

CF10 RUGBY TRUST

MINUTES OF THE FIFTY-SECOND MEETING OF THE BOARD OF DIRECTORS

HELD VIA VIDEO CONFERENCE ON

THURSDAY 20 JANUARY 2022 COMMENCING AT 7PM

PRESENT

Board Directors: Simon Baker; Andrew Bold; Sally Carter; Andrew Collins; Steve Coombs; Lynn Glaister (Chair); Huw Jones (Secretary); Derek Redwood (Treasurer)

Observers: Andy Baker; Martin Hughes; Viv Jones; Claire O'Shea; Sion Williams

Cardiff Rugby Supporter Advisor: David Allen

Apologies: George Baldwin; Simon Jones; Dan Taylor

ITEM		ACTION
1	<p>Chair's introductory remarks and apologies for absence</p> <p>The Chair said that the main item for discussion was the AGM. It was important to ensure that the board was clear about what was going to happen and what preparations needed to be made.</p> <p>She also said that she was delighted to welcome David Allen, the newly appointed Cardiff Rugby Supporter Advisor, to the meeting.</p> <p>Due to other personal commitments which were taking a significant amount of his time, David Francis had written to say that he was withdrawing as an observer on the Board.</p> <p>Apologies were noted.</p>	
2	<p>Minutes of the Board meeting held on Thursday 25 November 2021</p> <p>AGREED</p>	
3	<p>Matters Arising and Actions</p> <p>All matters arising were included on the agenda.</p>	
4	<p>Annual General Meeting: 24 March 2022</p> <p>4.1 Notification Letter</p> <p>The draft AGM notification letter, previously circulated was approved for distribution to members.</p> <p>4.2 Virtual Meeting and Electronic Voting</p> <p>Due to the pandemic, it was agreed that the AGM would be conducted as a virtual meeting once again. A similar approach to last year would be adopted with pre-registration taking place in order to keep to the 100 zoom limit.</p> <p>Only one vacancy on the Board existed from March, the post of Secretary. If more than one person applied then an election would be required. ABa explained that he was planning to apply and therefore could not establish the</p>	<p>HJ/AC/DR</p> <p>AC</p>

	<p>voting mechanism as he had a conflict of interest. This also applied to SB, his brother so the voting process would have to be led by someone else.</p> <p>It was agreed that AC would lead on this issue using Google Forms.</p> <p>If there was only one candidate, as in previous elections, then the affirmative vote required would take place at the AGM during the virtual meeting.</p> <p>DA agreed to speak at the AGM about his role as Supporter Advisor.</p>	<p>AC</p> <p>DA</p>
5	<p>CF10 Secretary Role</p> <p>It was noted that ABa was prepared to put his name forward for election for the post of Secretary and that he would lead on governance matters. SaC agreed to play a greater role in preparing agendas/minutes for Board meetings if there were no external candidates.</p>	
6	<p>Cardiff Rugby</p> <p>6.1 Supporter Advisor</p> <p>DA said that he was enormously proud to be appointed as the first Supporter Advisor, a role which CF10 had lobbied for since its inception.</p> <p>A sub-group of the Board had met with DA the week previously at his request and the notes of that meeting had been circulated to the Board.</p> <p>DA is proposing to host a joint quarterly meeting of all supporter groups at CAP prior to Cardiff Rugby board meetings in order that they are able to feed into his agenda and to prioritise supporters' concerns.</p> <p>DA had attended his first meeting earlier in the week. Due to confidentiality he wasn't able to speak about its contents but it had been agreed that a high level summary of each meeting will be produced. Suffice to say, he was made to feel welcome and there were no constraints about his involvement in discussions. He felt the operation was very professionally handled.</p> <p>LG said that she was delighted about DA's appointment and thanked him for his attendance.</p> <p>6.2 Notes of a Meeting with Richard Holland 5 January 2022</p> <p>The notes of the above meeting had been previously circulated and would now be distributed to members either as a specific email or as part of the newsletter.</p> <p>In cash terms, the club was relatively stable at the moment given the various COVID packages available. However, much was dependent on the WRU's loan negotiations with WG and whether 6 Nations matches were played without spectator restrictions.</p> <p>A similar squad size was envisaged for 2022/23 but this would depend on the above factors.</p> <p>The 2022/23 kit has been agreed and will be announced in due course. The home kit will be traditional blue and black but with slight modernisations.</p> <p>6.3 Cardiff Rugby Sustainability an Environmental Policy</p> <p>At a previous meeting with Cardiff Rugby, CF10 agreed to draft an Sustainability/Environmental policy for Cardiff Rugby's consideration. A first draft for discussion, has been prepared by CO'S.</p> <p>The paper is deliberately high level at the moment. It was envisaged as an iterative document upon which wide consultation could take place and generate as many practical ideas as possible.</p> <p>It was also importantly to plan for the redevelopment of CAP and think about</p>	

	<p>the environmental standards we want to see CAC incorporate into the plans for the new stadium.</p> <p>Members were asked to send comments on the paper to CO'S. It would be helpful if actual text for inclusion in the paper could be sent rather than simply ideas for CO'S to progress. Of particular interest would be thoughts on economic savings and proposals which showed CR to be a leader in environmental policy.</p>	ALL/CO'S
7	<p>CAC</p> <p>7.1 CAP Lease</p> <p>A framework for a 3 year extension to the lease has been agreed but the detailed proposal has yet to be signed. If this isn't agreed by the end of the month, then to safeguard its position, Cardiff Rugby would need to invoke a Section 26 notice of the Landlord and Tenant Act 1954 although it was keen to avoid this.</p> <p>7.2 CAP Redevelopment</p> <p>CF10 has written to Chris Nott (as the CAC 'PropCo' lead) enclosing the paper 'An Accessible Stadium' produced some time ago. This looks at disability (in its very broadest sense) access required in the redevelopment. The response from CN was positive.</p>	
8	<p>Working Groups</p> <p>8.1 CF10 Logo</p> <p>ABa felt that CF10 now needed advice from a professional graphic designer in order to take forward the new logo. This could be done via an appeal to members, via the newsletter, to see if someone could do this on a voluntary basis.</p> <p>8.2 Influencing the Decision Makers</p> <p>This item was deferred since apologies had been received from SJ.</p> <p>8.3 CRFC Heritage Committee</p> <p>SaC reported that the committee was conscious that it needed to better define exactly what items the museum wants to collect/keep since many pieces of memorabilia were being offered.</p> <p>StC was taking over oral histories.</p> <p>Blue/Black plaques were being developed to commemorate significant events which had occurred around the stadium.</p> <p>8.4 Communication</p> <p>A newsletter was required, preferably to go out the first week in February. It would be coordinated by CO'S and content could include:</p> <ul style="list-style-type: none"> • Request for support for the new logo from a professional graphic designer • Progress on heritage • Notes of meeting with DA • Notes of meeting with RH • DR's paper on Matchday Experience • Reminder about the AGM 	<p>ABa/CO'S</p> <p>CO'S</p> <p>ABa</p> <p>SaC</p> <p>HJ</p> <p>HJ</p> <p>HJ</p> <p>HJ</p>
9	Community Development	

	<p>It was important that Cardiff Rugby reflected the community which it serves and was seen to embrace all groups showing that it was the best professional sports club.</p> <p>A paper highlighting some case studies from other sports/groups had been circulated for interest.</p> <p>In order to take this forward it was felt that a working group was specifically needed. Given the interest of other groups such as Cardiff Rugby Foundation, Cardiff Blues Brothers and CBSC it was agreed that a joint group involving them should be sought.</p> <p>LG agreed to contact CRF, CBB and CBSC.</p> <p>StC agreed to lead the group and the following offered to join: SW, MH, ABa, CO'S.</p>	<p>LG StC</p>
10	<p>Finance Report</p> <p>It was reported that available funds stood at £1448.42 (£1,413.52 in the bank; £34.90 with PayPal).</p>	
11	<p>Governance Action Plan January 2022</p> <p>Any issues of concern noted in the plan were discussed above.</p>	
12	<p>Other Identified Business</p> <p>None</p>	
13	<p>Date and time of next meeting</p> <p>Thursday 17 February 2022 commencing at 7pm</p>	