

CF10 ARMS PARK RUGBY TRUST

MINUTES OF THE NINETEENTH MEETING OF THE BOARD OF TRUSTEES HELD

AT 129 LAKE RD WEST, CARDIFF ON

THURSDAY 11 OCTOBER 2018 COMMENCING AT 7.00PM

PRESENT

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

Observers: Viv Jones;

Apologies: Andy Baker; Gareth Brown; Neil Harries; Martin Hughes; Anthony Lewis; Dan Pearce; Derek Redwood (Treasurer); Matt Sutton;

ITEM		ACTIONS
1	Chair's introductory remarks and apologies for absence The meeting had to be relocated due to the Wales v Spain football match being held at the Principality Stadium and therefore the difficulty of parking and accessing CAP. DA said that the meeting's priority was to discuss the Board's position on the imminent appointment of 3 NEDs to the Cardiff Blues Board and the opportunity to see a Supporter Director appointed. Apologies were noted.	
2	Minutes of the Board meeting held on Thursday 13 September 2018 AGREED	
3	Matters Arising and Actions Item 3 – DA would speak with Mike Brown at the about arrangements for opening the Trophy Room on match days. Item 3 - DA noted that there was still no announcement from Cardiff Blues about the date of the shareholders AGM. Item 3 – LG reported that she had had no further success in contacting Cardiff Blues ladies but would continue to pursue Item 4 – DA confirmed that CF10 was not allowed to distribute leaflets advertising the 1000 members' campaign in the ground due to additional cleaning costs. 10.2 – The Communications papers which DA had prepared could now be found in the shared folder on G-drive	DA LG DP/LG AL/MH

4	<p>Cardiff Blues: Meeting with Richard Holland 24 September</p> <p>4.1 Non-Executive Director Appointments and Supporter Director</p> <p>DA summarised the current situation:</p> <ul style="list-style-type: none"> • CF10's Mission Statement included a policy of wishing to see the appointment of a Supporter Director on the CBL Board. This had been confirmed at the AGM; • A letter had been sent to RH (which had later been considered by the CBL Board) requesting the appointment of a Supporter Director as part of the board restructuring under Project Reset. A similar letter had also been sent to the WRU Chair; • The letter had made clear that it should not be a CF10 appointment but be subject to open election amongst supporters. • Response from CBL 'encouraged CF10, should it wish to do so, to nominate a candidate to formally apply' for the NED role. <p>In discussion, the Board agreed that CF10 should continue to lobby for a Supporter Director to be formally appointed.</p> <p>The Board considered whether it was appropriate for a Board member to apply, recognising that such a position would not be a Supporter Director. As CF10 had been invited to nominate a person it was felt important that an application should be made. In doing so, the application should make clear that if successful the person would aim to be the conduit through which the views of the Trust and other supporter organisations at Cardiff routinely reached the collective ear of the board. This would ensure that when critical decisions are taken the views of those who pay their hard-earned cash to come through the gates are considered.</p> <p>If appointed, it would not be appropriate for any applicant from CF10 to accept fees for being an NED, either individually or on behalf of the organisation.</p> <p>As CF10 had been encouraged to nominate a candidate, if asked to step down from their CF10 role as a condition of appointment, this would not be considered acceptable.</p> <p>4.2 DA then summarised the remainder of issues discussed at the meeting with RH on 24 September. In particular:</p> <ul style="list-style-type: none"> • Project Reset had still not been signed due to last minute hiccups; • CF10 had expressed disappointment that it had not been informed about the announcement of the establishment of the CB foundation, given recent joint work on community development matters. 	
5	<p>Members' Meeting: 17 October (Structure, Roles, Round Table Questions)</p> <p>CB had organised a Gold Members meeting from 6.30-7.30pm on 17 October. It had therefore been necessary to move the CF10 Members' Meeting backward by half an hour.</p> <p>The outline structure and roles as set out in the paper were confirmed. SB had arranged hire of a projector and screen at a cost of approximately £120 which was considered to be very reasonable and approved by the Board.</p> <p>Given that the round table discussion only had 20min, it was agreed that a maximum of two questions should be asked to stimulate discussion.</p> <p>In introducing the round table discussion, a short contextual summary would be provided for members (Project Reset, CAC/WRU lease discussion etc.).</p> <p>If as a result of feedback the Mission Statement need to be revised, this would</p>	<p>SB/DR</p> <p>HJ/DA</p> <p>HJ</p>

	<p>be done at the AGM in March. A letter to members not on email was due to go out the following day. It was important that those not on email were seen to be treated the same as those on email.</p>	AC
6	<p>Membership Renewals and Recruitment: 1000 members campaign Current membership stood at 655 members. During the period of the competition 27 additional members had been recruited but 52 had been recruited since the open day. It was agreed that the campaign had not been particularly successful and lessons should be learned, especially about timing, follow up, advertising etc. AC to consider and advise the Board. Draw winners had been informed and had agreed to a photo opportunity in the Pack Bar before the Glasgow game.</p>	AC AC/DA
7	<p>Marketing Plan 2018 Apologies had been sent from AB so this item was deferred to the next meeting. A sub-group involving AB, SB and HJ had met.</p>	AB
8	<p>Cardiff Regional Rugby – Political meetings This item was now closed as all meeting had been completed for the time being.</p>	
9	<p>Working Groups 9.1 Heritage Minutes of the CAC Heritage Sub-committee were now on the G-drive. The group were now moving onto Phase II of the project, namely the digitisation of photographs. The project was likely to be more expensive than first thought due to the way frames had been fixed to the wall and the condition of the frames themselves.</p> <p>9.2 Communications The next quarterly newsletter was due out in December. The situation regarding ‘difficult’ people on Twitter was discussed. It was agreed that the policy of ignoring such individuals as a principle should be continued. Correcting any factual inaccuracy would be appropriate, but any such corrections should be issued as a general Tweet and not as a response to the person concerned.</p>	SC AC/DA DP/LG AL/MH
10	<p>Cardiff Blues Supporters Club SC and HJ had met with representatives of CBSC on 8 October at CAP. The meeting had been very positive and a note would be circulated in due course.</p>	HJ
11	<p>General Data Protection Regulations (GDPR): Database Management This item was deferred to the next meeting for AB to explain the process of transferring the database to online and the changes to the software which were pending.</p>	AB
12	<p>Finance Report There was no finance report this month as DR was on holiday. There had been little financial activity over the month. It was noted that 30 September was the end of the financial year.</p>	

13	<p>Governance Action Plan October 2018</p> <p>The plan noted that:</p> <ul style="list-style-type: none"> • A review of 2018/19 plan was due in October • A review of pricing policy was due in January • A date and a room were required for the AGM in March 	<p>DA/HJ</p> <p>DA</p>
14	<p>Other Identified Business</p> <p>None</p>	
15	<p>Date and time of next meeting</p> <p>Thursday 15 November 2018 commencing at 7pm</p> <p>DA gave his apologies and the meeting would be chaired by LG</p>	