

CF10 ARMS PARK RUGBY TRUST

MINUTES OF THE TWELTH MEETING OF THE BOARD OF TRUSTEES

HELD AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON

THURSDAY 15 MARCH 2018 COMMENCING AT 7.00PM

PRESENT

Board Trustees: David Allen (Chair); Simon Baker; Sally Carter; Lynn Glaister; Huw Jones (Secretary); Derek Redwood (Treasurer); Matt Sutton;

Observers: Fred Davies;

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

ITEM		ACTION
1	Chair's introductory remarks and apologies for absence The Chair welcome Matt Sutton, a corporate lawyer by profession, to his first meeting. MS said that he was delighted to join the working group, although he would be unable to attend all meeting, but would be happy to assist with legal advice. Apologies were noted.	
2	Minutes of the Board meeting held on Thursday 15 February 2018 AGREED	
3	Matters Arising and Actions FD was continuing to seek a response from Alex Smart but given the timescale this was now increasingly unlikely. Jon Bray had written to the executor of Mr Williams' will but matters were getting complex. HJ reported that CBSC had agreed to sign the Heads of Agreement and had proposed we do so at the AGM. The Heritage website would be launched at the AGM and some Twitter teasers would be prepared.	DA HJ DA
4	Cardiff Blues A meeting was held with Richard Holland on 14 March. Issues discussed included the proposed announcement of the new Head Coach (expected the following Tuesday); WRU and the RSA; CAP and relationship with CAC. In relation to the latter, RH confirmed that they were seeking an extension of the lease as a tenant rather than a development lease. The latter would be discussed at a later date. CBL was keen to stay at CAP but had a responsibility	

	to explore other options.	
5	<p>Annual General Meeting 21 March 2018</p> <p>CBL had announced that they would be holding a Q&A with Richard Holland on the day following the CF10 AGM. This would affect attendance at both. It had therefore been proposed to hold both on the Wednesday evening with the AGM being brought forward to 18.30 and RH's Q&A starting at 19.30.</p> <p>Final running order would be:</p> <ul style="list-style-type: none"> • Simon and Andy will be setting up the AV/PA from around 3pm • Mart and Andrew will man the door, check membership and register attendees • Lynn will do the introductory welcome and outline the agenda • David would give a progress report (10 mins) • Derek will present the financial report • Huw will cover the 'elections' • CBSC and CF10 will sign the Heads of Agreement • Sal will lead the discussion on the approval of the mission statement, suggest the addition of a bullet expressing our desire to remain at CAP and check if any further additions are required (20 mins) • David will launch the rugby museum, with Sal and Simon chipping in as necessary (10 mins) • AOB • Appeal for volunteers <p>We would then undertake a poll of the membership.</p> <p>Change in the AGM start time would need to be notified to members:</p> <ul style="list-style-type: none"> - HJ would draft a note for AC to send out in a mail shot. - LG would put out a notification via Twitter. 	<p>ALL</p> <p>HJ</p> <p>LG</p>
6	<p>Cardiff Regional Rugby – Political meetings</p> <p>LG reported that a meeting with Cllr Russell Goodway was still to be arranged. A meeting with Kevin Brennan MP (with Cllr Peter Bradbury possibly in attendance) had been arranged for 6 April at 2pm</p>	<p>LG</p> <p>LG/DA</p>
7	<p>Plans/Target 2017/18</p> <p>As stated above, Matt Sutton had joined the group and Viv Jones had expressed an interest. It was agreed that dates of meetings would be sent to the latter.</p>	<p>HJ</p>
8	<p>Working Groups</p> <p>8.1 Heritage</p> <p>The Cardiff RFC sub-committee report had been circulated for information. Most of the vulnerable artefacts such as jerseys and caps had now been safely put into storage. New photographs had been taken and uploaded to the database.</p> <p>The next phase would involve copying vulnerable old photographs and adding player profiles to the database.</p>	<p>DA/SC/SB</p>
	<p>8.2 Communication</p> <p>The priority over the next week would be the AGM and launch of the Heritage website.</p>	<p>DP/LG/MH</p>

9	<p>Membership Renewals and Recruitment</p> <p>At 13 March membership stood at 561.</p> <p>Sam Warburton had signed-up for the Trust and it was agreed to offer him 5 year membership</p> <p>A number of people had indicated on their membership form that they were CBL shareholder and would welcome contact regarding share proxy.</p> <p>It was estimated that there were around 70-80 people whose membership would expire this season. One year membership was a significant risk and we should seek to avoid this in future. A full discussion would be held on this issue at the next meeting.</p> <p>DA agreed to notify AC of the discussion.</p>	<p>AC</p> <p>DA</p> <p>HJ</p> <p>DA</p>
10	<p>Finance Report</p> <p>DR reported that the annual accounts had been signed and uploaded to the website. He had written to HMRC to say that no corporation tax was due. The balance of funds stood at £2,259.19 (Bank: £1450.10; Paypal: £809.09).</p>	
11	<p>Governance Action Plan March 2018 – report attached</p> <p>The main outstanding item remaining on the Plan was the GDPR. A paper would be prepared for the next meeting and HJ would consult MS on its contents.</p>	<p>HJ</p>
12	<p>Cardiff RFC Sponsors Evening</p> <p>DA would be attending the evening and it was agreed DR and LG would represent CF10.</p>	<p>DR/LG</p>
13	<p>Other Identified Business</p> <p>SC reported that she would be in the Pack Bar 1 hour before the Benetton match and any helpers would be appreciated.</p>	
14	<p>Date and time of next meeting</p> <p>Thursday 12 April 2018 commencing at 7pm</p>	