

## CF10 ARMS PARK RUGBY TRUST

### MINUTES OF SEVENTEENTH MEETING OF THE BOARD OF TRUSTEES HELD

#### AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON

#### THURSDAY 16 AUGUST 2018 COMMENCING AT 7.00PM

PRESENT

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

Observers: Andy Baker

Apologies: David Allen, Huw Jones, Martin Hughes; Viv Jones; Dan Pearce; Matt Sutton; Neil Harries;

ITEM		ACTION
1	<b>Chair's introductory remarks and apologies for absence</b> In the absence of DA and HJ, LG and SC stood in as chair and secretary for this meeting. Prior to the meeting DA went through the action points of the previous meeting and sent comments through to LG for inclusion in the meeting. He suggested that the focus of the meeting should be the '1000 members' campaign. Apologies for absence were noted.	
2	<b>Minutes of the Board meeting held on Thursday 12 July 2018</b> AGREED	
3	<b>Matters Arising and Actions</b> Item 3 - CF10 attended the Cardiff Blues Summerfest and conducted tours of the Trophy Room at the end of the stadium tour. The event was a great success both for CF10 and the Cardiff Blues and it was agreed that it would be a good idea to organise another such event mid-season. Thanks to DA, SC and SB for taking part and thanks to DR for making badges and lanyards available in time for Summerfest. Item 4 - Still awaiting confirmation of the date for the Cardiff Blues AGM but it has been confirmed that CF10 will be invited. Item 4 - DA has had no further update from Chris Sutton following his meeting with the WRU to discuss the redevelopment at CAP. Item 4 - following the meeting with Cllr Saeed Ebrahim a strategy for a range of opportunities for young people in Butetown will be added to the agenda for the next meeting with Richard Holland. Item 4 - LG has had no success finding a suitable contact at Cardiff Blues Women. She will continue to explore possibilities. Item 10.1 DA to discuss opening the Trophy Room on match days with Karl's successor.	DA  DA  LG  DA

4	<p><b>Cardiff Blues</b></p> <p>A meeting was held with Richard Holland on 6 August 2018. DA, LG, SB and FD in attendance for CF10 and MB joined RH from the Cardiff Blues. FD prepared a briefing note which was discussed at the meeting. A formal note of the minutes will be agreed with RH and then placed on the CF10 website.</p> <p>Subjects covered were:</p> <p>4.1 Governance</p> <p>Project Reset – a briefing was given by RH on the current situation</p> <p>Board NED / Chair – A briefing was given by RH and CF10 reiterated the desire to have a spectator Director.</p> <p>Redevelopment – RH gave a brief outline on the deal between CAC and WRU, as reported in media. It was noted the WRU had withdrawn offer.</p> <p>4.2 Other Matters</p> <ul style="list-style-type: none"> <li>- John Mulvihill – the new coach has a positive style and is inclusive and consultative. The new coaching team is in place.</li> <li>- Heritage Day (Summerfest) – seen as an unqualified success with far greater numbers attending than anticipated, especially youngsters. MB and RH both impressed with CF10 contribution to the day and a signed rugby ball from the final has been presented and added to the display case.</li> <li>- Blues website – new site will launch at the end of October. A history trail to be agreed, hopefully with a link to CF10 site.</li> <li>- CF10/CBSC – co-operation agreement signed but no further progress to report.</li> <li>- John Smart – the recent death of one of the founder Blues Board NEDs and major shareholder was reported.</li> </ul> <p>Next meeting with RH – date and time to be confirmed.</p>	
5	<p><b>Plans/Target 2017/18</b></p> <p>The quarterly review of achievements against targets will take place in October.</p>	HJ
6	<p><b>Membership Renewals and Recruitment: 1000 members campaign</b></p> <p>AC reported on preparation for the membership campaign. The launch letter has been prepared and needs some minor amendment and then will be ready to go at the launch. Flyers are also being prepared and a blog article has been written and is ready to go out. AC suggested pulling together all the launch material into a folder on Google drive so that everyone has easy access to it. This was agreed.</p> <p>Andrew asked for opinions on the best end date for the campaign and initially suggested mid-December to give people a chance to get involved in recruiting. After discussion it was agreed that it was better to keep the campaign as a month long campaign at the start of the season, ending at the end of September. It was felt that an intensive campaign was the better option and</p>	AC

	<p>the launch date should be the Leinster game on the 31<sup>st</sup> August. As part of the launch Andrew will get the flyers printed to use on the stall in the Pack Bar. He will not be at the match so will need to ensure flyers are delivered beforehand</p> <p>It was agreed that we would have a stall in the Pack Bar for the next three home games. SC, FD and LG will be there for the Leinster match. It was agreed that we need more support for the stall at the Pack Bar but that it is also difficult to arrange things like the banner, izettle, membership forms etc without some kind of handover. Manning the stall shouldn't be a problem for the first few home games but we will need to look at handing over some responsibilities later in the season.</p>	<p>AC</p> <p>SC/FD/LG</p> <p>AC</p>
7	<p><b>Marketing Plan 2018</b> AB suggested that it would be useful to bounce some ideas about the marketing plan off other members and that this would help him finalise the report. LG said she might be able to help with this later in August. Help from other Board members also welcome.</p> <p>AB had completed the work on creating greater consistency with CF10 branding. The Board agreed the changes to the logos and fonts and thanked AB for the work he had done. These will now be used for all future branding.</p>	AB/LG
8	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>Nothing to report</p>	
9	<p><b>Cardiff Regional Rugby – Political meetings</b> A positive meeting was held with Cardiff North AM, Anna McMorris and she has agreed to join CF10. Member politicians have been asked to lobby Cardiff Blues and WRU for a supporter director</p>	
10	<p><b>Working Groups</b></p> <p>10.1 Heritage The grant application to Sporting Heritage was unsuccessful but we will continue to seek small grant funding. Gwyn Prescott has agreed to give a presentation at the members Evening in October and the Trophy Room has been booked for that evening. DA had arranged for a replica of Cardiff's first 'skull and crossbones' jersey to be made and this has gone on display in the Trophy room. It was suggested that we make this the 1000<sup>th</sup> object on the website, and add some history about the origins of the Cardiff jersey. SC has been invited to speak at a seminar being arranged by Peter Owens at the Principality stadium on November 25<sup>th</sup>. This seminar will bring together people managing rugby memorabilia collections and Peter is looking for speakers who can talk about different aspects of this. SC will talk about documenting collections but also wants to emphasise the work done by CF10 and use that work as an example in her presentation. Both DA and SB will also be invited to the seminar.</p>	<p>SB/DA</p> <p>SC</p>
	<p>10.2 Communication There was no report. It was agreed that this was a challenging area for CF10</p>	

	and a topic that needs to be dealt with more fully at a future meeting.	
11	<p><b>Cardiff Blues Supporters Club</b></p> <p>DR reported that there has been no response from two further emails to CBSC offering dates for a meeting to take forward the Heads of Agreement. It was agreed that CF10 will not pursue this further and it is now up to CBSC to take this forward.</p>	
12	<p><b>Finance Report</b></p> <p>DR reported that total available funds stood at £2,308.1 (£1,304.70 in the Bank; £612.83 with PayPal).</p> <p>There is still an issue that needs to be resolved with PayPal. The money has been unlocked and moved out but there are still problems with the recorded name on PayPal which might cause confusion when receipts are sent out to new members. DR is struggling to resolve this issue and has encountered all the same problems that AB had done previously. There was a discussion about changing the statutory name of the Trust but this might cause a problem with Supporters Direct and the Financial Conduct Authority. It was suggested that HJ chase this with Supporters Direct and DR will seek guidance about changing the statutory name. HJ to add to the Agenda for the next meeting.</p> <p>SC raised the issue of limited access to the iZettle account with only her phone currently linked to the account. AC and AB to sort out password access to allow additional phones to be linked.</p> <p>DR asked for agreement to sponsor a Cardiff RFC player at the cost of £50. This was agreed and a number of names suggested. DR to pursue options with Cardiff RFC and report back.</p>	<p>HJ / DR</p> <p>AC/AB</p> <p>DR</p>
13	<p><b>Governance Action Plan August 2018</b></p> <p>Slight updates were made to the Action plan by SC and circulated.</p>	
14	<p><b>Other Identified Business</b></p> <p>No further business reported.</p>	
15	<p><b>Date and time of next meeting</b></p> <p>Thursday 13 September 2018 commencing at 7pm</p>	