

RECORD OF THE CCST BOARD MEETING HELD ON 13/7/10

(NEXT MEETING 22/7/10 at 19:00 at Duke of Clarence – GENERAL MEETING RE. ACCOUNTS)

(NEXT REGULAR BOARD MEETING 10/8/10 – VENUE & TIME TBA)

PRESENT – Tim Hartley (TH), Keith Morgan (KM), Martin Bale (MB), Tracey Marsh (TM), Anthony Wedlake (AW), Phil Nifield (PN), Gareth Jones (GJ), Mike Roderick (MR)

APOLOGIES – David Craig (DC), Geraint Jones – Secretary (GERAINTJ)

BOARD DECISIONS TAKEN AT THE MEETING

| DECISION NO. | DESCRIPTION OF DECISION |
|--------------|---|
| 130710-D001 | In view of recent events, the board reaffirmed its policy on co-opting non-elected persons to the board and agreed that it had no plans to co-opt additional members at present. Statement to be issued (see A001 below) |
| 130710-D002 | MR will deputise as temporary administrative secretary while GERAINTJ recuperates from illness (see A002 below) |
| 130710-D003 | The board approved and signed off the Trust accounts for 08/09 with grateful thanks to TM for resolving the audit issues. They will now be offered for members' approval at the meeting on 22/07/10(see A003, A004, A005 below) |
| 130710-D004 | The board decided that written records of meetings with CCFC would only be offered to CCFC for comment on matters of accuracy before being issued to members |
| 130710-D005 | PN will join TH in representing the Trust at the next scheduled meeting with CCFC (on 18/8/10) |
| 130710-D006 | Aside from the regular bi-monthly meetings with CCFC, the board will request ad-hoc meetings as and when important issues arise |
| 130710-D007 | The board accepted KM's proposal that the Trust should have a Membership Treasurer and a General Treasurer as separate roles (see A0013 below) |
| 130710-D008 | The board agreed to discuss the proposal coming from the Membership Group concerning membership subscriptions following the General Meeting to approve the accounts on 22/7/10 if time permits (see A015 below) |
| 130710-D009 | The recommendations in the Board Election paper by GERAINTJ were accepted and it was agreed to reduce the costs of the next election by using electronic voting if possible (see A016 below) |

ACTION LIST (actions outstanding from previous meetings highlighted in red)

| ACTION NO. | DESCRIPTION OF ACTION | BY WHOM | BY WHEN |
|-------------|---|----------|---------|
| 010610-A003 | Propose venues and dates for public non-board meetings. | MR | 10/8/10 |
| 130710-A001 | MR to draft a Board statement for TH to approve, concerning co-opted board members. MR will issue to members by email and PN will publish on the web-site. | MR/TH/PN | 14/7/10 |
| 130710-A002 | Invite GERAINTJ to stand down from his duties while he recovers from illness. | TH | 20/7/10 |
| 130710-A003 | AW will obtain GERAINTJ's signature on the 08/09 accounts and return them to KM. | AW | 15/7/10 |
| 130710-A004 | KM will arrange the auditor's signature on the 08/09 accounts and have final copies available for members attending the General Meeting on 22/7/10. | KM | 21/7/10 |
| 130710-A005 | Assuming members' approval at the meeting on 22/7, KM will file the 08/09 accounts with the FSA on 23/7/10. | KM | 23/7/10 |
| 130710-A006 | PN will arrange for a photo of the new share certificate to be published on the web-site and in the Echo (if possible). | PN | 10/8/10 |
| 130710-A007 | AW will contact Sandra Busby and ask if her firm will act as the Trust's new registered office. | AW | 10/8/10 |
| 130710-A008 | MR will arrange a suitable regular and free venue for future board meetings. | MR | 10/8/10 |
| 130710-A009 | Concerning the proposed promotional film, GJ will incorporate it into the work his Communications Group is doing. TH will write to the 2 colleges who expressed interest. | GJ/TH | 10/8/10 |
| 130710-A010 | MR will e-mail members the details of the discount Elite Fitness is offering to 75 Trust members. PN will publish the offer on the web-site. | MR/PN | 10/8/10 |
| 130710-A011 | TH will contact Mike Morris to request an area on the web-site where we can publish the records of board meetings. | TH | 10/8/10 |
| 130710-A012 | TH will ask Wayne Nash for an update on the Memorial Garden. MR will check if any members volunteered to help. | TH/MR | 10/8/10 |
| 130710-A013 | KM will invite the identified member to fill the General Treasurer post. | KM | 10/8/10 |
| 130710-A014 | GJ will bring forward a proposal from the Communications Group concerning the number of Trust mailboxes and how they will be monitored. | GJ | 10/8/10 |
| 130710-A015 | MR will bring forward a proposal from the Membership Group about restructuring the Trust membership subscriptions. | MR | 22/7/10 |
| 1301710-016 | GJ will incorporate the requirement for electronic voting into the work his Communications Group is doing. | GJ | 10/8/10 |