

**CF10 ARMS PARK RUGBY TRUST**

**MINUTES OF NINTH MEETING OF THE BOARD OF TRUSTEES HELD**  
**AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON**  
**THURSDAY 14 DECEMBER 2017 COMMENCING AT 7.00PM**

PRESENT

Board Trustees: David Allen (Chair); Sally Carter; Andrew Collins; Lynn Glaister; Huw Jones (Secretary); Derek Redwood (Treasurer);

Observers: Martin Hughes; Dan Pearce;

Apologies: Simon Baker; Fred Davies; Neil Harries; Marc Wakeham

ITEM		ACTION
1	<p>Chair's introductory remarks and apologies for absence</p> <p>DA reported that Simon Jones had been in touch. Due to work commitments and personal issues he was unable to contribute to the Communications Group and therefore it was with regret that he had to withdraw. If his circumstances changed he was happy to return at a later date.</p> <p>It was unfortunate that the Members' Meeting had been cancelled due to a gas and water leak at the club. This crystallised the importance of keeping in touch with members on a more frequent basis via a regular newsletter.</p> <p>It was also noted that the AGM would be earlier this year and would need to take place before the end of March.</p> <p>Apologies for absence were noted.</p>	
2	<p>Minutes of the last Board meeting held on Thursday 14 September 2017</p> <p>AGREED</p>	
3	<p>Matters Arising and Actions</p> <p>There had been no formal response from Alex Smart. FD to continue to stay in contact.</p> <p>Jonathon Bray was still pursuing the transfer of shares with Mrs Williams. DA to contact him to see what progress has been made.</p>	<p>FD</p> <p>DA</p>
4	<p>Mixed Ability Rugby – Cardiff Chiefs Sponsorship</p> <p>DA reported that just over 3 weeks ago he realised that Cardiff Chiefs mixed ability rugby team was seeking sponsorship. He felt this could be a good opportunity for CF10 to enhance its community role and tap into an area it hadn't yet developed; an initial 'toe in the water' involvement. It was also</p>	

	<p>congruent with a previous discussion and our desire to replicate Saracens project on including people with autism which could lead to a broader project on including people with disabilities in Cardiff rugby.</p> <p>DA contacted DR and HJ for views and then sought the opinion of the rest of the Board's via email with 7 out of 8 members supporting the proposal. On the basis of clear majority support, he informed Cardiff Chiefs of the decision. Subsequently, concerns were raised about the appropriateness of both the sponsorship and the process, and the suggestion made that this had been an emotional decision that was railroaded through.</p> <p>Andy Baker had asked for this to be a lead item on the agenda, which DA readily agreed. AB repeated his concerns via email to DA and HJ over the weekend. He also said that he would prepare a paper for discussion. However, in the end he decided that it was more appropriate for him to resign and he couldn't be persuaded otherwise.</p> <p>The Board were very sad to hear that AB had resigned and hoped that at some point in the future he would reconsider his position. His work and commitment to the Trust had been immense, especially in relation to IT but also to marketing. He would be missed both professionally and personally.</p> <p>Board Directors unanimously agreed that the decision to sponsor the Chiefs was correct and that they had fully thought it through before responding to the email.</p> <p>The issue had exposed a gap in our governance procedures and it was recognised that the decision-making process could be improved by putting in place clear levels of delegated authority.</p> <p>It was proposed and <b>AGREED</b> that for anything out of normal minor running costs:</p> <ol style="list-style-type: none"> <li>1 Expenditure of £100 and over would require Board approval;</li> <li>2 Only in exceptional circumstances should decisions be taken via email;</li> <li>3 Expenditure outside of normal running costs from £20-99 would be made by the three officers (Chair, Treasurer and Secretary) and reported to the Board.</li> </ol> <p>MH apologised for arriving late and reported on his experience attending a recent Cardiff Chiefs meeting. Llandaff RFC were hosting the mixed ability team. The work mirrored the WRU strategy rugby for all. He felt it was very positive for the Trust to support them. DA also reported that Richard Holland had agreed to the Chiefs playing a game at CAP, which seemed appropriate in that they were attempting to act as a regional team as per the Blues model.</p>	
5	<p>Cardiff Blues:</p> <p>Meetings had been held with Richard Holland on 20 November (notes circulated and 12 December (to be circulated).</p> <p>There was concern that little if any progress had been made on the redevelopment in recent months. There were varying views from CBL, CAC Rugby Section and the CAC Management Committee. Some individuals were expressing different views rather than adhering to collective decision making. There was an urgent need to agree a vision for rugby which all parties could sign-up to before getting embroiled in detail. This approach would be pursued by DA and HJ in future meetings with RH.</p>	DA/HJ

6	<p>Cardiff Regional Rugby – Political meetings</p> <p>LG reported that Cardiff Council were currently consulting on an Economic Development Plan for the city which included Sport. She would make further enquiries on its status, seek to arrange a meeting with Cllr Russell Goodway and in due course respond on behalf of the Trust</p> <p>A meeting had been held with Stephen Doughty MP, who was very supportive and helpful.</p> <p>Meetings with Kevin Brennan MP and Jenny Rathbone AM would be established.</p>	<p>LG</p> <p>LG</p>
7	<p>Working Groups</p> <p>7.1 Heritage</p> <p>DA reported that he had spent 2 days working with an art expert who had valued the collection. Some of the items such as jerseys/caps are in a particularly fragile state and need to be put into storage urgently. SC reported that a team from the University would work 3 afternoons in January to help package the collection properly.</p> <p>Ex-players were being approach to loan items in order to backfill the collection. A second phase would be to replace the photographs with digitised replicas.</p>	<p>DA/SC</p>
	<p>7.2 Communication</p> <p>DP reported on his initial thinking regarding communications:</p> <ol style="list-style-type: none"> <li>1. he would draft Twitter guidelines, Code of Conduct;</li> <li>2. he would take responsibility for posting blogs, news type tweets etc. leaving others to comment;</li> <li>3. he would look at extending the Twitter rota;</li> <li>4. develop themed series of tweets e.g. Toulouse match; heritage;</li> </ol> <p>The Board agreed these were very positive ideas.</p>	<p>DP</p>
8	<p>Plans/Targets for 2017/18</p> <p>As time was limited, only a short discussion was held on this item. The summary paper had identified 5 themes for the 2017/18 work programme. Lead roles would be as follows:</p> <ol style="list-style-type: none"> <li>1. Communications (DP);</li> <li>2. Membership and Marketing (To Be Decided);</li> <li>3. Board (For discussion at next meeting);</li> <li>4. CAP Redevelopment (DA/HJ);</li> <li>5. Community Engagement (focus on heritage research projects, DA/SC);</li> </ol> <p>This would be the first item for discussion at the next meeting. It was clear that additional skills would be required.</p>	<p>DP</p> <p>All</p> <p>DA/HJ</p> <p>DA/SC</p>
9	<p>Standing Orders: Election Policy</p> <p>Minor changes to the timetable in the Election Policy were agreed. This would reduce the period prior to an AGM from 8 weeks to 6 weeks but it would not affect members.</p> <p>NOTE: the date of the AGM 2018 was later established as 21 March starting at 7pm in CAP.</p>	<p>HJ</p>
10	<p>Membership Renewals and Recruitment</p> <p>Membership was now approaching 500 people. HJ agreed to write a blog to go</p>	

	out before the New Year.	HJ
11	Cardiff Blues Supporters Club CBSC are still considering the Heads of Agreement document	HJ
12	Finance Report DR reported that the fund balance stood at £2002 (including bank and PayPal). The accounts were with the independent reviewer. It wasn't clear whether the Trust's membership of Supporters Direct had been renewed.	DR DR
13	Governance Action Plan December 2017 The Plan identified two additional items for action: 1. the need for an annual report for the AGM; 2. a review of data protection as a result of the GDPR due in May	HJ HJ
14	Other Identified Business SC would email the group regarding attendance at the Pack Bar before matches.	SC
15	Date and time of next meeting Thursday 18 January 2018 commencing at 7pm	