015 – 19:30

The meeting closed at 22:00.