

**Trust Board Minutes**  
**Meeting held at St James' Park**  
**Monday 9<sup>th</sup> January 2017**

**PART A**

**Trustees Present:**

Martin Weiler (Chair), Elaine Davis, Sean Devine, Paul Farley, Clive Harrison, Peter Holding, Neil le Milliere, Pete Martin, Laurence Overend, Paul West  
 Matt Phillips via an audio link

Officers Present: Steve Chudley, Graham Deasy

Apologies: John Kanefsky

Item No	Item	Action
	The Chairman welcomed Graham Deasy to the meeting. Graham has taken on the role of Secretary to the Trust Board.	
17/01/A1	<b>Minutes of meeting on 12<sup>th</sup> December 2016</b> The minutes were unanimously approved as a correct record. Proposer: Elaine Davis    Seconder: Paul Farley	
17/01/A2	<b>Matters arising</b> <b>A/03(i) FECRACE beer glasses</b> Glasses had been paid for – awaiting delivery  <b>A/05 Away Day</b> It was suggested instead of a weekend away day that the next Board meeting commences at 6.00pm specifically to discuss strategy & action plans for the coming year  <b>A/06 Safeguarding</b> PF was thanked for the considerable amount of time, work & expertise he had given this matter.  <b>A/07 Budget</b> The Club Budget was formally approved.  <b>A/08 (iv) Gates Committee – ticket pricing</b> The Trust Board will need to sign off any pricing recommendation made by the Club Board. It was understood that there is not likely to be a change to prices for the 2017/18 season  <b>All other matters arising were considered under the relevant agenda item</b>	MW to circulate discussion items
17/01/A3	<b>Report from Working Groups</b> <b>A/08 (i) Finance &amp; Governance</b> A report of the F & G Group was tabled. <ul style="list-style-type: none"> <li>• The option of adopting a Corporate Governance Code (CGC) to replace the current Governance Manual was discussed. Matt Phillips stated that the CGC is recognised as ‘best practice’ for a regulated company such as the Trust.</li> </ul> Matt Phillips was asked to make a presentation on the CGC at the next TB meeting and to specifically address: <ul style="list-style-type: none"> <li>• how the code would work for the Trust</li> <li>• is it an appropriate Code for a Registered Society such as the Trust, or are there alternatives?</li> <li>• what sections of the CGC might not be relevant for the Trust?</li> </ul>	MP to present a paper at the February TB meeting.

	<p><u>A/08(ii) Ownership</u> The minutes of the OWG meeting of 8<sup>th</sup> Dec 2016, had been circulated.</p> <ul style="list-style-type: none"> <li>• Corporate Launch – Elaine Davis outlined the proposed format of the Launch day. A date had yet to be finalised.</li> <li>• A Fans Forum to be held in February</li> <li>• Director of the Day – the Board agreed that they could use their discretion in very exceptional cases, to allow winning Directors that were unable to attend to nominate a replacement. Under normal circumstances the usual practice would continue i.e. that the prize would be offered to the next person on the possible winners list.</li> </ul> <p><u>A/08 (iii) Community</u> It was reported that a further Heritage Lottery Bid was in the process of being submitted.</p> <p><u>A/08 (iv) Communication &amp; Engagement</u></p> <p>Trust website – further discussions were taking place re a new host for the Trust website. An offer had been received to update the current website which will be discussed at the next meeting.</p> <p>Match Day Programme - Alice Cooke was requesting items for the programmes for the upcoming Colchester &amp; Wycombe games.</p> <p>Papers outlining</p> <ul style="list-style-type: none"> <li>• A Trust Communications Policy</li> <li>• The Communications Protocol</li> <li>• Terms of reference for the Communications &amp; Engagement Working Group</li> <li>• Quarterly Report Proposal</li> <li>• ‘Ask the Trust Board’ Proposal</li> <li>• Trust Communications Strategy</li> </ul> <p>had been circulated. These were asked to be put as Agenda items for discussion and approval at the February TB meeting.</p> <p>The next Communications &amp; Engagement WG meeting is on 9<sup>th</sup> February 2016.</p>	
17/01/A4	<p><b>Membership visualisation</b> – a paper by Matt Phillips had been circulated on data analysis &amp; visualisation. MP asked for access to the Trust Membership database in order that information may be gleaned and presented which could be used to (among other reasons) :</p> <ul style="list-style-type: none"> <li>• Instigate targeted marketing campaigns</li> <li>• Gain a greater understanding of the Trust’s members</li> </ul> <p>The TB supported this request in principle, but first wished to be re-assured that:</p> <ol style="list-style-type: none"> <li>1. any permission would not breach data protection regulations</li> <li>2. the proposed system is risk-free of any potential information breach</li> </ol> <p>It was asked that MP obtained guidance from Trust member Martin Lawrence, a professional Data Protection Officer.</p>	

17/01/A5	<p><b>Family</b></p> <ol style="list-style-type: none"> <li>1. Soccer Santa Day (Mansfield home game)– well supported day. Congratulations to all concerned.</li> <li>2. Ticket pricing – Family area yet to be designated for 2017/18</li> <li>3. The use of the Grecian Centre or other spaces in SJP as a Family Room was being looked into</li> <li>4. It was noted that Adam Hay had been appointed as Retail &amp; Ticketing Manager</li> </ol>	
17/01/06	<p><b>Review of Trust Strategy</b></p> <p>Working Groups to report back at February meeting</p>	
17/01/07	<p><b>Part B Summary</b></p> <p>The Trust Board were pleased to note the improvement of on the field results including consecutive home wins. It was agreed that a routine review of performance-on-the-pitch should be undertaken every two months commencing in March 2017.</p> <p>The Trust Board had discussed the level of information it expected to be provided with the publication of the Club Accounts. The FGG was asked to review and make recommendations to the TB.</p>	<p>Agenda item March 2017</p>
17/01/08	<p><b>Any other business</b></p> <p>New Trust Badges: had been selling well. Still substantial available stock.</p> <p>Food bank: Special appeal on 2 January had been well supported</p> <p>New 3G pitch – official opening 30<sup>th</sup> January at 4.00pm</p> <p>Faded paintwork at SJP – could a re-painting programme be supported by ‘crowd-funding’ ? To be explored.</p> <p>David Wheeler column (Express &amp; Echo) – Martin Weiler to be guest writer this week.</p>	

There being no further business the meeting closed at 9.00pm

**Date of next meeting: Monday 13<sup>th</sup> February 2017**