



CARDIFF CITY SUPPORTERS' TRUST
Minutes of Board Meeting
Tuesday December 2nd 2014
Llandaff Institute, 7pm-8:45pm

Present: David Craig (DC – Chair), Tim Hartley (TH), Keith Morgan(KM), Jeff Mansfield(JM – notes), Brian Mertens (BM), Jon Day(JD).

1. *Apologies & Welcome*

Apologies received from Sian Branson(SB), Geraint Jones(GeJ), Phil Nifield(PN).

2. *Approval of Minutes of November 4th 2014.*

The minutes were approved as a true record.

3. *Matters Arising*

The Board reaffirmed its commitment to the Living Wage campaign supported by the Citizens UK network and agreed to raise the matter again with CCFC.

4. *Action Points*

1. TH and DC to contact Cardiff Story museum re: the Oral History project and suggest getting a school involved.
 - Ongoing. There was a meeting about this on Friday 4 Dec at 11am.
2. KM to circulate his commentary on Paul's membership spreadsheet and details of income.
 - KM will update Paul and Jon with latest figures and will circulate them. Membership is down, giving cause for concern.
3. PN to organize an evening with Peter Jackson for January.
 - Discharged. **Agreed** not to charge non-members, who'll be invited to join CCST. Tickets will not be issued: BM will post a notice at our office and take people's details. KM has a laptop and BM will check that the Institute has the right cable for it. JM to confirm with PN if a mic is really needed.
4. SB to organize a social event for families for Easter School Holidays.
 - Carried Forward as SB not present.

5. BM to take advice from Supporters Direct(SD) on how to best pursue our goal of getting a supporters representative on the Board of CCFC.
 - Discharged. Kevin Rye of SD confirmed that 77% of fans want a representative on the Board of their club. TH will raise this at our meeting with the club in February, with the Championship Group in SD and the Government Expert Group.
6. JD to enquire at Cardiff Council re Supporters Director for CCFC.
 - Discharged. JD will provide DC with the email address of the relevant council member's email so he can pursue this.
7. JM to forward Business Plan to GeJ for final redaction.
 - Discharged. The Five Aims and strategy will be published on our web. DC will check with Paul and PN that the Aims have been sent to members. BM will take a hard copy for our office.
8. BM to post details of membership incentives on board at Trust office.
 - Ongoing. This will be done on Saturday at Rotherham match.
9. Members to be asked to help out with Ty Hafan bucket collection on Jan 10th Fulham match.
 - Ongoing. TH to ask Paul to mail members for volunteers.
10. PN/JM to mail SD mailings to membership.
 - Discharged
11. SB to begin project to set up Junior Trust.
 - Carried Forward in absence of SB.
12. All to review our website and discuss whether to re-design it.
 - Ongoing. **Agreed** to ask Mike Morris about prices.
13. SB to contact schools and colleges about joining the Oral History Project.
 - Carried forward.
14. SB to organize car stickers.
 - Carried forward.
15. PN to report back about monthly draw for members
 - Discharged but see item 8 below.
16. BM to start sale of Santa hats on 21 November, Reading game.
 - Discharged. 25 hats have been sold.
17. ALL: let JM have your updates on your AP's in time for next meeting, even if not attending.

5. *Correspondence*

- a. Game On had written to TH asking what we could do for them in the New Year. He will reply asking for their suggestions.
- b. KM has written to Mr. Ken Choo, CEO of CCFC, asking for details of when the club accounts will be published so that KM can write a commentary on them. No reply had so far been received.
- c. TH had received comments on the Board's decision to rescind Malky's membership. It was noted that the comments were mixed, some in favour some against.
- d. Ty Hafan had sent their thanks for our fundraising. The letter will be framed and put in our office.

6. *Chairs Update*

1. TH reported on our successful trip to Chasetown. He will arrange for a report to go on our web.
2. TH reported that the total raised for Ty Hafan was £10, 765.
3. TH reported on his meeting with Supporters Direct. It was noted that SD in Scotland is not as developed as in England and Wales. **Agreed** to invite Robin Osterley, CEO of SD, to attend a Board meeting, possibly as a guest speaker at the AGM. JM to suggest dates.
4. TH will ask Ken Scates, Deputy Minister for Sport, to visit Merthyr Town FC and learn about their community work.
5. BM will attend the SLO meeting with Adam Gilliatt on behalf of CCST and circulate details of the SLO role to Board members. However, we need to meet with Adam on a regular basis to discuss Trust matters specifically, given that the agenda for the next SLO meeting was about Travel Club/ CCSC matters. **Agreed**: the Board will reply to Adam's invitation, thanking him and asking for a meeting to discuss Trust matters specifically at the appropriate time.
6. TH is to attend a meeting with the club on 10th Feb. JM and DC will also attend. TH will consult members on what they want us to discuss with the club.

7. *Finance Report*

KM reported that the actual figures for October have now been updated and are about £250 better than first reported. However our income to November 24th was down on last year. KM will send a financial spreadsheet to Paul Evans for updating. It was noted with concern that membership is falling.

8. *Membership Report and matters arising*

- Invitation of members to Board meetings:
 - JD will present the results of the January membership survey at the Feb 3rd Board meeting and members will be invited to attend and debate the findings.
- Regular SD mailings to members:
 - These are now taking place.
- Monthly gift voucher draw:
 - **Agreed** to proceed with this. JM to ask PN to set it up and invite media to first draw.

9. *Annual Survey January in 2015*

Agreed to use the same survey as last year but JM is to mail Board members asking for any suggestions to be sent to JD within one week. JD reported that we pay a £100 fee for this service: the meeting felt we should use this for more surveys.

The Board expressed concern about the number of non-renewals. **Agreed** that JM will ask Jon and Paul to provide contact details of 25-30 members who had recently not renewed and hadn't given reasons why. This should be within the law on Data Protection, but JM will ask Jon and Paul to confirm that. It was felt that a personal approach would show non-renewers that they are valued and might help us identify any ways in which we could improve the Trust. The Board takes non-renewal seriously and is taking action.

10. *Proposal to re-design website*

Agreed to contact Mike Morris about prices for redesigning the website. However this is not a priority and we will re-consider when more informed.

11. *AOB*

1. JM asked who owns the club stadium and the land on which it's built. The Council owns the freehold: CCFC has a long lease for the site and pays rent.
2. PN had submitted a report about our Trust magazine. The Board thanked him for his work. It was felt we might need more than PN had suggested so JM will ask PN to find out the costs of 250, 500 and 1000 and report back, when we will decide how many to order. We also want a Trust membership form to be included in the magazine.
3. KM reported that he cannot do his financial commentary on the club's accounts unless the club submits them soon. His commentary will be posted on line and as a Press Release.
4. The cheque for the Compass Group is being dealt with.

12. *Dated of next meetings and AGM*

6 January, 3 February, 3 March, 7 April, 5 May, all Tuesdays at Llandaff Institute 7-8:45pm. The AGM will be on Thursday 21st May 7 for 7.30 till 9pm, subject to availability - JM to confirm with the Institute.

THE MEETING ENDED AT 20:30