

RECORD OF THE CCST BOARD MEETING HELD ON 13/9/10

(NEXT MEETING Monday 18/10/10 at 18:30 at Deri Inn)

PRESENT – Tim Hartley (TH), Keith Morgan (KM), Martin Bale (MB), Tracey Marsh (TM), Phil Nifield (PN), Mike Roderick (MR,) David Craig (DC)

APOLOGIES – Anthony Wedlake (AW), Gareth Jones (GJ), Geraint Jones – Secretary (GERAINTJ)

BOARD DECISIONS TAKEN AT THE MEETING

DECISION NO.	DESCRIPTION OF DECISION
130910-D001	GERAINTJ has ascertained that Supporters Direct is intending to amend Trust rules to allow for Independent Examination of accounts, meaning we might not need to make our own rule changes to dispense with a full audit of the Trust accounts this year. The Board decided that unless the new SD rules are guaranteed to be in place by 31/10/10, we should still amend the rules ourselves.
130910-D002	Following recent attempts to defraud the Trust bank account and the FK account, the banks have been asked to apply more stringent controls. The Board concluded that all we can do is to carefully check our outgoings and immediately alert the banks if unauthorised transactions are found.
130910-D003	The Board approved the New Membership Scheme plan put forward by TM
130910-D004	The Board agreed that 50% of all “donations” received from members under the New Membership Scheme should be set aside as a contingency fund to be used for future share purchases or to support the club in times of crisis. The remaining 50% might be used for causes such as funding community events or supporting the FK appeal, at the board’s discretion.

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

ACTION NO.	DESCRIPTION OF ACTION	BY WHOM	BY WHEN
130710-A002	Approach John Sithers about providing administrative secretarial support to the Board.	MR	18/10/10
130710-A006	Photographs of the new share certificate (held by KM) to be taken and used for publicity.	PN/KM	18/10/10
130710-A07a	AW to be contacted re. Sandra Busby’s willingness to use her business as our registered office.	GJ	18/10/10
130710-A07b	Contact WCC to see if they will act as our registered office	GJ	18/10/10
130710-A014	Arrange for the mailboxes we no longer require, to be deleted.	MR	18/10/10
130910-A001	Meet with David Roberts and Brian Mertens to clarify new Treasurer responsibilities and arrange for regular monthly summary financial report to be produced for the Board	KM	20/09/10

130910-A002	Follow up Memorial Garden and other outstanding issues following meeting with Gethin Jenkins	TH	18/10/10
130910-A003	Finalise arrangements with the Club for stadium tours for FK	DC	27/09/10
130910-A004	Ask TG to meet Trust members on 26th or 27 th September. Ask Gethin Jenkins if CCS could be used as the venue	TH	20/09/10
130910-A005	Consider using retail outlets around Cardiff to sell FK badges	DC/PN	18/10/10
130910-A006	Calculate fixed costs of the Trust vs. number of members to confirm that a £15 joint membership cost with CCSC is viable	KM	27/09/10
130910-A007	Discuss with GERAINTJ his ideas about meeting with other Trusts prior to away matches	TH	18/10/10
130910-A008	Encourage the Club to appoint a Supporters Liaison Officer ASAP as required by UEFA for season 2012/13	TH	18/10/10
130910-A009	All Board members to draft short email outlining their ideas on why people should join the Trust	All	18/10/10
130910-A010	Talk to GERAINTJ about making arrangements for a "meet the Board" event at the Rose & Crown in Pontypridd	MR	27/09/10
130910-A011	Finalise arrangements for Community Group quiz night	MB	27/09/10
130910-A012	Finalise arrangements for FK fundraising event at the Brunswick Hotel in Merthyr	DC	27/09/10
130910-A013	Invite Ali Yassine to attend the next Board meeting at 20.00 to outline his ideas to promote the Trust	PN	27/09/10
130910-A014	Ask Brian Mertens to arrange for a second cheque book and access to the Trust's Paypal account	KM	18/10/10

ROTA FOR MANNING TRUST TABLE AT HOME FIXTURES

DAY/DATE	FIXTURE/ KICK OFF TIME	VOLUNTEERS
Saturday 25/09/10	vs. Millwall 12.00	DC/KM
Tuesday 28/09/10	vs. Crystal Palace 19:45	TH/TM
Saturday 16/10/10	vs. Bristol City 12.00	MB/MR