



Cardiff City Supporters' Trust Board Meeting
Tuesday February 7th 2012 at 6.30pm. Venue - Deri Inn

Present:

Tim Hartley (TH - Chair), Tracey Marsh (TM), Brian Mertens (BM), Gareth Jones (GaJ), Geraint Jones (GeJ), Keith Morgan (KM), Nigel Turner (NT), Phillip Nifield (PN), John Isaacson (JI - Notes)

Apologies: David Craig (DC)

1. Approval of Minutes

Minutes of the Board meeting of January 17th were approved as a true record.

2. Action Points

APs from the previous meeting were reviewed and discharged, except where included/updated below. New actions arising are also included here.

2.1 **BM** awaiting Club decision re selling goods in Trust Office. (Response expected end of this week; if not, BM will advise TH.)

2.2 **GeJ** to copy the Supporters' Direct DVD for Board members.

2.3 **BM** to provide url of financial sustainability item on Football League site.

2.4 **BM** to send information gathered on other Championship Club Supporters' Trusts to Board members.

2.5 **TH** to rearrange date of match against Merthyr Tydfil. (Awaiting response.)

2.6 **KM** to submit the 2011 accounts prior to the AGM.

2.7 **DC** to write to Phil Dwyer thanking him for the book signings and the money raised as a result.

2.8 **GeJ** to put all Policies and Terms of Reference together in one place in a section on the Trust website.

2.9 **BM** to arrange for the Football Supporters' Federation Certificate of Membership to be displayed in the Trust Office.

2.10 **TH** to invite TG to the Leeds event.

2.11 **GeJ** to pass the Trust banner to TH.

2.12 **KM** to arrange annual public liability insurance prior to the Leeds event.

2.13 **TH** to ask Rob Phillips if the BBC can provide video highlights of the Leeds game for the Leeds evening.

2.14 **PN** to send email to members requesting volunteers to sell the Trust magazine before the West Ham game.

2.15 **PN** to draft letter to the printers of the magazine after receiving the invoice for TH to send.

2.16 **TH** to provide PN with article on links with Kenya for a match day programme.

2.17 **All** to provide ideas to PN for the March match day programmes.

2.18 **TH** to approach Tony Jeffries re raising money for the Fred Keenor fund on away coaches to Wembley.

2.19 **GeJ** to draft agenda for AGM.

2.20 **GeJ** to highlight changes in the 2011 Supporters' Direct Model Rules.

2.21 **TH** to check if Duke of Clarence is available for the AGM.

- 2.22 **TH** to draft Annual Report.
- 2.23 **PN** to include AGM and forthcoming elections in the Peterborough match day programme.
- 2.24 **JI** to ask Sybil Williams to act as guest scrutiner in the vote count.
- 2.25 **TM** to provide a list of all members (over the age of 16 if possible) as at February 29th 2012.
- 2.26 **TM** to ask Karen Wolfendale if she would be a member of the Election Committee.
- All Group Leaders** to provide reports at least 8 days in advance of Board meetings to JI.
- JI** to circulate Group reports with the agenda and previous minutes.

3. Matters Arising

3.1 Four rose beds, with drainage, had been prepared in the memorial garden, with bushes planted. The club will continue with the planting of trees after the cold weather and then put benches in, at a total cost of around £4k.

Agreed: To release £1k to the Club as the Trust's contribution to the memorial garden.

3.2 KM is awaiting share transfer form from Alan Whiteley.

3.3 Terms of Reference are required for all sub groups, some of which we already have. TM advised that a communications policy exists from 2009.

4. Correspondence

4.1 TH had received a Certificate of Membership from the Football Supporters' Federation.

4.2 A letter of thanks had been received from Dogs Trust Bridgend for the donation made by the Trust in memory of Clive Prigg.

5. Chair's Update - TH

5.1 The next meeting between the Trust and the Club will be Wednesday March 21st. TH, BM and DC will be attending. Items to be raised include the issue of a Supporters' Liaison Officer, consultation on ticket allocation for the League Cup Final, and on the timing of the Club Carling Cup evening event. See **5.4** below.

5.2 A provisional date of Sunday April 22nd has been set for a match with the local Jewish community.

5.3 TH has submitted the Trust's votes for the Supporters' Direct elections.

5.4 The club has arranged an event on the evening after the Trust Leeds event.

6. Subgroup Reports

Updates and key points provided to the Board prior to the meeting are below.

6.1. Finance Report - KM

6.1.1 The 2010 accounts will be signed off as soon as dates of appointment and resignation for board members have been added to the accounts notes.

6.1.2 The 2011 figures are ready and will be submitted by the next Board meeting.

6.1.3 The Trust is in a healthy financial position.

6.2. Membership Report - TM

6.2.1 Approximately 50 letters have been sent out to standing order members who are no longer believed to be members. These covered 137 people. Some responses have already been received and queries are being dealt with. Having the Trust Office has been very useful.

6.2.2 The Leeds event has been planned and tasks allocated. 264 tickets have been sold to date, with about half being for members. A highlights DVD of the match may be available. Malky Mackay and the team have been invited. Cost of the event to the Trust currently stands at around £300. Health and Safety at the event is the responsibility of Compass, but the Trust is responsible for public liability.

6.2.3 David Jones has donated a framed poster and tickets from the Leeds game, signed by Scott Young, to the Trust, with the proviso that money raised from its sale goes to the Fred Keenor fund.

6.2.4 Current membership is 739.

6.3. Communications Report - PN

6.3.1 All those involved in producing the magazine were commended for the excellent work done.

6.3.2 Unfortunately, the key exclusive Peter Whittingham interview appeared on a Cardiff City internet forum two days before the magazine was launched and made available to members. The MD of the print company, while not accepting they were responsible, did say it was sorry this had happened.

6.3.3 The Trust page will carry a tribute to Mikey Dye in the first match day programme following the Carling Cup Final, to reflect that planned at Wembley Stadium. As there will be 3 home games in quick succession mid March, PN was seeking ideas for those programmes. Immediate ideas were notice of open meeting and elections, and an article on the links with Kenya.

6.4. Fred Keenor Report - PN for DC

6.4.1 The Cardiff City Supporters' Club has taken the initiative of adding £1 per person to coach fares to the Cup Final for the appeal fund. Dave Sugarman and Carl Curtis have pledged to follow this initiative.

6.4.2 Neither the bank nor the police were interested in pursuing the fraudulent withdrawals, although the bank had reinstated all funds. Aviva are continuing their investigation. PN intends to issue a press statement warning the public about possibly encountering similar problems. The bank account and sort codes have been removed from the site and will only be issued for intended donations.

6.4.3 The 1st class return tickets to Paddington could not be put up for sale on eBay as this is contravenes rail company bye-laws.

6.4.4. Royalties from the sale of "I'll Be There" is ongoing.

6.4.5 Nothing was forthcoming yet from the Welsh Assembly and awaiting response from the FAW.

6.4.6 A 3D Fred Keenor paperweight has been produced.

7. Progress against Key Priorities

The following priorities had been agreed for the 2011/12 season.

7.1. Concentrate on one project (e.g. Memorial Garden) The Memorial Garden has been started.

7.2. Engage more with membership and drive up numbers Regular emails, the Trust magazine and the office have all contributed to this.

Membership is on an upward trend.

7.3. Strengthen links with and learn from other trusts Links have been formed with Chasetown and Portsmouth.

7.4. Have a home for the Trust at the stadium This has been achieved and is proving to be a valuable resource.

7.5. Strengthen links with local communities - attend festivals and links with charities (e.g. Ty Hafan) More needs to be done in this area. Links have recently been formed with the local Jewish community. In the wider community, TH has been helping to build grassroots community football in Kenya.

7.6. Get the Keenor statue started The total raised has now passed the amount needed for work to start.

8. AGM Update

Agreed: To hold the AGM on Tuesday May 22nd.

Agreed: Board to be the AGM Organising Committee and to appoint the Election Committee.

9. Board Elections

9.1 Based on an AGM date of Tuesday May 22nd, the key dates are as follows (note that these are *latest* dates):

- Friday March 16th - Nomination requests sent out
- Friday April 13th - Nominations to be received
- Friday April 20th - Election mail-out
- Friday May 4th - Voting papers to be received
- Thursday May 10th - Count votes (& announce results as soon as possible)

9.2 GeJ to be a member of the Election Committee. NT and JI to assist in the early stages. GaJ to provide oversight for continuity.

9.3 Of the 8 elected Board members, 6 are in their first term. PN and GaJ are in their second term, so would need to seek re-election. TH and KM agreed to stand down and seek re-election.

10. AOB

Agreed: To maintain involvement with the Welsh Assembly Cross-Party Group on Co-operatives and Mutuals.

11. Dates of future meetings

All meetings to start at 6.30pm in the upstairs bar of the Deri Inn. Dates to the end of the season are as follows:

Thursday March 8th

Tuesday April 3rd

Tuesday May 1st

(Secretary's note: the room has been booked with the Deri for all the above dates.)

End of meeting