

CF10 ARMS PARK RUGBY TRUST

MINUTES OF THIRD MEETING OF THE BOARD OF TRUSTEES HELD

AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON WEDNESDAY 17 MAY 2017 COMMENCING AT 7.00PM

PRESENT

Board Trustees: David Allen (Chair); Andy Baker; Simon Baker; Jonathan Bray; Andrew Collins; Lynn Glaister; Huw Jones (Secretary); Derek Redwood (Treasurer);

Observers: Gareth Brown; Kay Davies; Neil Harries;

Apologies: Sally Carter; Fred Davies; Martin Hughes; Simon Jones; Dan Pearce; Marc Wakeham

ITEM		ACTION
1	Chair's Introductory Remarks DA welcomed everyone to the meeting, in particular Kay Davies, a HE Young Ambassador, attending her first meeting. There was also a welcome return to Gareth Brown. DA noted that the last two weeks had been particularly busy given all the events surrounding Cardiff Blues and apologised for not being able to keep everyone up-to-date in what was a rapidly changing scenario.	
2	Minutes of the last working group meeting held on Wednesday 5 April 2017 AGREED	
3	Matters Arising and Actions Item 3 - The Trust now had around 34,000 shares signed up and 20 signed proxy forms had been returned. Agreement had also been reached with Cardiff Blues about the process of using the proxy forms to ensure their validity. Item 3 - The AGM minutes had been drafted and put on the website. Item 3 - AB had made contact with Marc Harries and a dialogue had commenced. He would report back next month having re-established contact Item 3 - The Q&A session with Richard Holland had gone well and members had expressed their appreciation that the Board had organised the event. Item 5 - Membership renewals and recruitment would be discussed further at the next meeting Item 9 - AB reported that the membership section of	AB HJ HJ

	Supporters Direct website was open to the public. SD offered skills training which may be worth considering.	
4	<p>Meeting with Gareth Davies 3 May</p> <p>A report was given on the meeting with Gareth Davies, Chairman of WRU. He had made clear his desire to retain 4 professional teams in order to underpin the national team; development reasons; to fulfil TV contracts etc. He said that it had not been their desire to intervene in NGD but they had no option. Going forward, WGD was asked about the retention of the name 'Cardiff'. He said that he was agnostic about it, however, the WRU had not discussed this issue. He also suggested that the Trust met with Martyn Phillips. A meeting was subsequently arranged for 25 May, jointly with CBSC. DA and AB would represent the Trust.</p>	DA/AB
5	<p>Cardiff Blues Ltd Shareholders AGM 8 May</p> <p>A number of Board members and Observers attended the AGM. HJ represented the Trust while DA, NH and GB attended as individual shareholders. A detailed note of the meeting had been circulated to the Board and a blog, 'The Truth is Out There' had been written for the benefit of supporters. The whole matter had been very poorly handled by the Cardiff Blues Board.</p> <p>The crux of the matter was the poor financial position of CB and the revelation that the Chairman wanted the WRU to take over operational management from 1 July. Discussions between the parties are on-going and these may or may not be fruitful given that the WRU was caught by surprise at Peter Thomas' public statement.</p> <p>A further blog 'What does the Future Hold for Cardiff Blues' describing various financial scenarios had been circulated to the Board. This would be published the following day. The situation looked particularly bleak.</p> <p>It appeared that Cardiff Blues' relationship with Cardiff Athletic Club and the WRU was not a positive one and this did not auger well for the future.</p> <p>A priority for the Trust continued to be: the retention of the name 'Cardiff'; the team playing in Blue and Black; the full heritage of Cardiff to be retained in any changes post 2020; the RFC to continue having secondary rights at CAP.</p> <p>In order to do this the Trust shouldn't simply say 'things have to stay the same', as change is necessary for financial reasons alone. But also structural changes are needed to properly regionalise (the subject of a blog next week) and improved recognition of the contribution of others outside Cardiff needs to be given.</p> <p>Work has started on making politicians aware of the parlous position and the possible loss of the Cardiff name. It is important that the Trust starts to influence people. Two blogs have been published and a further two are in the pipeline.</p>	HJ LG/DA/ HJ
6	Working Groups	

	<p>6.1 Heritage The 140th Anniversary video has been completed by DA. A meeting is planned for next week between CF10, CB and CAC to consider how the collection of memorabilia can be better preserved. DA, SB and SC will represent the Trust. DA had also met with Peter Owens who was working on the WRU heritage collection. Thanks were offered to SB for all his work on the database.</p> <p>6.2 Communications LG reported that a brief Comms meeting had been held prior to the Board meeting. An action plan would be prepared relating to: better coordination of Twitter activity and the establishment of a rota; better promotion of blogs by tagging appropriate individuals in the world of rugby and politics; on-going communication with members etc.</p> <p>6.3 Membership – Membership Secretary Role Description for Approval The role description prepared by AB was approved and thanks offered to him for taking on the role. AB reported that there were now 369 members (22 had joined in the last 7 days).</p>	<p>DA,SB and SC</p> <p>LG</p>
7	<p>Finance report DR reported that the balance of funds was £1903. FCA had also approved the revised accounting date of 30 September. Revised bank mandates were circulated for DA and HJ to complete</p>	DA/HJ
8	<p>Risk – To discuss implications and contingencies for officer incapacity The risk of officer incapacity was discussed. Contingency plans (desk instructions) needed to be prepared for the following roles: Chair, Secretary, Treasurer and Membership Secretary. It was suggested that common documents could be put on Google Drive. A short Users Guide to this would be prepared.</p>	<p>DA/HJ/ DR/AB</p> <p>KD</p>
9	<p>Meeting with Cardiff Blues Supporters Club CBSC had been in touch to propose a joint meeting. It was agreed that three members would represent CF10 (DA, GB and DR).</p>	DA, GB and DR
10	<p>Governance Action Plan - May 2017 – Paper Attached The updated Governance Action Plan for May was noted. There were no matters of concern.</p>	
11	<p>Other Identified Business 11.1 KD asked about the processes of contacting members. It was agreed that this needed to be improved. KD would join the Comms Group and speak with AC about current activity. Additionally KD would prepare a short paper for discussion at the next meeting setting out ideas/option for improvement. 11.2 Given recent comments on Twitter, DA said that he was</p>	KD

	<p>planning to meet Tim Price of DS Smith for discussions. This would help with the campaign to keep the name 'Cardiff'.</p> <p>11.3 DA, SB, HJ and NH had been invited as guests of CRFC to the 140th Anniversary Dinner as thanks for the work they had undertaken on the heritage collection.</p> <p>11.4 DR and DA would represent the Trust at the Cardiff Blues Awards night.</p>	DA
12	<p>Date and time of next meeting</p> <p>Wednesday 7 June 2017 commencing at 7pm</p> <p>Apologies were given by Lynn Glaister</p>	

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