

## CF10 ARMS PARK RUGBY TRUST

### MINUTES OF ELEVENTH MEETING OF THE BOARD OF TRUSTEES HELD AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON THURSDAY 15 FEBRUARY 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;

Apologies: Neil Harries; Martin Hughes; Dan Pearce;

ITEM		ACTION
1	Chair's introductory remarks and apologies for absence DA said that the focus of the meeting would be on recent worrying announcements and events at the Arms Park and how the Trust should respond to these at the forthcoming AGM in March. Apologies for absence were noted.	
2	Minutes of the Board meeting held on 18 January 2018 AGREED	
3	Matters Arising and Actions FD reported that he had made a phone call but there had been no formal response from Alex Smart. FD to continue to stay in contact. Jonathon Bray had phoned DA. He was pursuing the transfer of shares with Mrs Williams' solicitor but the matter was complex. LG reported that she had submitted a formal response on behalf of the Trust to Cardiff Council on their proposed Economic Development Plan. HJ reported that he had sent the jointly agreed Memorandum of Understanding to CBSC immediately after the last meeting but had not received a response.	FD DA HJ
5	Cardiff Blues Members expressed their pleasure with the content of the blog, 'We're Doomed'. The events of the week commencing 5 February hadn't put either CBL of CAC in any great light and simply exposed the fact that both organisations were dysfunctional. The situation was very concerning to supporters. The Board felt strongly that professional rugby should be retained at CAP; heritage was very important.	

	<p>A note would be sent to members setting out the Board's interim position and stating that we would want to ratify this at the AGM. It was felt that a formal meeting with RH was required soon.</p>	<p>DA/HJ DA</p>
6	<p>Annual General Meeting 21 March 2018</p> <p>6.1 Annual Report – on website The annual report had been put on the website</p> <p>6.2 Annual Accounts DR reported that he had met with the Independent Reviewer and no issues had emerged. The accounts would need to record that there were 399 shareholders at the end of the last financial year. However, DR still had not received the final approved version of the accounts.</p> <p>6.3 Meeting Structure including elections The paper was discussed and the following agreed. Roles Project Manager – DA Scrutineer and Election Co-ordinator – HJ Door/registration – AC and MH PowerPoint and AV – SB Room to be laid out in tables of c.10 with Working Party member on each table</p> <p>Agenda</p> <ol style="list-style-type: none"> <li>1 Welcome (LG); PART 1 - FORMAL</li> <li>2 Progress Report (DA)</li> <li>3 Financial statement (DR)</li> <li>4 Election (HJ) <ol style="list-style-type: none"> <li>a. Chair</li> <li>b. Up to 2 Board members</li> </ol> </li> <li>5 Round table discussions (SC), including approval of Mission Statement</li> <li>6 Working Party member on each table to facilitate debate for 30 minutes, and to report back BRIEFLY. Vote on CAP proposal.</li> <li>7 Launch of Cardiff Rugby Heritage Website (DA/SB)</li> <li>8 Any Identified Business (DA) – recruitment to the Working Group</li> </ol> <p>There would be a final opportunity to confirm the above at the March meeting.</p>	<p>DR</p>
7	<p>Cardiff Regional Rugby – Political meetings LG was seeking to arrange meetings with Cllr Russell Goodway and Kevin Brennan MP.</p>	<p>LG/DA</p>
8	<p>Plans/Target 2017/18 Recruitment to the working group: NH had sent apologies – awaiting a report on his IT and sales contacts LG reported that a political contact was not available but an IT expert may be a possibility. DA reported that his financial and social media contact could not commit for personal reasons. DR reported that his legal contact was interested and it was agreed that DA/DR</p>	<p>NH</p>

	would meet with him to ascertain areas of mutual interest.	DA/DR
9	Working Groups	
	9.1 Heritage There was no heritage report as the meeting had only taken place earlier that evening.	
	9.2 Communication DP had sent a note along with his apologies. He'd been pleased with how Twitter has gone in the last few weeks; the Trust had been getting good, consistent output and plenty of interactions, especially in response to the recent off-field developments. He said he would look to put a big drive on advertising the AGM and joining the Trust over the next month, formulating a poster and maybe looking at a reminder mailshot a week or so out from the AGM. As well as that he felt we could do some teasers for the online heritage website shortly before that goes live. He requested that someone from the heritage committee write a blog on the process of it all.	DP  DA/SB
10	Membership Renewals and Recruitment AC reported that there were currently 532 members. It was agreed that for the Munster game a double pronged approach would be taken to recruit new members: the Pack Par and the Members Lounge.	SC/LG DA/FD
11	Finance Report DR reported that the Trust had a balance of £2,350 with no expenditure in the last month.	DR
12	Governance Action Plan February 2018 The two main risks identified in the Governance Action Plan were the AGM and the GDPR. HJ reported that he had tuned in to a Supporters Direct webinar on the latter issue, which had been helpful.	HJ
13	Other Identified Business HJ reported on the note he had circulated regarding Supporters Direct working more closely with rugby union trusts. They had agreed to establish a private discussion forum on their website - DA, LG, DR, SC, SB and HJ agreed to sign-up for the forum. HJ would inform Supporters Direct.	HJ
14	Date and time of next meeting Thursday 15 March 2018 commencing at 7pm	