



We own our football club

Exeter City AFC Supporters' Society Limited

Trust Board Meeting – Thursday 10th March 2016

19:30pm, St James Park – Courtenay Room



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Exeter City AFC Supporters' Society – Trust Board Meeting

1. Trust Board Meeting Agenda

Agenda (Part A)

- | | | |
|-------------|--|------------------|
| A/01 | Apologies | Secretary |
| A/02 | Minutes from last meeting – 28 th January 2016 | Chair |
| A/03 | Matters arising from minutes | |
| | i. Supporter Club assistance from Club Board | |
| A/05 | Reports from sub-boards and working groups | |
| | i. Finance & Governance | Peter Holding |
| | ii. Trust Ownership & Membership | Elaine Davis |
| | iii. Community | Paul Farley |
| | a) 'Trust application to join Exeter Dementia Action Alliance' | Martin Weiler |
| | iv. PR & Communications | Alice Cooke |
| A/06 | Any other Business | |
| | i. Members Questions | |
| | ii. 'Red or Dead' Priority Status | Neil Le Milliere |
| A/07 | Date of Next Meeting | |

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2. Trust Board Meeting Minutes – Part A

20:15 – 28th January 2016, St James Park – Tribute Room

Trustees Present:

Laurence Overend (LO), Martin Weiler (MW), Elaine Davis (ED), Paul Farley (PF), Richard Clutterbuck (RC), Peter Martin (PM), John Kanefsky (JK), Paul West (PW)

Officers Present:

Nick Hawker (NH), Andy Beer (AB)

Guests:

Clive Matthews; Rod Lethbridge

LO reported that he and NH had attended a meeting of Yeovil Town supporters, where it had been unanimously agreed that they would form a Trust. The Board congratulated the Yeovil supporters on the formation of their Trust.

A/01 Apologies

Apologies were received from –Alice Cooke & Neil Le Milliere

A/02 Minutes of last meeting – 26th November 2015

Proposed: Peter Martin

Seconded: Martin Weiler

Carried

A/03 Matters arising from minutes

- i. **Paul Farley to retrieve confidential Trust papers from Richard Knight**
PF confirmed he was pursuing the papers.
- ii. **Paul West to provide WEB site with biography**
Completed
- iii. **Laurence Overend to meet with Alice Cooke, Andy Beer and Peter Martin in respect of updating the Trust WEB site**
PM has passed on the information to Martin Lawrence who has updated as much as possible for the moment.
- iv. **Peter Holding to 'express a view' on the Club's cash flow statements**
No further action required.
- v. **Elaine Davis to speak with Justin Quick around the lighting to the external area of 'the Park'**
Lighting has been looked at but concern that it still may not be working correctly.

A/03a Clive Matthews

Clive was proposed as a cop-opted Trustee by ED and seconded by JK

Carried.

A/04 Reports from sub-boards and working groups

v. Finance & Governance

JK stated that the gates committee would report back to the Club Board tomorrow with its new pricing strategy for season 2016/17. IT was also confirmed that an option to join the Trust would be included with the Season Ticket letters.

It was confirmed that pay-on-the-day concessions would commence at 65+; season ticket holders would commence from 60.

LO presented papers from the Joint Board Governance Group. Agreement covers reserved matters. He would like to get the agreement approved at the next TB meeting. Any feedback should be provided via e-mail.

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vi. Trust Ownership & Membership

(a) Ground Signage Project

DH presented samples of possible new signage options for around St James Park promoting jointly the Club and Trust. Feedback was provided around colour combinations and in particular, the nature of a joint Trust and Club badge. DH would review feedback and provide the same to the designers.

(b) Membership Engagement

NH explained that the planned away had not taken place in favour of the attendees instead assisting with the urgent reconciliation of the Liverpool away tickets. NH also observed that had the meeting gone ahead it would not have been quorate. He suggested reconvening but instead over a single item agenda meeting one evening (TBC).

(c) ED advised the Board that as a result of the Liverpool cup tie the Trust had obtained 450 new members.

vii. Community

(a) Payment of Peter Robinson – Photographer

PF (Community Group Lead) proposed payment of £500 for photographs of the OGS taken by re-known FIFA photographer Peter Robinson. The proposal was carried.

(b) Heritage Lottery Fund project

PF confirmed that the University had applied for a grant which would help create artwork that would decorate the under-croft of the new grandstand if it was successful.

(c) Grecian Archive

PF advised that the archive was being added to all of the time. People should visit the WEB site.

(d) Meeting with Dementia Group

MW advised that a meeting had been held.

viii. PR & Communications

NH advised that he would be speaking with the Grecian Groups in respect of data protection requirements in the effort to open up additional data to the Club for use with marketing and promotion.

A/05 Any other Business

i. Proposal for the Trust Board to make a donation to the Cumbrian Flood Appeal

ED confirmed that the Club had agreed to donate £250 to the appeal, which the Trust would match, and that it would be presented at the start of the forthcoming match with Carlisle United.

ii. Supporters Club Travel

PM reported that the Supporters Club had made a significant loss in respect of away travel to Liverpool. This was as a result of many people not turning up for their coaches. Many left half full. It was agreed that the Club should be asked to assist.

A/6 Date of Next Meeting

TBC

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3. Finance Group Report

Trust Finance Update – March 2016

Account balances

- Main account £25,655.28 (£69,514.00 has been moved to a 32-day notice deposit account)
- LUTP £6,902.09
- OGOC £1,302.42

Working Group remaining budgets

- Ownership £140.00
- Community £291.85
- Finance £1,000.00

Signage project

A payment for stage 1 design work has been made to Toucan (£885.00 against a total project budget £5,000.00).

Unbudgeted expenditure

Unbudgeted expenditure for the financial year to date is £6,887.90.

This figure includes the £885.00 signage project payment mentioned above as although this was approved by the TB, it wasn't included in our original annual budget. As the total agreed budget for this project is £5,000.00, a further £4,115.00 could be added to the total unbudgeted expenditure although it may not all fall into the 2015/16 financial year.

Appointment of a new Trust accountant

Before the TB meeting on 10th March, Pete Holding and I met with our proposed new accountant, Simon Gould, and existing auditor, Stephen Bright, to agree a strategy for the year end account preparation and sign-off.

Simon was recommended by Stephen as they have worked together on a number of accounts in the past.

Auto enrolment

We are now compliant with Workplace Pension Reform legislation. Certification of our compliance must be reviewed and resubmitted at least every 18 months and if there are any changes in our employee numbers or composition.

Ownership			Community		
Date	Description	Amount	Date	Description	Amount
01 June 2015	Opening balance	1,000.00	01 June 2015	Opening balance	1,000.00
06 August 2015	A boards	-150.00	24 June 2015	Brazil panels	-100.00
#####	Freshers Stall	-210.00	#####	Display cases	-120.95
19 February 2016	"I'm in" t-shirts	-500.00	#####	WW2 memorial deposit	-320.00
			#####	FIFA visit hospitality 25/09/2015	-19.20
			#####	FIFA visit hospitality 19/11/2015	-24.00
Balance		140.00	07 March 2016	Scanner	-124.00
			Balance		291.85
Finance			OGOC		
Date	Description	Amount	Date	Description	Amount
01 June 2015	Opening balance	1,000.00	01 June 2015	Opening balance	1,978.76
			28 July 2015	OGOC tournament referee fees	-160.00
Balance		1,000.00	28 July 2015	OGOC tournament registration fees	54.00
			28 July 2015	OGOC tournament trophies	-70.00
			28 July 2015	OGOC tournament balls	-60.00
			06 October 2015	OGOC anti-discrimination board	-117.84
			18 February 2016	Football v Homophobia t shirts etc	-322.50
			Balance		1,302.42

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4. Ownership & Membership Group

Apologies

Andy Bratt, David Hitt, Paul West, Neil le Milliere, Pete Holding, John Kanefsky.

Present

Pete Martin, Dave Treharne, Martin Lawrence, Bernadette Coates, Clive Matthews, Frank Sealey, Nick Hawker, Andy Beer, Elaine Davis (Chair)

1. Minutes of meeting held on 25th January 2016 accepted as a true record.

2. Matters Arising

(6) Review of Constitution – The Act has changed from IPS to a Community Benefit Society, changes were mainly in terminology & tightening up loose phrases. Legal advice was sought & our revised constitution is now ready to go to the FCA.

(7) Correction, Pete Martin named as the volunteer who has given Martin L the list of items needing to be updated on our website.

SD AGM – Dave Treharne

Circulated a paper, “ A Trust is an organic, ever- changing entity” outlining developments in ECFCST since 2000, the basis of our address on Sat 16th July. 4 Areas suggested, to be delivered by 4 different Trust members – different points of view, “warts & all” appraisal in contrast to last year’s address.

To include - 1. Starting the Trust – why? Poor management, financial difficulties, ground redevelopment & the catalyst for Trust take over.

2. Managing the Club – realities of the day to day tasks with Trustees who can give a limited time.

Problems separating & then managing the different functions of Club & Trust.

3. Evolution. Replacing originators of the Trust, deciding on subsequent aims & direction for both Club & Trust. Danger of the, “over mighty subject” for both parties.

4. Building a new model, development to suit changing times & needs of the Club.

Each to last 7 minutes leaving 32 minutes for questions.

ED asked colleagues to consider volunteering to do this or to suggest a colleague who had experienced past events to do so & feedback by email or at the next meeting. She asked DT if he would take number 1 & he agreed.

It was suggested that , once prepared, we have a “dry run” perhaps at a Forum.

DT & PM to book our slot at the conference.

All thanked DT for this excellent start.

Signage - Elaine Davis for David Hitt

ED reported a slight delay as Julian Tagg is consulting FITC to ensure they are represented somewhere in the developing logo.

Directional signage agreed by Trust & Club boards & will proceed though

Liverpool & holidays have hindered progress.

3. Membership - Frank Sealey

Total membership now 3370, an increase of 28 since last month.

Some discussion of acknowledging 3+ years of continual membership, will be part of the TB’s re-engagement work on 17.3.16.

Match day Trust Stall in Red Square is good to raise awareness, many of the new members join at the Stall.

DH has updated the information that goes into the new member’s pack.

Laurence Overend has updated the Chairman’s letter “ “ “

Ex player Sean Devine, home from New Zealand, has joined the Trust & is keen to make a contribution to the Club.

4. Recruitment & Retention – Nick Hawker

Trust Away Day postponed & TB moved en masse to Grecian Centre to help with Liverpool tickets. New date is Thursday 10th March, 6.30 – 9.30.

5. Review of Trust Constitution

Nick Hawker for John Kanefsky (As per notes in Matters arising above.)

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6. Communications Group – Bernadette Coates, Andy Beer

Web Group hasn't met recently as key member Joe Hibberd has been out of contact.
Communications strategy ie. everything to Alice Cooke, has broken down.
Content arrives on website in different ways, often bypassing Alice.
70% current content comes from History group – no editorship evident.
ED to contact Alice Cooke - suggest a strategy meeting to include AC, BC, AB, ML & Oliver Roderick.
Monthly newsletters reinstated & they look good.
Trust website went down for a few hours, Lez Miller is the contact if this happens again. Google analytics currently not working.
Suggestion that we launch a (leavers?) survey to inform the re-engagement & retention work.

7. Fans Forum – Pete Martin

Our last Forum was judged to be a success, 77 attendees. Players were relaxed & stayed well beyond their allotted time & were unchaperoned – a measure of trust in the Trust? LO was complimented on his interviewing skills,
A good format & the pizzas were a great success.
Date & theme of next Forum?

8. End of Season Awards – Andy Bratt

In Andy's absence ML volunteered to contact Simon Hayward re Young Player of the Year. Other award items carried forward to next meeting.

9. OG Discussion – Elaine Davis

A brief discussion on what to do with OG artefacts when we have a date for redevelopment to begin.
Suggestions – Last Stand party, auction of items, OG Season ticket holders to be offered their seats, items selected by History Group for retention/decoration of new stand, catalogue of items to be saved to be compiled – Paul Farley & ED.

10. Volunteers' Party

General discussion in AB's absence – agreed the ideal would be to have a Pizza, a drink & the players in attendance – ALL AT THE SAME TIME – unlike last year. Carried forward.

11. AOB

Shares – Dave Treharne, there may be a "3rd way" to get to the 90% share holding, suggested by Justin Quick – to close the current company & open another - renamed – this would deal with the problem of untraceable shares/share owners. Carried forward.

TB membership cards Frank Sealey, the wording is not consistent as cards of different ages have different wording. Preferred wording agreed, FS to action change where necessary.

Data protection – Martin Lawrence

Progress? Nick Hawker has provided wording necessary for next version of Trust membership form, it will be used across the Club.

12. Date of next meeting , Monday 11th April, 6pm.

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5. Community Group

Minutes of Community Group: Monday 1st February 2016 Exeter City Football Club 5:50 to 6:20

Present: Paul Farley, Martin Weiler, Nick Saunders, Phil Bater, Mike Cooper, Mike Roach, Julian Tagg

Apologies: Richard Knight

Meeting commenced at 5:45

Minutes and matters arising

The minutes of previous meeting were agreed and all matters arising are dealt with in this meeting

History Group/ Archive update/HLF bid

Interns led by Will Barrett are working on a number of projects in archive, Map, A to Z (because of the technical problems with formatting this is an onerous task) Collections improvements are being made and all should be updated in the coming months. There is a great deal that is not public.

Liverpool pictures are at [Liverpool photos](#)

Squad photos are near completion. [Squad photos](#)

Ground development photos are being added [St James Park](#)

All reported in separate History group.

Two further funding awards are in with Exeter University, 1, 19th February Player and fan interaction, 2, Old Grandstand, a further award is pending and we will hear in March if this is successful

Date of formation consultation will go out in next week

Richard Pym has loaned Dick Pym's collection to us. We will seek funding to do up box like the Alan Banks box and Arnold Mitchell box.

Peter Robinson will be photographing at club before re-development. [World-cup-25-of-the-best-photographs-ever](#)

Annual Forum of History group will be 4th May at 7:00pm all are welcome,

Programmes **Help** needed to finish archiving our collection 1946 to 1996 is completed, next stage to see what ones are missing.

Senior Reds Update

Programme of events for remainder of season has been sent out and includes Simon Hayward academy manager and ECFC ladies captain.

Angela Ellicott skittles Phil Wright is organising team 7 teams at the moment hoping for 8

GGF Update

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We will continue to encourage all groups to engage and this will always follow community meeting.

OGOC Update

Football V Homophobia designated game is Newport home on 20th February.

Meeting with Local dementia alliance has taken place.

MW is to go to Beacon Heath to follow this up with a talk

Woman's Aid pledge board is up in Red square as requested.

PF to meet up with local group late February

FITC update

Stunning and flourishing, increasing its work with NCS. Growing at a great pace, turnover is increasing at a rapid rate.

Memorial

This should be in place late February.

ECFCDSA

Accessibility at training ground for volunteers is being assessed and changes if necessary and possible will be made.

Level playing fields event April 16th at Northampton

Meeting with ex-servicemen is proposed

Code of Practice

The club has made the standard for the code of practice on inclusion and equality, to meet some of the demands of this it is proposed that the club does a survey the last one was done in 2006. Pete Martin has provided this and the results, it was agreed an updated version will be done.

Report from houses of parliament visit

PF talked about the meeting a report is on the SD site.

Meeting finished at 6:25

Next meeting will be at

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6. EXETER CITY HISTORY GROUP COMMITTEE

Notes of meeting held on Monday 25 January 2016

Present: Will Barrett, Brian Carpenter, Paul Farley, Gabriella Giannachi and Martin Weiler

Apologies: Lewis Jones

1. Business matters

Priority strands of work on the Archive include:

- i. uploading the A-Z player biographies
- ii. uploading the Uzzell collection

It was agreed that when particular strands are completed this should be publicised and celebrated.

There will be a regular Grecian Archive feature in the match programme next season featuring the 'biggest games' played at St James Park.

Will agreed to:

- i. Draft an inventory schedule to record deposits made with the History Group (**Brian** agreed to review this). This will include who made the deposit, the nature of the deposit, ownership status, progress with archiving and where being stored. Insurance and copyright issues should also be covered.
- ii. Draft a schedule of work to guide future priorities for the Archive
- iii. Explore an oral history section in the archive
- iv. Explore the transfer of the Grecian Voices You Tube and Grecian Film material
- v. Confirm which students want to continue as interns next year so that spare places can be advertised.

The Committee was delighted that the Archive had stimulated interest from the Devon Family History Society which intends to publish relevant articles in their magazine. **Paul** agreed to follow this up.

We have also been contacted by the 'Meet and Remember' Club at Beacon Heath who are interested in working with us on memories of Exeter City. An initial meeting took place today.

2. Impact projects

The Committee were delighted that 'Impact' funding from the University had been awarded for two further projects.

- i. Past and present player interaction with fans and community

The workshops are planned for Friday 19 February.

Gabriella is leading on this and agreed to seek University ethics approval.

- i. The Old Grandstand

Work is now underway on compiling a list of participants who are happy to contribute their memories of the old Grandstand. **Will** is leading on this.

A bid for a third project has been submitted. This is aimed at improving our ability to 'unlock collections'.

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3. Heritage Lottery Fund Bid

The University has submitted a bid to the HLF for a project to document, preserve and share the history of St James Park. We hope to hear the outcome of this by the end of March. Gabriella was thanked and congratulated for the immense effort that had gone into the submission.

The Supporters Trust is planning to make a follow up bid for a Heritage Centre and museum at the Club. This may be phased with inventory work, conservation and storage as a first stage.

The Supporters Trust will also be considering the early engagement of a photographer to start work on a photographic record of the stadium as it now stands. **Martin** will contact Liverpool about access to the photos of the ground they published in the replay programme.

4. Deposit of Archives with the Devon Heritage Centre

Work was still on going to gather the Club, Trust and FitC records that will be deposited at the Centre. In the meantime it was agreed to proceed with other deposits including:

- i. One Game One Community Group records
- ii. Paper deposits held in the Archive store (eg Fanzines, scrapbooks).

Brian confirmed that upon receipt these would be catalogued and receipted.

5. Date of formation of Club consultation

The background paper on the date of formation of the Club had now been considered by the Trust and Club Boards. **Martin** will now prepare a consultation document for publicising and inviting comments during February.

6. Hall of Fame

Paul has discussed a process for making further additions to the Hall of Fame with the Club's commercial team. **Paul** agreed to pursue this with a possible timescale of pre-season for the next induction event.

7. Project updates

- i. **WW2 Memorial**
This has been constructed. **Paul** to follow up re delivery and installment.
- ii. **Banks and Mitchell Boxes**
Photographic displays taken from the Mitchell and Banks collections have been put up in both boxes. **Will** to seek professional advice on the best way to display objects (ball, boots and caps).
- iii. **1914 Ball**
It was agreed to keep membership of the Committee under review. The Committee would continue to communicate with the wider History Group and look to increase membership of this. We are delighted that several Group members have agreed to provide specialist advice to the Committee. The annual History Group Forum has been set for Wednesday 4 May, 2016.

Paul and Will agreed to review the draft Terms of Reference and circulate these to the Committee for comment. These will then be submitted to the Supporters Trust for approval.

8. Grecian Archive

Excellent progress continues to be made in adding items to the Archive website. We are particularly grateful for the work of a team of student interns from the University who come to the Club each Monday during term time to work on the Archive under **Will's** guidance. It was suggested that this work could be featured in a programme article.

The Group have been given a ball from the Argentine leg of the 1914 tour to South America. Aidan Hamilton has been interviewed about the ball and a further interview with Dick Pym's grandson is planned. A 3D

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image of the ball is on the Archive website. Wider publicity will be given when all items relating to this are on the website.

9. Notes of the meeting held on 28 September 2015

Agreed

10. Matters Arising

Aidan Hamilton has advised that he is happy to start research on football at St James Park from the 1890s.

11. Any Other Business

The Committee noted the historical significance of the length of service and number of games managed by City's manager Paul Tisdale.

12. Date of next meetings

Committee - Monday 18 April 2016 7pm

History Group Forum – Wednesday 4 May 2016 7pm

7. 'Red or Dead' Priority Status

I took on responsibility for Red or Dead some years ago after it had floundered really badly and I picked up the pieces and tidied up and finished off the whole thing and was responsible for administering all the remaining monies and then also sorting out the scrolls of honour for both Red or Dead and the Last Grandstand fundraisers. I was not however involved in giving priority status to all the pledgers and I am not sure who did this and not sure whether it is worth chasing down now, one to be decided later I guess.

There are three elements to the current issues.

Firstly there has been an ongoing request over a number of years from the participants in one particular Red or Dead to give them all priority status for that pledge and in this case it is six individuals for one pledge which is very unusual and I am far from certain we have ever extended priority status for one pledge to more than two people but I would need to do some work to establish this the truth of this. You can see the upshot of the correspondence below and Kirsty and her husband had a chat with me last night at the game and of course hadn't realised the can of worms that they have potentially opened.

Secondly on trying to establish who was already on the database as holding Red or Dead priority status to try to see how many people were perhaps joint pledgers I discovered that whoever uploaded the Red or Dead pledgers decided to, or made the mistake of, granting Red or Dead priority status to all or most pledgers rather than those who completed their pledges. There are 348 people on the Club's database with Red or Dead priority status which is less than the total number of pledgers but this can be explained in a number of ways such as people making more than one pledge; people making a pledge that are not on the club database (now or previously perhaps); and companies or groups making pledges with no associated individual's name. There may well be other reasons.

In case you don't remember the Manchester United matches changed lots of peoples' attitudes towards the Red or Dead scheme and some 144 pledgers then (or had already) decided against completing or had not managed to complete their pledges in part or at all. There were 260 that did complete them. I am not even sure how many people know they have the Red or Dead priority status and there may well be people who have it but don't know as if they did not complete their pledge they may have no reason to think they have it. I have not gone through the whole list yet but have already managed to easily identify three people that I personally know did not complete their pledges at all yet are on the database as having Red or Dead priority status.

Lastly having consulted a couple of people, Nigel Banks and Frank Sealey firstly, and sounded one or two others out I think there is a strong case for setting a date for the expiry of Red or Dead priority status and this would also get round the two issues described above so is perhaps the way to take this forward. However we really need to be aware of what was said about awarding this status and whether there was ever an intention that it should be open-ended.