

CF10 ARMS PARK RUGBY TRUST

MINUTES OF SIXTEENTH MEETING OF THE BOARD OF TRUSTEES HELD AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON THURSDAY 12 JULY 2018 COMMENCING AT 7.00PM

PRESENT

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

Observers: Andy Baker; Neil Harries;

Apologies: Martin Hughes; Viv Jones; Dan Pearce; Matt Sutton;

ITEM		ACTION
1	Chair's introductory remarks and apologies for absence DA said that he wanted the focus of the meeting to be on the recent announcement that three new non-executive directors were to be appointed to the Cardiff Blues Board, including a new independent Chair. Apologies for absence were noted.	
2	Minutes of the Board meeting held on Thursday 14 June 2018 AGREED	
3	Matters Arising and Actions Item 3 - CF10 was now attending the Cardiff Blues Summerfest and had been asked to conduct the tour of the Trophy Room at the end of the stadium tour. Item 4 - RH had confirmed at the recent meeting that CF10 would be granted a slot at the forthcoming Cardiff Blues AGM (date to be confirmed). Item 4 - DA had met with Chris Sutton with a view to developing relationships with CAC. It was understood the latter was meeting with the WRU to discuss the redevelopment of CAP. Item 4 - A meeting involving CB and CF10 with Cllr Saeed Ebrahim had taken place. This had been very positive with a focus on a strategy for a range of opportunities for young people in Butetown. Item 4 - It was agreed that LG would take the lead in contacting Cardiff Blues Women. Item 10.1 Discussion were continuing with CBs and CAC about access to the Trophy Room on match days.	DA LG DA
4	Cardiff Blues A meeting was held with Richard Holland on 2 July 2018. He had recently made a presentation to the Professional Rugby Board (PRB) about CB's strategy for the next three years. He took CF10 members through this.	

	<p>4.1 Governance</p> <p>As part of the replacement for the RSA, there was a requirement for improved governance. CB were proposing to appoint three new non-executive directors, including a new Chair to replace Peter Thomas who was standing down. A firm of executive search consultants had been appointed to lead the process. However, there was no proposal to appoint a Supporter Director, as once muted. It was felt, bizarrely, that the three CAC nominees represented supporters. The CF10 board:</p> <ol style="list-style-type: none"> 1. Reaffirmed the importance of wanting to see a Supporter Director, as set out in the Mission Statement and continue to lobby for such an appointment; 2. Use the fact that there would be no Supporter Director in the '1000 members' campaign; 3. Review information and advice on the Supporters Direct website; 4. Raise the matter with political friends; 5. Draft a series of blogs over the summer; 6. Target the new Chair when appointed; 7. Note the fact that there are currently around 500,000 shares in the hands of supporters and therefore they should be represented on the Board. <p>4.2 Other Matters</p> <p>Relationships between the four pro teams and the WRU had changed significantly. Rather than parent/child behaviour the approach was now adult/adult. Decisions were being made collectively by the PRB and the WRU saw itself as being accountable to the pro teams just as the pro teams are accountable to it. Much more joint working would take place especially to reduce back-office costs.</p> <p>Each team was being assessed against the following criteria: Academy, Coaching, Community, Commercial and Governance. The more success a team achieved, the more money it would be given.</p> <p>There was now a three year costed plan in place at CB covering the need for increased squad investment and recruitment of new players over the period. Some of the increased investment would come from the WRU but there was significant planned growth in commercial income.</p> <p>Next meeting with RH will take place on 6 August at 10am. Anyone interested in attending should contact DA.</p>	
5	<p>Plans/Target 2017/18</p> <p>The revised paper draft by DA was agreed. A quarterly review of achievements against targets would take place in October.</p>	HJ
6	<p>Membership Renewals and Recruitment: 1000 members campaign</p> <p>A number of politicians had recently become members which was excellent news.</p> <p>AC reported that he had drafted a flyer which was a fanzine type of document. Comments were welcome and the draft was on the G-drive. This would be printed for the Blues Summerfest.</p> <p>Revised membership form was required. This should refer to the new membership agreement and Privacy Policy.</p>	AC AB

7	<p>Marketing Plan 2018</p> <p>The plan was still to be revised. It was envisaged that this would be considered in August.</p> <p>AB noted that CF10 required greater consistency in the use of style and fonts and also needed to avoid using proprietary fonts. He would circulate revised suggestions.</p>	<p>AB</p> <p>AB</p>
8	<p>General Data Protection Regulations (GDPR)</p> <p>8.1 Database Management</p> <p>AB reported that the single database would be in place by August.</p> <p>8.2 Membership Agreement</p> <p>Agreed and signed-off at the last meeting.</p>	<p>AB</p>
9	<p>Cardiff Regional Rugby – Political meetings</p> <p>A meeting with Cardiff North AM, Anna McMorrin had been arranged for the following day.</p>	<p>DA/LG</p>
10	<p>Working Groups</p> <p>10.1 Heritage</p> <p>The minutes of the CAC Heritage Committee had been previously circulated. There had been a significant amount of work undertaken recently in re-stocking the Trophy Room.</p> <p>DA reported that a number of small grant applications were being sought from the Sporting Heritage Art Fund for a laptop for the Trophy Room and potential for e-learning on the website and reminiscence therapy.</p> <p>It was agreed to invite Gwyn Prescott to make a presentation at the members Evening in October.</p> <p>SC reported that she was attending a sporting Heritage Conference in Liverpool.</p> <p>It was suggested that Carolyn Hitt be contacted to see if information from her programme about rugby players from Cardiff's BEM community being included in a blog.</p>	<p>DA</p> <p>SC</p> <p>SB</p>
	<p>10.2 Communication</p> <p>There was no report. LG agreed to discuss the way forward with DP.</p>	<p>LG/DP</p>
11	<p>Cardiff Blues Supporters Club</p> <p>There had been no response from CBSC for a meeting to take forward the Heads of Agreement (NB. A positive response had been received for a joint meeting the day after the Board meeting).</p>	<p>HJ/SC/DR</p>
12	<p>Finance Report</p> <p>DR reported that total available funds stood at £2,272.13 (£1,402.25 in the Bank; £869.88 with PayPal).</p> <p>He also reported that he had commissioned badges and lanyards and was awaiting delivery of these.</p>	
13	<p>Governance Action Plan May 2018 – attached</p> <p>The two highest risks were noted as '1000 members' campaign and the lack of a Supporter Director in the CB governance reform plans.</p>	

14	<p>Other Identified Business</p> <p>14.1 LG was trying continuing to pursue the option of recruiting a younger member to the working group.</p> <p>14.2 LG would chair the next meeting and SC would act as secretary in the absence of DA and HJ respectively</p>	<p>LG</p> <p>LG/SC</p>
15	<p>Date and time of next meeting</p> <p>Thursday 16 August 2018 commencing at 7pm</p>	