

CF10 ARMS PARK RUGBY TRUST

MINUTES OF THE TENTH MEETING OF THE BOARD OF TRUSTEES HELD AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON THURSDAY 18 JANUARY 2018 COMMENCING AT 7.00PM

PRESENT

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

Observers: Fred Davies; Neil Harries;

Apologies: Martin Hughes; Dan Pearce;

ITEM		ACTION
1	<p>Chair's introductory remarks and apologies for absence Best wishes sent to GB who was hoping to return home from hospital following a medical procedure. DA reported that a pre-meeting had been held between himself, HJ, SB and AC to discuss the work implications of AB's resignation. In summary, the following had been agreed:</p> <ol style="list-style-type: none">1. Website uploading of documents, database management – SB (lead) with AC (support);2. Membership Secretary – AC3. Marketing – seek new working group member <p>A specification/advert for a more permanent IT member would be drawn up</p>	<p>SB AC AC</p>
2	<p>Minutes of the Board meeting held on 14 December 2017 AGREED</p>	
3	<p>Matters Arising and Actions There had been no formal response from Alex Smart. FD to continue to stay in contact. DA had spoken with Jonathon Bray who was still pursuing the transfer of shares with Mrs Williams' solicitor. DR reported that the Supporters Direct membership had been renewed until June.</p>	<p>FD</p>
4	<p>Plans/Target 2017/18 Following the resignations of JB and AB it was recognised that the Board/WG would benefit from both increased numbers and additional skills. Currently women comprised around 10% of the Trust membership. However, it</p>	

	<p>was recognised that the Board/WG would benefit from improved gender balance.</p> <p>Skillsets identified as being deficient included: IT, marketing/sales, social media. A number of people may be put off committing to become elected Board members for 3 years but a more transitory role as a working group member might be more appealing. A number of potential individuals were discussed and it was agreed that the following people would be approached to identify their interest:</p> <ol style="list-style-type: none"> 1. IT and Sales 2. Political and IT 3. Legal 4. Finance and social media <p>If the above did not bear fruit then an attempt should be made to recruit via the AGM.</p> <p>DA emphasised that it was important that delegated tasks were actioned but people should not feel that they were operating like fish out of water; others were there to help.</p> <p>In discussing key roles it was agreed that SC would shadow HJ (meet to discuss) while HJ would cover for DA, if necessary.</p>	<p>NH LG DR DA</p> <p>SC/HJ</p>
5	<p>Cardiff Blues</p> <p>Meetings had been held with Richard Holland on 12 December 2017 and 2 January 2018 and notes of these had been distributed for information. The key message given to him had been the importance of controlling events and not let events control responses.</p> <p>As a result of this approach RH intended to hold a Summit with CAC sections and CBL representatives in an attempt to come to an agreement on the redevelopment of the ground. An interim meeting with CAC Rugby Section had been held on Monday but no agreement had been reached on the preferred way forward. Discussion was currently focussing on structures rather than a vision for rugby. It was unlikely that agreement would be reached until a joint vision was in place.</p>	
6	<p>Cardiff Regional Rugby – Political meetings</p> <p>LG had circulated a draft response for comment to Cardiff Council's Economic Development Plan. This was agreed. In addition it should be emphasised in our response that a move away from CAP was not a realistic option given the experience of the move to Cardiff City Stadium.</p>	<p>LG</p>
7	<p>Working Groups</p>	
	<p>7.1 Heritage</p> <p>Report from the CRFC Heritage Committee meeting had been circulated. Work had commenced on putting the collection into storage. The most delicate and vulnerable jerseys and caps had been given priority. Students from Cardiff university had given invaluable support.</p> <p>CBL had agreed to insure the collection.</p>	
	<p>7.2 Communication</p> <p>The publication of blogs continues to be brilliant but there are continuing challenges with the consistency of social media. DP's previous paper had been agreed and there was now an urgent need to turn this into a practical plan for</p>	

	discussion by the Comms Group prior to the next meeting.	DP
8	<p>Annual General Meeting The AGM had been booked for 21 March 2018 at CAP.</p> <p>8.1 Annual Report A draft of the annual report had been circulated and comments on its content would be welcome by 26 January. The Board would be asked to sign off a final version at its February meeting.</p> <p>8.2 Annual Accounts DR was meeting with the Independent Reviewer on 1 February to go through the accounts.</p> <p>8.3 AGM meeting Structure including elections It was agreed that the AGM would follow a similar format to last year whilst its contents would be based on the postponed Members' Meeting. A draft structure would be prepared; this would include signing off the mission statement. Vacancies included the role of the Chair plus 2 Board members. DA said that he would be content to stand but because of personal circumstances he would prefer this to be for another two years rather than three. Given that appointment periods were for 3 years in the standing orders it was agreed that DA would stand but with the caveats that a. he might have to step down if work became unmanageable; b. he would definitely not stand for a third term. Vacancies for 2 elected board members would be advertised but the priority was to recruit working group members who may at some future date decide to stand for election. Notification of the AGM would need to be sent out by Wednesday 7 February at the latest.</p>	HJ DR HJ HJ
9	<p>Cardiff Blues Supporters Club – Heads of Agreement CBSC had approved the Heads of Agreement with minor changes at their last meeting. The document was approved and would now be signed by both parties. A meeting with SBSC (involving SC, DR, HJ) would be proposed to take matters forward.</p>	HJ
10	<p>Membership Renewals and Recruitment There were now 520 members on the database. A further 4 had signed-up on Sunday. Consideration would now be given to moving the CF10 from the Pack Bar to the Clubhouse.</p>	DA/SC
11	<p>Finance Report DR reported that the balance of funds was £2,203.82 (Bank £1,474.34; PayPal £729.48).</p>	

12	<p>Governance Action Plan January 2017</p> <p>Two risk areas had been identified, namely, issues associated with the AGM and addressing any implications from the General Data Protection Regulations due in May</p>	HJ
13	<p>Other Identified Business</p> <ol style="list-style-type: none"> 1. CAC AGM was on 7 February; 2. Also on 7 February was a Supporters Direct Webinar; 3. Tim Hartley was standing for election for the England and Wales Board of Supporters Direct on 26 January. It was agreed that CF10 would vote for him. 	DA
14	<p>Date and time of next meeting</p> <p>Thursday 15 February 2018 commencing at 7pm</p>	