



**Minutes CCST Board of Directors
4 October 2016 at Cardiff City Foundation**

		ACTION
	Attendance: Keith Morgan (KM) David Craig (DC) Rob Jeffery (RJ) David Collins (DJC) Jeff Mansfield (JM) Geraint Jones (GJ) John Sithers (JM)	
1.	Apologies – Kieran Jones, Jon Day	
2.	Board Meeting 5 September 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 – completed</p> <p>Press/Media/Webmaster – KJ to approach a specific contact who may be able to assist in this area.</p> <p>Newsletter/Journal – Newsletter format produced by GE agreed. A team consisting of JM/GJ lead by JM to determine and publish as necessary. Existing newsletter to be held in abeyance in the light of current developments. Board members to consult by e mail prior to Bristol City game in respect of its revision</p> <p>Trust Office Signage – BM to confirm revised layout of sign with the supplier and re-confirm with Club permission to replace existing sign</p> <p>Annual Return – further information to be provided to GJ - completed</p> <p>Safe Standing – KJ to approach Supporters Club and Disabled Club to progress issue</p> <p>Crowdfunding – GJ updated the meeting in respect of the latest position. He reported that a CCFC Museum was one of the proposals under consideration which the board gave its unanimous support to. GJ to continue to liaise with the Foundation/Club to progress this issue</p>	<p>KJ</p> <p>BM</p> <p>KJ</p> <p>JM</p> <p>BM</p> <p>KJ</p> <p>GJ</p>

	<p>Business Plan – 5 a side Football event. KM emphasised the diversity issues that are the basis of this proposed event in partnership with the Foundation. I was agreed that KM would approach the foundation re venue and also approach potential participants.</p> <p>Charity Support – JS to notify successful and unsuccessful nominees – completed. DJC to approach Rookwood Sound regarding potential fundraising events.</p> <p>Business Plan – consult CCSC/Disabled Group on relevant campaigns – KJ to progress</p> <p>QA Sheet/Application Form – GJ to arrange printing – completed</p> <p>Correspondence – GJ to approach Stephen Skelly to ascertain how he can assist the Trust – completed</p> <p>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 had approached the Councillors but there was still a problem in tying up convenient dates. – DC to progress</p>	<p>KM</p> <p>DJC</p> <p>KJ</p> <p>DC</p>
4	Finance Report – KM reported on the financial position for the 8 months ended 31 August 2016 which showed an overall excess of income over expenditure of £2085	
5	Membership Report – JS reported on the latest position which showed a reduction of 5 members	
6	Supporter Liaison Report – The report by KJ on the latest meeting with the Club. The position was noted.	
7.	Website Advertising – An approach by a betting company to have a link placed on CCST website was circulated. It was resolved that the request be refused	
8.	Playfair Qatar - a request to support a campaign in respect of workers rights in the run up to the 2022 World Cup in Qatar was considered. It was resolved that, at this moment, the Trust was not able to support it but that did not preclude support in the future	
9.	Electronic Card Readers – JS proposed for consideration the use of Card Readers to make it easier for members to pay their subscriptions at the Trust Office. It was agreed that a Trial run should take place	JS/BM
10.	Trust Office Space – JS queried as to whether the Trust should continue to sell old programmes from the Trust Office given the limited space. Resolved that BM sort existing programme stock into clearly defined years and review the situation at a later date.	BM

11.	Supporters Club Links – the principle of closer working links with CCSC was discussed. Resolved that DJC contact Alison Rees of CCSC to explore ways in which closer working could be achieved.	DJC
12.	Date of next meeting – Tuesday 1 November 2016	

