



**Minutes CCST Board of Directors  
10 January 2017 at Cardiff City Foundation**

		<b>ACTION</b>
	Attendance: Keith Morgan (KM), David Craig (DC), Jeff Mansfield (JM), David Collins (DJC), Jon Day (JD), Rob Jeffery (RJ)	
1.	Apologies: Kieran Jones (KJ), Brian Mertens (BM), Geraint Jones (GJ),	
2.	Board Meeting 6 December 2016 – minutes were approved	
3.	<p>Matters Arising</p> <p>CCST Press Officer – KJ to contact the Head of Communications at the Club to ensure that Phil Nifield is included in Club communications with CCST</p> <p>Trust Office Signage – Supplier awaiting confirmation from the Club that the sign can be installed – completed</p> <p>Crowdfunding – Proposals still awaiting final resolution – Ongoing</p> <p>5 A Side Football Event – Proposals still awaiting confirmation for Cardiff City Foundation. Once received KM to finalise arrangements prior to approaching the Council.</p> <p>Charity Support – Proposal to hold quiz in support of Rookwood Sound at the Three Arches Pub at a date to be determined. DJC/RJ to meet Rookwood Sound representatives to agree arrangements</p> <p>Trust Office Space – disposal of old programmes ongoing – agreed to extend current arrangements to give away programmes to members until the Preston home game</p>	<p style="text-align: center;"><b>KJ</b></p> <p style="text-align: center;"><b>GJ</b></p> <p style="text-align: center;"><b>KM</b></p> <p style="text-align: center;"><b>DJC/RJ</b></p> <p style="text-align: center;"><b>BM</b></p>
4	Governance Issues – matters relating to company registration were discussed. It was agreed that GJ should produce a schedule of the next steps required in respect of this issue plus key issues on which board decisions are required.	<b>GJ</b>
5	Roles of Board Members – it was noted that John Sithers had resigned his Board Membership. Keith Morgan (Chair) paid tribute to John's unstinting work on behalf of the Trust and the invaluable contribution he has made to the success of the organisation	
6	CCST Journal – KM commented on the amount of positive feedback that had been received on the recent publication of the journal. DC referred to complimentary feedback specifically from Mike Camilleri who is to be provided with additional copies	<b>DC</b>

	<p>JM also produced a paper detailing the experiences of the team in producing the latest journal. As a consequence it was determined that the journal should be produced on an annual basis in conjunction with a quarterly newsletter to be e mailed or posted to members as appropriate with additional copies to be distributed on matchdays.</p> <p>Once all the responses to the Cross the Ball competition are received – JM to determine the winner.</p>	<b>JM</b>
7	Press Releases – KM emphasised the need to ensure that all Press Releases are cleared prior to publication. All releases should be submitted to the Chair, copies to Board Members, prior to release.	
8.	Finance Report – KM stated that as soon as he receives the December 2016 bank statement he will produce a profit and loss account plus balance sheet with 7 days for submission to board members	<b>KM</b>
9	Membership report – it was noted that, over the 12 months ending December 2016 there had been a net reduction in membership of 76. It was agreed that board members provide their views on membership fees and other initiatives to increase membership for the next board meeting	<b>All</b>
7.	Date of next meeting - 7 February 2016	

