

## Trust Board Meeting Minutes – Part A

12<sup>th</sup> December 2016, St James Park – Courtenay Room

### Trustees Present:

Martin Weiler (MW) (Chair), Elaine Davis (ED), Paul Farley (PF), Clive Harrison (CH), Peter Holding (PH), John Kanefsky (JK), Neil le Milliere (NleM), Pete Martin (PM), Matt Phillips (MP), Paul West (PW)

### Officers Present:

Steve Chudley (SC)

### A/01 Apologies

Alice Cooke (AC), Sean Devine (SD), Laurence Overend (LO)

### A/02 Approval of Minutes from the 14<sup>th</sup> November 2016

**Proposed:** Neil le Milliere

**Seconded:** Pete Martin

**Carried**

### A/03 Matters Arising from the Previous Meeting

**(i) FECRACE beer glasses**

Payment of the invoice had been delayed but this was now progressing.

**(ii) Carol Service**

The Club wished to record their thanks for SD's contribution to this event.

All other Matters Arising were considered under the relevant Agenda Item.

### A/04 Trust Secretary

MW said that he and Nick Hawker had interviewed an excellent candidate and recommended his appointment. He would bring a wealth of experience and good advice to the TB.

PF stressed the importance of issuing formal contracts and undertaking appropriate background checks on this appointment (and any other employee of the Trust).

Proposed that this appointment be agreed and that they (and also the Membership Secretary) should be given formal contracts at the National Living Wage; SC and PH to arrange. An announcement of the individual should be made as soon as the various employment procedures had been completed.

**Proposed** John Kanefsky; **Seconded** Pete Holding. **Carried** unanimously.

### A/04 Fans Forum

The OWG had reviewed the recent Forum and their conclusions (set out in their Minutes) were discussed. It was agreed that these events needed to be more crisply run, ideally with a MC and ensuring that questioners used the roving microphone.

It was proposed to hold four Forums in 2017, including an open discussion led by supporters' concerns in February and subject to consultation one at the Cliff Hill Training Centre in May.

It was agreed that future events should be filmed by the TB (Scott Palfrey to be approached) and that clear advance notice and a message at the entrance make this clear. No other filming was to be permitted. CEGW to produce a protocol for approval at the next Meeting.

#### **A/05 Trust Board Away-day**

To be planned for a suitable Sunday in March; focus on priorities for the year ahead. JK to canvas dates.

#### **A/06 Safeguarding**

PF said the TB, as a group and individuals including Officers and members of Working Groups, needed to be minded of their responsibilities relating to safeguarding, in addition to those undertaken by the Club who had over 400 individuals employed or volunteering in different roles. A suitable section should be added to the Membership and Conduct Policy.

CH raised the issues of photographs of children; clearance from parents was always essential for their use in social and other media. The TB should give advice to Members and Officers on this aspect.

#### **A/07 Reports from Working Groups**

##### **(i) Finance and Governance Group (FGG)**

Richard Clutterbuck had resigned from the Group because of work pressures.

The FGG were satisfied with the Club's financial position in relation to Management Accounts and Cashflow.

Work was ongoing on the club's possible purchase of OTR and FGG would advise the TB of any issues that need their consideration.

PH would circulate the Club's final Budget for formal TB approval. In the future this would be prepared earlier.

PF noted that the Club's accounts were to be presented at the AGM that week. The Trust should insist on seeing more detailed accounts, not the abbreviated ones, and publish these.

**Proposed** by Pete Holding and **Seconded** by Neil Le Milliere that the TB agree the actions proposed above. **Carried** Unanimously

##### **(ii) Ownership Working Group (OWG)**

JK reported on the Meeting held the previous week; the Minutes would be circulated shortly. The meeting of the group reviewing Election Policy being led by John Street had been postponed and the OWG would also pick up this work and the AGM planning in due course, with a view to resolving the future direction in May.

On Corporate membership, Frank Sealey was creating a welcome pack and ED was scoping a date for a launch in the Heritage Lounge in January.

CH had discussed his Family Document, work was ongoing but much depended on the timescale / form of the redevelopment and subsequent allocation of scarce matchday space. The Mansfield game would have a strong family theme.

Membership was slightly down and stood at 3,206. JK would consult Frank Sealey on the position regarding members who had joined prior to the Liverpool game in January. A survey of members was planned for early 2017.

**(iii) Community Group (CG)**

No meeting since the last report.

**(iv) Communication and Engagement Group (CEG)**

The Minutes had been circulated. PM summarised the work being undertaken.

PM said he had been unable to clarify Exeweb's intentions re. website hosting. Other options were being pursued.

As discussed elsewhere, a formal policy on filming and photographing meetings would be put to the TB in January.

**A/08 Gates Committee (GC)**

JK reported the outcomes of the GC meeting on 5<sup>th</sup> December. He would circulate the Minutes once agreed.

Key issues discussed but not reported elsewhere were:

- (i) The possibility of a pre-season tournament of Trust clubs had not been discounted but looked difficult logistically.
- (ii) Numbers and breakdown of non-paying tickets were discussed; these would be monitored closely.
- (iii) Possible re-focusing of Blocks in the Main Stand was discussed. ST holders in Block K would be offered an early move to address issues of mixing with hospitality seats.
- (iv) A paper on ticket pricing during and after the redevelopment had been finalised for the CB Meeting that week.

**A/09 Trust Strategy**

Each Working Group would review its section of the Strategy and all would report to the February meeting.

**A/10 Part B Summary**

Items discussed under Part B (Confidential Items) included:

- (i) That the TB were satisfied with the actions that had been undertaken in relation to the Manager's contract.
- (ii) It was accepted with some disappointment that the detailed Business Plan would not be considered by the CB until their Meeting on 26<sup>th</sup> January with ratification by the TB to follow.

- (iii) The timetabling protocols for the Club Trust Agreement re. the Club consulting the Trust on reserved matters were being progressed.
- (iv) The Trust would produce guidance on the role of non-Trust Board members of Working Groups.

**A/11 Any other business**

**(i) Conferencing Microphone**

**Agreed** unanimously that JK should source a suitable microphone, budget limit £100, and purchase as appropriate.

**(ii) Family Day**

CH outlined the elements of the “goody bag” to be given as part of the Family Day. **Agreed** unanimously that the Trust would contribute £40 to the costs.

**(iii) Ladies Team**

It was noted that the Trust’s sponsorship would in future be non-specific. Agreed that feedback on developments re. the Ladies team would be welcome.

**(iv) Foodbank**

A new push to publicise the Foodbank would be targeted for the game on January 2<sup>nd</sup>.

**A/13 Date of Next Meeting:**

Monday 9<sup>th</sup> January, Courtenay Room.