



**Minutes CCST Board of Directors
7 February 2017 at Gabalfa Social Club**

		ACTION
	Attendance: Keith Morgan (KM), David Craig (DC), Jeff Mansfield (JM), Jon Day (JD), Clive Harry (CH), Rob Jeffery (RJ), Kieran Jones (KJ), Brian Mertens (BM)	
1.	Apologies: Geraint Jones (GJ), David Collins (DC)	
2.	Welcome – the Chair welcomed Clive Harry to the meeting and informed the Board that he would be taking on the role of Membership Officer	
3.	Board Meeting 10 January 2017 – minutes were approved	
4.	<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 - Club informed – resolved</p> <p>Crowdfunding – Proposals still awaiting final resolution – GJ to provide Board with update on current situation - 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 – meeting arranged for 9 February 2017 – resolved</p> <p>Trust Office Space – disposal of old programmes ongoing – agreed to extend current arrangements to give away programmes to members until the Rotherham home game after which arrangements to be made to dispose of what is left.</p> <p>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 – additional copies provided – resolved</p> <p>CCST Journal - all the responses to the Cross the Ball competition received – Mr C. Jones Member No 600 was adjudged the winner – resolved</p>	<p>GJ</p> <p>KM</p> <p>BM</p>

	Membership – All members to provide their view son membership fees and other initiatives to increase membership for the next meeting	All
5.	<p>Correspondence</p> <p>KM referred to the recent E mail from Supporters Direct regarding the lobbying of local MPs in respect of the Parliamentary debate on the FA on 9 February</p> <p>Resolved - KM to e mail Cardiff MPs (copy to Phil Nifield) to alert them to the debate and vote of no confidence</p> <p>Resolved – KM to contact Supporters Direct to express our concern at the short notice of the request</p> <p>Resolved - JM to produce a list of Parliamentary and Welsh Government contacts</p> <p>DC advised the Board that he had been contacted by Samantha Heale in respect of an exhibition at the Old Library entitled Wembley to Wales. They had requested a loan of the maquette of the Fred Keenor statue which had been referred to the club and also our assistance in publicising the event.</p> <p>Resolved - DC to contact Phil Nifield to lend assistance in publicity of the event through Trust channels</p> <p>KM advised the Board that he had contacted Ken Choo to ensure receipt of the May 2016 Club accounts prior to filing at Companies House to enable him to produce the embargoed summary ready for publication on the day of their release. He also referred to the fact that he had requested an update on the one off £68m debt to equity conversion. KM to follow up on both issues</p> <p>KJ referred to a communication from the Welsh Ambulance Service is respect of a terminally ill City Supporter. The Board agreed to support the publicising of this tragic situation by offeri9ng the Trust’s media outlets to support the fundraising campaign. KJ to supply Phil Nifield with the appropriate details</p> <p>KJ also referred to publicity for the forthcoming Kevin McNaughton Testimonial – he agreed to provide Phil Nifield with all the necessary information</p>	<p>KM</p> <p>KM</p> <p>JM</p> <p>DC</p> <p>KM</p> <p>KJ</p> <p>KJ</p>
6.	<p>Governance and Compliance issues</p> <p>KM updated the board on recent communications with the FCA and the further information required from GJ to complete the outstanding returns – KM to follow up</p>	KM

	<p>KM referred to the request by GJ to stand down as Company Secretary and asked for a volunteer from within the board to fill the position. RJ volunteered to fill the post. His appointment was confirmed by the Board. RJ immediately stood down as a Board Member, remained in the meeting but took no part in voting on any issues</p> <p>KM referred to an offer of training from Supporters Direct. It was unanimously agreed that the offer be accepted and the suggestion that the use of a Training Room at the office of KM be taken up. KM to communicate the Board's acceptance and make the appropriate arrangements</p>	KM
7.	Offer of Assistance – JD raised the issue of an offer of assistance to the Trust from one of its members. The Board welcomed the offer and JD agreed to contact the member to discuss how best to take it forward	JD
8.	Finance Report – KM reported on progress of the closure of the 2016n accounts and the appointment of an independent examiner.	
9.	Membership Report – CH reported on the transition process that was taking place as a result of the resignation of the previous Membership officer. JM reported that a training Webinar was to become available on the topic of membership. The Board noted the current position in respect of the Membership Officer and approved JM's involvement in the Webinar	JM
10.	Supporter Liaison Report - KJ reported on the latest meeting with the club in respect of recent and forthcoming away games. His report was noted	
11.	Date of Next Meeting – 7 March 2017	

