

CF10 ARMS PARK RUGBY TRUST

MINUTES OF TWENTY NINTH MEETING OF THE BOARD OF DIRECTORS

HELD AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON

THURSDAY 15 AUGUST 2019 COMMENCING AT 7PM

PRESENT

Board Directors: David Allen (Chair); Simon Baker; Andrew Collins; Lynn Glaister; Huw Jones (Secretary); Derek Redwood (Treasurer);

Observers: Andy Baker; Gareth Brown;

Apologies: Sally Carter; Neil Harries; Martin Hughes; Viv Jones; Anthony Lewis; James Lewis; Dan Pearce; Matt Sutton; Sion Williams;

ITEM		ACTION
1	Chair's introductory remarks and apologies for absence DA welcomed AB back following a period of illness; he had been missed and DA wished him well. Apologies for absence were noted. DA said that the focus of the meeting would be the marketing plan and feedback following the meeting with Cardiff Blues about the open letter.	
2	Minutes of the Board meeting held on Thursday 18 July 2019 AGREED	
3	Matters Arising and Actions Item 3 – Proxy shares now amounted to 37, 050. Item 3 – There was nothing further to report in relation to contact with Cllr Ali. Item 3 – DA reported that he no longer intended to chase NG regarding a meeting about community development. Item 11 – CBSC: HJ reported that he had met with James Lewis the Interim Chair of CBSC. JL would be standing in for David Ellsmere on a temporary basis and it was agreed that all papers/correspondence would be sent to him for him for now.	
4	Membership/Marketing 4.1 Plan DA reported that in relation to Objective 4 of the Marketing/Membership Plan, CBL had said that they were not prepared to email/mail season members with CF10 joining information. The draft leaflet which tabled at the last meeting was discussed. The group felt it was an excellent piece of work. SB said he wanted to tighten up some of the text and have the Welsh language elements checked. He would then re-circulate the leaflet before finalising and printing around 1000 copies.	SB

	<p>DR offered to distribute the leaflet to appropriate shops, including the proposed replacement CBL shop. DA reported that Peter Ellison had drafted a piece about the benefits of being a member of CF10. The proposed Fantasy League would be developed for the start of the season.</p> <p>4.2 Engaging With Those Not on Social Media DR reported on progress on the plan: Cardiff Times: Article has been prepared but they will now charge to have it included in the booklet. However, they would not charge to put it on the website. Local Rugby Club programmes: St Peters and Llandaff RFC would charge £250 for an article in their programme for the season. It was decided that this was not viable. It was hoped that Old Iltydians would run the article for free. Cardiff RFC: a proposal to include a CF10 article in their programme will be considered by the RFC committee. Summerfest: this will take place on 6 September. DA/SB/SC will be in the Trophy Room while LG would try to man a stand.</p> <p>4.3 Stand Rota LG reported on the first draft rota. It was difficult to finalise anything at this stage since European Challenge Cup fixtures had yet to be announced. Also it wasn't clear what the configuration of bars would be following the loss of the Pack Bar. It was important that more people contributed to manning the stand since it was unfair that the role would fall to a small number of people. LG would revise the rota when more information was available. DA reported that he had received advice on 'sales' from Fred Davies. He would turn this into a guidance note. It would be helpful if the front page of the website could be refreshed prior to the start of the season.</p>	<p>DR DA AC</p> <p>DA/SB/SC LG</p> <p>LG DA SB/AB</p>
5	<p>Cardiff Blues 5.1 RH Meeting Notes 31 July 2019 The open letter to CBL and CAC had been published as planned. It had received significant coverage on social media and Walesonline had also covered it more than once. There had been many positive comments from supporters. In the meeting with RH he had denied the contribution of CBL to the issues surrounding the redevelopment of CAP and refuted the poor relationship with CAC. Initially, CBL were not going to respond to the open letter but it was explained that this would simply be seen as a lack of respect for supporters and a further example of poor communication. In the end they agreed to send a statement for CF10 to publish. It was reported that three MPs from the city have written letters to AJ congratulating him on reform of the Board but also recommending the need for a Supporter Director. The open letter would be further pursued at the next meeting on 16 September; Keith Morgan, CAC Management Committee Chairman has in principle agreed to attend.</p>	<p>DA/HJ</p>

	<p>5.2 CBL Articles</p> <p>Advice had been received about the articles. It was possible for a NED (Supporter Director) to be nominated via an AGM. However, CF10 had agreed to park the SD issue for now in order to give AJ the opportunity to restructure the board.</p> <p>In the meantime, a job description for a Supporter Director would be drafted and consideration given to how an election from supporters could be administered.</p> <p>Hayley Parsons and Alan Williams have been appointed as new NEDs on the CBL board while Sam Warburton and Martyn Williams will be attending as observers. It was agreed that a congratulatory email would be sent to both HP and AW following their appointment.</p>	<p>DA</p> <p>DA</p>
6	<p>Cardiff RFC</p> <p>It was agreed that CF10 would continue to sponsor a player next year (£60).</p>	DR
7	<p>Community Development</p> <p>Discussed above.</p>	
8	<p>Working Groups</p> <p>8.1 Heritage</p> <p>A paper is planned to be presented at the Sporting Heritage Conference in October.</p> <p>Oral history interviews are planned with Sir Gareth Edwards and hopefully Gerald Davies. Efforts are being made to contact Nicky Robinson.</p> <p>A tape of Mike Brown's interview with Bleddyn Williams has been found.</p> <p>8.2 Communications</p> <p>No specific issues to report. LG would undertake the post-meeting video</p> <p>Complaints from residents about music noise from the Pack Bar following the relocation of the gym have been passed to RH. He was aware of the issue.</p> <p>8.3 Welsh Language</p> <p>SB to discuss website translation material with SW</p>	<p>SB</p> <p>LG</p> <p>SB/SW</p>
9	<p>Finance Report</p> <p>DR reported that total available funds stood at £1802.01 (£1733.07 in the bank, £68.94 with Paypal).</p>	
10	<p>Governance Action Plan August 2019</p> <p>AB reported that he would make best endeavours to finalise the new website. A new sign-up system and Welsh language capability were still to be done. AC was considering the security of the standalone database and would report to the next meeting.</p>	<p>AB</p> <p>AC</p>
11	<p>Other Identified Business</p> <p>None</p>	
12	<p>Date and time of next meeting</p> <p>Thursday 19 September 2019 commencing at 7pm</p>	

