

CF10 ARMS PARK RUGBY TRUST

MINUTES OF THIRTEENTH MEETING OF THE BOARD OF TRUSTEES

HELD AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON

THURSDAY 12 APRIL 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); Matt Sutton;

Observers: Viv Jones

Apologies: Gareth Brown; Neil Harries; Martin Hughes; Dan Pearce;

ITEM		ACTION
1	Chair's introductory remarks and apologies for absence DA said that the focus of the meeting would be to identify actions from the AGM and implications of the General Data Protection Regulations for the Trust. There was a need to consider what actions to take in relation to getting members' approval for use of their data and what conditions we needed to introduce in relation to new terms and conditions. He also welcomed Viv Jones to his first meeting of the Working Group.	
2	Minutes of the Board meeting held on Thursday 15 March 2018 AGREED	
3	Matters Arising and Actions DA reported that he was not optimistic about the Trust obtaining the late Mr Williams' shares as the matter was proving legally complex, albeit Jon Bray was still looking at the matter. DA reported that John Mansfield had offered to donate shares to the Trust. DA also reported that a survey of members had been undertaken following the AGM seeking views on the Mission Statement and the two additional points approved at the AGM. However, a closing date had been omitted. He would speak with Andy Baker about notifying a closing date.	DA DA
4	Annual General Meeting 21 March 2018: Minutes and Actions DA was congratulated on his reappointment as Chair for a further 3 years. The Heads of Agreement had been signed with CBSC at the Trust AGM. There was a need to follow this up with a further joint meeting to take it forward (HJ/SC/DR to represent the Trust). The AGM had been successful with 64 members in attendance. It was the	HJ

	<p>right decision to have the CBL Q&A following a truncated meeting. A member had asked about access to the Cardiff Rugby 140 Year Anniversary video. This would be investigated.</p> <p>There was a comment that those members not on email were not receiving correspondence. It was agreed that it was important to address this issue. The Board approved the draft AGM minutes with the addition of a point under item 4: 'Members unanimously agreed to dispense with a full audit which was not legally required'. These would now go on the website. Given the commitment to engage more with members, it was important to follow up the AGM with a further Members' Meeting in October. CAC would need to be booked.</p> <p>There had been no nominations for Board membership and consequently two vacancies still existed. The Board unanimously agreed that because of his exceptional commitment to the Trust and the work undertaken in recruiting new members, Fred Davies should be co-opted to the Board under para 63 of the Model Rules.</p>	<p>SB</p> <p>AC</p> <p>HJ/SB</p> <p>DA</p>
5	<p>General Data Protection Regulations (GDPR)</p> <p>The following major issues had been identified by the Board as needing to be taken into account regarding the members' rights:</p> <ol style="list-style-type: none"> 1. The right to be informed - must state clearly how we plan to use personal data. We must communicate that information in a way that is: <ol style="list-style-type: none"> a. concise, transparent, intelligible and easily accessible b. written in clear and plain language c. free of charge 2. The right of access - we must provide individuals access to the data they hold on them without any charge, if requested. 3. The right of rectification - if the data we hold on someone is incorrect, we must correct it. 4. The right to erasure – individuals can ask us to delete their data and prevent further processing of it. 5. The right to object - it's no longer enough to offer an opt-out from marketing communication. We need to give people the opportunity to consent or object to each way in which their data is used. <p>The Board agreed the following actions:</p> <ol style="list-style-type: none"> 1. We need to ask our members whether they are content for us to send them information related to their subscriptions; events, newsletters or any other categories we can think of. 2. We need to retain their response to show an audit trail. 3. We need to ensure that the above is at no cost to the individual member. 4. We need to find an electronic solution to the above in order to reduce the significant cost implications of mail-out and SAE. 5. We need to set out new terms and conditions of membership addressing the above issues at source. 6. We need to seek the approval of those members who do not renew their subscription that we can retain their data and email relevant information to them for a period of, say 3 years. 	<p>AC</p> <p>SB/AC</p> <p>HJ</p>

	A task and finish group (AB, SB, AC and HJ) would meet to address the above issues. AC to coordinate.	SB/AC SB/AC/HJ AC
6	<p>Membership Renewals and Recruitment</p> <p>AC and DA and met to discuss concerns about the database. These would need to be resolved as part of the task and finish group's work.</p> <p>A petty cash float would be established (receipted) for the Membership Secretary. An initial £40 float would be made,</p> <p>It was noted that the Trust faced a potential loss of c.80 members whose memberships expired this season. It was also noted that chasing membership renewals was a time consuming role and should be avoided as much as possible.</p> <p>It was therefore proposed from the start of next season:</p> <ol style="list-style-type: none"> 1. To extend all current memberships to 2025/26; 2. Remove annual £2 memberships; 3. All new memberships would be £5. <p>The Board was asked to reflect on the above which would be further considered, and if agreed, ratified at the next meeting.</p> <p>At the next meeting with Richard Holland he would be asked to advertise Trust membership on the CB website.</p> <p>At the next meeting more detailed consideration would be given to the "1000 members" campaign.</p>	DR/AC All HJ HJ
7	<p>Plans/Target 2017/18</p> <p>The Working group had been enhanced with the addition of Matt Sutton and Viv Jones. Additionally, Anthony Lewis had joined the Communications Team on the social media rota.</p> <p>The Plans would be revisited more formally at the next meeting.</p>	HJ
8	<p>Cardiff Blues</p> <p>There was a meeting planned with Richard Holland on Tuesday 17 April at 9am.</p> <p>With recent success on the field, the appointment of John Mulvihill as Head Coach and Jason Strange as Attack Coach there was a very positive vibe around the club. This needed to be accompanied by governance and Board reform. This would continue to be pressed in meetings with RH.</p>	DA/HJ/ LG/FD
9	<p>Cardiff Regional Rugby – Political meetings</p> <p>Two sets of meetings had been held recently. The first being with Kevin Brennan MP and Cllr Peter Bradbury who were both challenging but supportive about the work of the Trust. Both were keen on seeing CB stay at CAP.</p> <p>The second meeting was with Cllr Russell Goodway, Cabinet Member for Economic Development. He has proposed establishing a Working Party to look at the contribution of Cardiff Rugby to the economic development of the city.</p> <p>At both meetings, the retention of 'Cardiff' in the team name was considered to be sacrosanct.</p>	
10	Working Groups	
	10.1 Heritage	

	<p>The launch of the online museum had been a big success. There had been 600 visits to the site from 25 different countries.</p> <p>There was no report from the Heritage Committee as the last meeting had only been held earlier that evening.</p> <p>One more volunteer session was planned focusing on vulnerable items such as flags and paper artefacts.</p> <p>The next priority would be refreshing the Trophy Room followed by digitising photographs. The aim going forward is to treat the Hubert Johnson Room more like a museum with rotating elements rather than a static trophy room.</p>	
	<p>10.2 Communication</p> <p>There was no report.</p>	
11	<p>Finance Report</p> <p>DR reported that balance of funds stood at £2,463.17 (Bank: £1626.10; Paypal: £837.07). The annual submission to the FCA had also been made.</p>	
12	<p>Governance Action Plan March 2018 – report attached</p> <p>Now that the AGM had been successfully completed, the main risk facing the Trust was GDPR and membership renewal. Action agreed above.</p>	
13	<p>Other Identified Business</p> <p>It was proposed that a sympathy card was sent from the Trust to the family of the late David Herbert.</p> <p>Possible travel arrangements to Bilbao for the Challenge Cup final to be raised with RH at the above meeting.</p>	<p>DA</p> <p>HJ</p>
14	<p>Date and time of next meeting</p> <p>Thursday 17 May 2018 commencing at 7pm</p>	