



<b>Minutes CCST Board Meeting 13<sup>th</sup> November 2017 Foundation Meeting Room</b>		
		<b>ACTION</b>
	Attendance: Keith Morgan[KM]; David Craig[DC]; Rob Jeffery[RJ]; Jeff Mansfield[JM]; Brian Mertens[BM]; Clive Harry[CH]; Jon Day[JD]; Kieran Jones[KJ]	
1.	<b>Welcome:</b> KM[Chair]welcomed everyone to the meeting.	
2.	<b>Apologies:</b> JD had given his apologies	
3.	<b>Approval of minutes of August 1 2017 Board Meeting:</b> The minutes were approved as a true record.	
4	<b>Matters arising:</b> KM has still not had a response from Swansea Trust re community development project in spite of sending text on the issue. KM still keen to pursue this and will make further contact. CCST preview of season forwarded to Phil Nifiel. Resolved. BM reported on details required relating to away ticket pricing. Resolved KM provided an update on his conversations with FCA regarding re-registration. [Ongoing and details under Governance and Compliance Issues] RJ still awaiting response from JS' son re website development. Agreed to pursue this.	<b>KM</b>     <b>KM</b>   <b>RJ</b>
5	<b>Correspondence:</b> KM had received information regarding a strategy launch event for Cardiff City Foundation. This will take place before Norwich game. KJ had received information regarding problems fans had been experiencing with regard to entry with season tickets. This had not been fully resolved. Tickets will be issued to affected members until Sunderland game in January. If not resolved at that point then tickets will be issued until end of season. Agreed that KJ would follow developments on this closely and report. Also agreed that the Trust would give the Club its full support in its attempts to put this right.	<b>KJ</b>

6	<p><b>Governance and Compliance Issues:</b></p> <p>Re-registration: KM had received information that this was not now on schedule for December 1<sup>st</sup> and that the preference for FCA was 31<sup>st</sup> December. Further requests for up-to-date information from the FCA need to be made periodically.</p> <p>RJ had still not had copy of Model Rules from KM. KM agreed to send electronic version of this.</p> <p>Election process: RJ reminded members that they will[so should they wish]to stand for re-election. A timeline for an election is require before a meeting with members is called following re-registration. RJ pointed out that this meeting is not and should not be described as such. An election policy needs approval by the Board and Board need to decide when this process begins. RJ to send out draft election policy/set of rules for consideration.</p> <p>KM raised issue of new data protection rules and that Trust needs to have procedures in place . KJ agreed to adapt existing procedure document he has knowledge of. Crucial to understand that the size of organisation not an issue and that changes will apply to all. KJ to issue draft framework for Board's consideration. Cost of non-compliance is the main consideration. It was agreed in principle that the cost of any necessary computer hardware for use in relation to this by Paul Evans and Clive Harry would be met.</p>	<p>KM</p> <p>KM</p> <p>RJ</p> <p>KJ</p>
7.	<p><b>Finance Report:</b></p> <p>KM had issued an update on the Trust's financial position which indicated that membership and renewals had stabilised.</p>	
8.	<p><b>Membership Report:</b></p> <p>CH confirmed that membership had stabilised at 385.It was suggested and agreed that there should be an audit of the various aspects of renewal requirements. CH to undertake.</p>	<p>CH</p>
9.	<p><b>Supporter Liaison Report:</b></p> <p>KJ reported that:</p> <ol style="list-style-type: none"> <li>1. There had been 7 arrests of City fans at the Fulham game.</li> <li>2. Some clubs were charging £50 for away supporter</li> </ol>	

	<p>coaches to park. Our Club does not do this.</p> <p>3. Poor level of attendance at games still an issue which the Club is addressing.</p> <p>The Board agreed that full support should be given to the Club in their attempts to address this. KJ to convey this at Supporter Liaison Meetings.</p>	<b>KJ</b>
10.	<p><b>Club to Equity Issue:</b></p> <p>KM provided update on ongoing debt to equity discussions he is having with the Club. It was agreed that the Board should keep this very much on the agenda and provide regular updates to Trust membership.</p>	<b>KM</b>
11.	<p><b>Fred Keenor maquette cleaning/restoration/display:</b></p> <p>The FK maquette[3 foot sculptor's preliminary sculpture] is held at the Stadium. It required cleaning and some repair work. DC has undertaken this over the last few weeks and he has also looked into the cost of placing the maquette in a bespoke display cabinet. The cost will be approx £900. The Club has, in principle, agreed to pay one-third of this provided that others agree to meet the remaining cost. KM has agreed to pay a third. The proposal for consideration by the Board is that the Trust should pay the final third.</p>	<b>All</b>
	<p><b>Date of next meeting:</b></p> <p>Tuesday December 5 2017 at 7pm</p> <p>Venue: Foundation Meeting Room The Pod</p>	

