

CF10 ARMS PARK RUGBY TRUST

MINUTES OF FIFTH MEETING OF THE BOARD OF TRUSTEES TO BE HELD

AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON THURSDAY 13 JULY 2017 COMMENCING AT 7.00PM

PRESENT

Board Trustees: David Allen (Chair); Andy Baker; Simon Baker; Andrew Collins; Lynn Glaister; Huw Jones (Secretary);

Observers: Gareth Brown; Fred Davies; Neil Harries; Martin Hughes;

Apologies: Jonathan Bray; Sally Carter; Simon Jones; Dan Pearce; Derek Redwood (Treasurer); Marc Wakeham

		ACTIO N
1	Chair's introductory remarks Congratulations were offered to Jon Bray on the birth of a son; he was now on paternity leave. The Chair emphasised that the next few months would be an important time for the Trust in preparing for next season.	
2	Consideration of the minutes of the last Board meeting held on Wednesday 7 June 2017 Minutes AGREED and apologies for this meeting noted.	
3	Matters Arising and Actions DA noted that the number of proxy shares was approximately the same as previously reported. He had attempted to contact John Smart to ask him to proxy his shares. It was suggested that Brynle Groves sometimes represented Mr Smart and FD agreed to contact him to ascertain the position. AB reported that Google Translate (to Welsh) was now available on the website.	FD
4	Meeting with Richard Holland, CEO Cardiff Blues A note of the meeting had been previously circulated. The main issue discussed again was that importance of the Working Group to drive forward the development of policy. It was emphasised that the Board of Cardiff Blues need to fully endorse and support the establishment of such a group. Trust representatives offered to meet the Board or the Chair, PT, to progress governance issues. The next meeting with RH is scheduled for Monday 4 September.	

5	<p>Cardiff Regional Rugby</p> <p>5.1 Political LG reported that she had drafted a political strategy, a copy of which would be put on the G-drive. When meeting politicians it was important to be clear what CF10 wanted and what action it was seeking from them. Cardiff City Region is now at the forefront of the political agenda regarding economic development. The Trust strategy set out influential MPs, AMs and Cardiff councillors. LG agreed to set up appropriate meeting.</p> <p>5.2 Media Now that the Lions tour was over there was an opportunity to influence the media and to raise issues discussed in recent blogs. DA agreed to contact Simon Thomas (Walesonline) NH agreed to contact Peter Jackson (The Rugby Paper) HJ agreed to contact Andrew Weeks (BBC Wales)</p>	<p>LG</p> <p>DA NH HJ</p>
6	<p>Membership Renewals and Recruitment</p> <p>Following the workshop on 20 June, AB had prepared a draft Marketing Plan. This set out various marketing segments and also actions for consideration by the Board. There were many proposals which could be pursued but the challenge was to establish priorities. It was AGREED:</p> <ol style="list-style-type: none"> 1. Life membership would be reduced to £20, subject to consultation with 3 current life members who were not on the Board; 2. Izettle would be purchased in order to make card transactions easier; 3. As well as on-line renewal activity, it was also important to have a presence at matches. A budget for equipment would be prepared (roller-banner, flyers etc.) and a design template would also need to be established. 4. Consideration needed to be given to 'outreach'; 5. The concept of continuing with the fanzine was supported; <p>An action plan of priorities and timescale was needed. AB was thanked for pulling together an excellent piece of work.</p>	<p>AB</p> <p>AB AC</p> <p>AB</p>
7	<p>Supporters Direct</p> <p>The Supporters Direct Annual Conference had taken place the previous weekend. HJ agreed to contact Tim Hartley to see whether any issues of interest to CF10 had emerged. AB reported that Nicola Hudson from Supporters Direct had come back to him with training ideas. It was felt that these were not necessary given the Trust's current stage of development.</p>	<p>HJ</p>
8	<p>Working Groups</p> <p>8.1 Heritage DA reported that work had stalled, awaiting recommendations from the Group being discussed at the next CAC Management Committee meeting. The idea of a Rugby Library has also been suggested. The Heritage Database had been restructured. The video had been very well received at the CRFC 140th Dinner. Given the paucity of Cardiff Blues memorabilia, a list was being</p>	<p>DA</p>

	prepared for RH of items which should be collected and retained. SB pointed out that the RFC were in need of a similar prompt .	
	<p>8.2 Communication</p> <p>Social media was now being addressed in a more structured way. A rota had been prepared for Twitter administration. Additionally, a database of individuals to tag in social media had been established.</p> <p>The Communications Team would take over planning and release of blogs/articles in collaboration with AB.</p> <p>AC suggested the benefits of having 'guest blogs' from supporters and agreed to contact John 'The Drummer' Roberts to see if he was interested.</p>	<p>AC/LG</p> <p>AC</p>
9	<p>Board Development</p> <p>The Development and Evaluation Framework was agreed and 1-to-1 meetings would be arranged. The Chair emphasised that he saw this as a two-way process in relation to feedback. DA agreed to propose dates when he was available to meet Directors.</p>	DA
1 0	<p>Finance report</p> <p>The current balance of funds was £1239.65 and there were 374 members.</p>	
1 1	<p>Risk</p> <p>Implications and contingencies for officer incapacity was discussed:</p> <p>Secretary - all papers on the G-drive;</p> <p>Treasurer - paper prepared but need to confirm access to spreadsheets/accounts;</p> <p>Membership Secretary - database back-up needs to be established;</p> <p>Chair - List of contacts to be prepared.</p>	<p>DR</p> <p>AB</p> <p>DA</p>
1 2	<p>Governance Action Plan July 2017</p> <p>Paper was noted.</p>	
1 3	<p>Other Identified Business</p> <p>13.1 Cardiff RFC Committee</p> <p>It had been suggested to DA that he consider being nominated for the above, but he was concerned about a potential conflict of interest and wished to seek the opinion of the Board. Given that CF10's declared intention was also to seek a place on Cardiff Blues Board, it was felt that this was felt to be congruent with the Trust's strategic intentions and no conflict was therefore identified. The matter would however be kept under review. The proposal was supported.</p> <p>CRSC AGM-scheduled for 19 July-AB and SB to attend.</p> <p>CB Supporters Club - This was scheduled for 27 July. AC agreed to attend.</p>	<p>DA</p> <p>AB/SB</p> <p>AC</p>
1 4	<p>Date and time of next meeting</p> <p>Thursday 17 August 2017 commencing at 7pm</p>	