

CF10 ARMS PARK RUGBY TRUST

MINUTES OF FOURTH MEETING OF THE BOARD OF TRUSTEES HELD

AT CLIFTON HOUSE, FOUR ELMS RD, CARDIFF ON WEDNESDAY 7 JUNE 2017 COMMENCING AT 7.00PM

PRESENT

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

Observers: Gareth Brown; Fred Davies; Neil Harries; Dan Pearce;

Apologies: Lynn Glaister; Martin Hughes; Simon Jones; Marc Wakeham

ITEM

ACTION

1	Chair's introductory remarks DA thanked DR for hosting the meeting at short notice at the offices of Clifton House Partnership Chartered Accountants. This was due to CAC continuing to be in lockdown following the UEFA Champions League Final. He also reported that Kay Davies had decided not to attend any further meetings as she felt that she could not make a significant contribution. DA also noted that Cardiff Blues had withdrawn from the deal with the WRU for the latter to take over administrative control of the rugby operation. The whole proposal had been poorly managed by the club and called into question its governance.	
2	Consideration of the minutes of the Board meeting held on Wednesday 17 May 2017 The minutes of the previous meeting were AGREED with the following correction: 39 people had agreed to proxy shares and these totalled 29,000 shares to date.	
3	Matters Arising and Actions All matters arising were either discharged or included on the agenda.	
4	Meeting with Martyn Phillips, CEO WRU DA and AB had attended the meeting with MP. This had been held jointly with CBSC. An official note of the meeting had been agreed with the WRU and this had been distributed to Trust members. It appears that much of the WRU's thinking has been influenced by the marketing survey which they'd commissioned with the four regions. In simple terms, the WRU want to see the four clubs	

	engage more with the wider region but this is not defined and there is no vision what this means in practice. A change of name for Cardiff Blues was not currently on the WRU's agenda. However, this could change with the renegotiation of the RSA. MP said he was keen to continue a dialogue and encouraged the Trust to be positive and continue to produce ideas.	
5	<p>Cardiff Regional Rugby</p> <p>The retention of the name 'Cardiff' in any revised brand post-2020 was essential and the Trust need to plan accordingly.</p> <p>Communications Plans</p> <p>5.1 Political</p> <p>It was important to continue to prepare the ground with the worst case scenario in mind. Outline ideas had been drafted by LG and there was now a need to develop these into a focused plan. Initially there was only a need to 'plant the seed' with politicians. DA agreed to speak with LG</p> <p>5.2 Media</p> <p>The Trust was developing numerous ideas on the way forward but we need to get influential people to read the articles and CB to take up the ideas. DA agreed to contact Richard Holland again with a view to seeking a meeting.</p> <p>It was noted that sponsors are a key stakeholder group and work had already started on contacting some in order to make them aware of the situation.</p> <p>It was also noted that the Cardiff City Region group was also important.</p> <p>Given the Lions Tour and Wales' Pacific Tour there was little point trying to influence journalists until at least mid-July when the 'silly season' would begin for them.</p>	<p>DA/L G</p> <p>DA DA</p>
6	<p>Membership Renewals and Recruitment</p> <p>It was planned to start the public recruitment at the beginning of September but it was recognised that a plan needed to be put in place well before this date. The aim would be to get people to sign up electronically, if possible. It was noted that RH had previously agreed that the Trust could use the Pack Bar for a recruitment event.</p> <p>AB agreed to organise a separate workshop for any working group members interested in assisting with the development of a marketing plan. This would set out: who we are; what we stand for; what we are trying to do.</p>	AB
7	<p>Supporters Direct</p> <p>SD were holding their annual Summit/Conference on 1 July at St George's Park. Although primarily targeted at football supporters trusts, the issues were generic, including relationships with Boards, governance and the financial management of clubs. No members were available so HJ agreed to contact Tim Hartley to get feedback on the event</p> <p>AB reported that he was awaiting a response from Nicola Hudson about the content of training which SD could provide.</p>	<p>HJ</p> <p>AB</p>
8	Working Groups	

	<p>8.1 Heritage DA reported that a positive meeting had been held on 24 May in the National Museum between the Trust, CB, CAC and the Museum. A presentation on the database was very well received and it was recognised that there was significant concern about the state of the artefacts at CAP. WRU have offered storage space but funding is required for packaging. CB have said that space will be made available as part of the redevelopment but internal fixtures such as display cabinets will require external funding. A short/long term plan was being established to protect the artefacts. NH was asked to lead on a future heritage bid</p> <p>8.2 Communication A rota had been established for Twitter and statistical analysis of engagement was being undertaken. All trust documents were also being stored on G-Drive and this was available to all working group members. A guidance note on accessing the G-drive had been prepared but anyone who required training should contact AC directly.</p>	<p>DA NH</p> <p>AC</p>
9	<p>Finance report DR reported that there had been little change since the last meeting. Two new members had joined the Trust and the balance of funds was £1,668</p>	
1 0	<p>Risk 10.1 Discussion on implications and contingencies for officer incapacity was deferred until the next meeting when papers from the Chair, Secretary, Treasurer and Membership Secretary would be considered.</p> <p>10.2 Training Session on Use of G-Drive Discussed under 8.2 above</p>	HJ
1 1	<p>Governance Action Plan - May 2017 - Paper Attached Item 1.6 Development and Evaluation - DA and HJ would discuss the conduct of 1 to 1 feedback sessions and report back at the next meeting Item 6.2 Welsh Language - A complaint had been received about the lack of use by the Trust of the Welsh language. HJ had responded inviting the person to join the working group and to help. AB had used Google Translate to convert a blog from English to Welsh and although far from perfect, this was reasonable. AB agreed to investigate the option of using a Google Translate button or putting a disclaimer to an article translated.</p>	<p>DA/H J</p> <p>AB</p>
1 2	<p>Other Identified Business It was agreed that a meeting was needed in August and a request was made to move this from Wednesdays to another weekday.</p>	
1 3	<p>Date and time of next meeting The meeting planned for Wednesday 5 July at 7pm (following the meeting) was moved to Thursday 13 July 2017 at 7pm at Cardiff Athletic Club</p>	

