



**Minutes CCST Board of Directors
6 September at Cardiff City Foundation**

		ACTION
	Attendance: Keith Morgan (KM) David Craig (DC) Rob Jeffery(RJ) David Collins (DJC) Jeff Mansfield (JM) Jon Day (JD) Geraint Jones (GJ) John Sithers (JM)	
1.	Apologies – Brian Mertens, Kieran Jones	
2.	Board Meeting 2 August 2016 - minutes were approved	
3.	<p>Matters Arising</p> <p>Fans Liaison Officer – Board to be provided with a note on changes needed to this role in the light of a change of approach by the Club</p> <p>Finance Officer - KM to continue in this role until a replacement could be found. BM suggested a possible replacement and said that he would approach the person in question.</p> <p>Company Secretary – GJ produced draft advertisement and job description plus supporting documentation. RJ to finalise advert and JD</p> <p>Press/Media/Webmaster – KJ to approach a specific contact who may be able to assist in this area. KM reported that he had also received an offer of assistance from Paul Carey</p> <p>Newsletter/Journal – It was agreed that ad hoc newsletter/flyers would be produced as and when necessary but in terms of the more substantial publications – JM to approach Phil Nifield to determine the extent of his potential involvement.</p> <p>Trust Office Signage – Draft designs of the new sign were circulated. It was agreed that the sign should contain –</p> <ul style="list-style-type: none">• One CCST badge only• No crowd scene background• CCST website address• Cardiff City Supporters Trust typeface in blue and not in a script typeface• “By the fans for the fans” and also Welsh translation• Background to be in an appropriate contrasting colour to emphasise the wording. BM to approach the Sign Company to ascertain best background colour to achieve this <p>Annual Return – further information to be provided to GJ</p>	<p style="text-align: center;">KJ</p> <p style="text-align: center;">BM</p> <p style="text-align: center;">RJ</p> <p style="text-align: center;">KJ</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">BM</p> <p style="text-align: center;">KM/GJ</p>

	<p>Safe Standing – KJ to approach Supporters Club and Disabled Club to progress issue</p> <p>Fulham away game – note in respect of policing issues – completed</p> <p>Twenty is Plenty - Note to other Trusts in respect of the Cardiff City response to the implementation of the “Twenty is Plenty” policy by Reading – completed</p> <p>Crowdfunding – circulation of explanatory documentation – completed</p> <p>Crowdfunding – GJ reported on a productive meeting with TIFOSY/Club/Foundation resolved – further refinement of existing and further community based project in consultation with the Cardiff City Foundation.</p> <p>At this stage of the meeting, Gavin Hawkey (Cardiff City Foundation) was invited to outline with work of CCF and his views on the Crowdfunding project. He emphasised that the period running up to Christmas was the optimum time for Crowdfunding and that a prompt decision on a scheme was essential.</p> <p>Business Plan – update contact details of board members and key activists – completed</p> <p>Business Plan – 5 a side football event – contact details provided by Tim Hartley. It was suggested that this could be an initiative carried out in conjunction with the Cardiff City Foundation.</p> <p>Charity Support – Members were approached for suggestions for charitable support from CCST – 13 proposals were made</p> <ul style="list-style-type: none"> • ASPIRE – supporting people with a spinal injury • Cancer Research Wales • Cardiff and Vale Health Charity • Cardiff City Foundation • Cardiff Pedal Power – encourage and enable the experience of the benefits of cycling • Charity of the choice of Kevin MacNaughton • Christian Aid • Gôl • LATCH – caravan4kids – purchase of a caravan in Porthcawl for respite • Rookwood Sound – hospital radio providing, amongst other things, commentaries on home games to Rookwood and Llandough 	<p>KJ</p> <p>GJ</p> <p>KM</p>
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	<ul style="list-style-type: none"> • Street Games – charity based in Manchester to make sport more widely available for disadvantaged young people • Tenovus Cancer Care • Ty Hafan <p>It was determined that support should be given to a charity that was local and community based. Board members were asked to vote on the charity of their choice and Rookwood Sound received a majority vote. JS to notify successful and unsuccessful nominees</p> <p>Business Plan – consult CCSC/Disabled Group on relevant campaigns – KJ to progress</p> <p>New Website – old website now reviewed - task completed. Migration to take place over the forthcoming weeks</p> <p>QA Sheet/Application Form - JS has completed documentation -GJ to arrange printing</p> <p>Wales Euro 2016 Celebration Event - KJ to lead on this issue with involvement from DC and JS</p>	<p>JS</p> <p>KJ</p> <p>JS</p> <p>GJ</p> <p>KJ/JS/DC</p>
4.	Correspondence – GJ to approach Stephen Skelly to ascertain how he can assist the Trust	GJ
5	<p>The Chair updated the board on progress in this matter. After further contact with the club's CEO he was able to report that although the main conversion element of £68 m was still ongoing and still awaiting the necessary regulatory approval, the first of the 5 tranches of £8m additional debt to equity had been approved and has taken place. Although too late to adjust the May 2016 balance sheet of the club, it would be recorded as a " post balance sheet event" in the accounts for the year to 31 May 2016 to reflect the progress made.</p> <p>Resolved - The Chair to continue to liaise with the club' s board to monitor and report on progress on this matter.</p>	
6	Football Governance Forum– DC outlined previous meetings at a political level and previous approaches from Cardiff Councillors. Resolved - DC to respond to recent approach to arrange a meeting	DC
7	Finance Report – KM reported on figures for the 6 months ended July 2016 and stated that, as last month, income figures, year on year were broadly comparable and expenditure figures were as expected with no unusual items but that the financial situation would still need to be closely monitored	

8	Membership Report – JS reported 11 new members and 42 departures since January 2016	
9	Date of next meeting Tuesday 4 October 2016 at Cardiff City Foundation	