



**Minutes CCST Board Meeting  
Thursday 8<sup>th</sup> March 2018  
Foundation Meeting Room The Pod**



	Attendance: Keith Morgan[KM]; David Craig[DC]; Rob Jeffery[RJ]; Jeff Mansfield[JM]; Brian Mertens[BM]; Jon Day[JD];	<b>ACTION</b>
1.	<b>Welcome:</b> KM[Chairman]welcomed everyone to the meeting.	
2.	<b>Apologies:</b> Clive Harry[CH] and KJ[Kieran Jones] had given their apologies	
3.	<b>Approval of minutes of 9<sup>th</sup> January 2018 Board Meeting:</b> The minutes were approved as an accurate record.	
4	<p><b>Matters arising:</b></p> <p>1. KM had made contact with SCST and was informed that no work was being pursued on their community development project. In view of this it was decided that the Board would take no further action. <b>Matter closed.</b></p> <p>2. KJ had already provided information on Cardiff City Foundation's Education Programme and how the Trust might become involved. It was decided that further discussion should take place at next meeting when KJ was available to provide further information. Support for this was agreed in principle.</p> <p>3. The issue of placing minutes on Trust website still not resolved. RJ had spoken to parties concerned and the matter would be pursued with urgency. RJ to push on this.</p> <p>4. There was nothing further to report on funding for Trust projects. KM agreed to circulate details of projects and the matter is ongoing.</p>	<p style="text-align: center;">KJ</p> <p style="text-align: center;">RJ</p> <p style="text-align: center;">KM</p>

	<p>5. On the issue of new data protection requirements, KJ would be asked to provide the Board with regular updates by e.mail. Agreed that KJ should also be asked to make contact with Paul Evans and Clive Harry[our main data processors] on this matter.</p>	KJ
5	<p><b>Correspondence:</b></p> <p>1. E.mails had been received from members and other individuals requesting help from Trust on matters of concern to them. RJ raised concern that there did not seem to be a protocol for responding to, and helping with, these approaches. Members agreed that this was the case and that it did not show the Trust in a good light. It was agreed that RJ would produce and distribute a short note on how this could be corrected</p> <p>2. KM had received an e.mail from Trust insurers regarding annual cover at a cost of £352 + VAT. This is the same amount as last time. It was agreed that this should be paid.</p>	RJ  KM

6.	<p><b>Governance and Compliance Issues:</b></p> <p><b><u>Compliance with new Data Protection Requirements :</u></b>  <b>[High level of importance]</b></p> <p>As stated under Matters Arising 5. KJ to continue to keep everyone up to date with this. <b>Worth restating that this matter is of the highest importance and requires that Board members keep themselves fully informed as to what is happening.</b></p> <p><b><u>FCA Re-registration</u></b></p> <p>KM reported that FCA has accepted paperwork recently submitted re re-registration and that the cheque submitted for registration had been cashed. The delay appears to be caused by different FCA departments dealing with the process of registration. It was agreed that KM would contact FCA to ask for a time – to - resolution of this matter.</p> <p><b><u>Annual Meeting/Election of Board Members</u></b></p> <p>RJ informed members of the requirements leading up to an annual meeting and the election of Board members. He agreed to work on a working-back schedule for required activities for a proposed annual meeting date of June 7<sup>th</sup> 2018[ with The Three Arches public house as the venue] and for elections to the Board</p> <p>Details on printers used in the past would be required and JM agreed to look into this and report.</p>	<p>KJ</p> <p>All</p> <p>KM</p> <p>RJ/JM</p>
7.	<p><b>Finance Report:</b></p> <p>KM agreed to prepare and circulate a summary of accounts up to mid-February 2018. KM agreed to obtain a certified copy of Trust accounts up to 31 December 2017 plus a set of figures up to probably end of April 2018[poss end of May 2018]and to make them available to Trust members at the Annual Meeting.</p>	<p>KM</p>
.8.	<p><b>Membership Report:</b></p> <p>Membership numbers are static.</p>	<p>CH</p>

9.	<b>Supporter Liaison Report:</b> Board members were not aware that a meeting with the Club had taken place. KJ would be invited to e.mail a report to Board members if a meeting had taken place.	KJ
10.	<b>Club Financial Position and Debt to Equity Issue:</b> KM agreed to prepare an updated summary on this matter. He would circulate a draft to Board members for their consideration before placing it on website. It was agreed that the summary would be a statement of fact only.	KM
11.	<b>Cleaning, repair and display of Fred Keenor maquette</b> DC reported that the display cabinet would be delivered on Monday 12 <sup>th</sup> March. DC had already had discussion with the Club re location for cabinet with the emphasis being on maximum exposure. Details of this still to be worked out. The Club to be asked to put information re maquette/cabinet in next home match-day programme. it was also suggested that the cabinet would make an excellent exhibit in any future Club Museum and that this would be conveyed to the Club. DC to follow up this when appropriate. The cost of delivery of the maquette display cabinet is £150. It was agreed that this cost would be met by the Trust.	DC
12.	The choice of the Trust's 2018-9 charity to support was discussed. As was the case last year, members would be invited to submit ideas for which <b>local</b> charities to support with the understanding that 1} small sums[in the hundreds] were involved and 2} there need not be a football connection. DC was asked to contact Phil Nifield to place information re this on Trust website	DC
	<b>Date/time/venue of next meeting:</b> Tuesday 3 <sup>rd</sup> April 2018 7pm Venue to be confirmed	
<b>Post- meeting:</b>  Tim Hartley of Supporters' Direct provided information about the proposed Supporters' Direct and Football Supporters' Federation reorganisation/merger. It was very informative and provoked an active discussion about the future of Trusts should the merger take place. Tim encouraged the Trust and Board members to become fully involved in any meetings where they could make their voices heard on this matter. KM thanked Tim for his contribution. JM had already circulated by e.mail his thoughts and suggestions with regard to the proposed merger which		

helped stimulate discussion. KM invited him to now prepare material on this and circulate to Board members for information and to help stimulate further discussion.

**Action: JM**

