



**Minutes CCST Board Meeting
Tuesday 3rd April 2018
Club Boardroom Cardiff City Stadium**



	Attendance: Keith Morgan[KM]; David Craig[DC]; Rob Jeffery[RJ]; Jeff Mansfield[JM]; Clive Harry[CH]; Kieran Jones[KJ]	ACTION
1.	Welcome: KM[Chairman]welcomed everyone to the meeting.	
2.	Apologies: Brian Mertens[BM]; Jon Day[JD]	
3.	Approval of minutes of 8th March 2018 Board Meeting: The minutes were approved as an accurate record.	
4	<p>Matters arising:</p> <ol style="list-style-type: none"> 1. Foundation's Education Programme and the Trust's involvement. Support for this was agreed in principle but details of the individual to be supported would be requested. KJ will pursue this when he meets with Foundation officer and so will KM when he attends Foundation Open Day. 2. Issue of minutes being placed on Trust website still not resolved. RJ still communicating with parties concerned with a view to resolving this asap 3. Funding for Trust Projects. KM to bring a hard copy of the details on this to Trust Office for the consideration of Board members. 4. New General Data Protection Regulation[GDPR] RJ agreed to create a spreadsheet on returns of letters sent out to members with regard to this and ask Phil Nifield to place request on the website reminding and encouraging members to respond to this. 5. Protocol to adopt when receiving request for help from members: RJ will progress this. 6. Payment to Trust insurers has been made. 7. FCA has informed KM that our re-registration is top 	<p>KM/KJ</p> <p>RJ</p> <p>KM</p> <p>RJ</p> <p>RJ</p>

	<p>of their priority list and confirmation should be issued by the end of next week ie 13th April. If nothing forthcoming KM to contact FCA to urge a quick resolution to this.</p> <p>8.All matters relating to election of Board members and the Annual Meeting are in hand.</p> <p>9.The Fred Keenor maquette has been installed in its display cabinet in the Fred Keenor Suite</p>	<p>KM</p>
<p>5</p>	<p>Correspondence:</p> <p>1.KM provided information on the following meetings:</p> <ul style="list-style-type: none"> • An invitation has been extended from SD/FSF to the Trust to send a member to an EFL Trusts meeting in London[no venue indicated]on Thursday 3 May 5-6.15pm • An invitation from FSF for a member to attend a Fans' Group meeting in Euston on the same date <p>There seemed to be overlap in the timings and KM agreed to seek clarification on the timings of the meetings and report by Friday ie 6th April.</p> <p>There is an SD Members' Day planned for Sunday 20th May in Birmingham with BVSC as the venue. More details to follow.</p> <p>2. RJ had received e.mail from a member, John Sithers, containing queries to be answered before the Annual Meeting. It was agreed that KM would draft responses which he would send to RJ who would then circulate to Board members. RJ would then send responses to JS. This needed to be done with some urgency to enable JS to decide whether he would forward a resolution to be considered at the Annual Meeting.</p>	<p>KM</p> <p>KM</p> <p>KM/RJ</p>

6.	<p>Governance and Compliance Issues:</p> <p><u>Compliance with new Data Protection Requirements :</u> [High level of importance]</p> <p>See item 4. under Matters Arising</p> <p><u>FCA Re-registration</u></p> <p>See item 7. under Matters Arising.</p> <p><u>Annual Meeting/Election of Board Members</u></p> <p>All the relevant paperwork regarding this ie introductory letter/ nomination form/candidate's statement with regard to an election plus a resolution request form for consideration at the Annual Meeting, had been issued. RJ to collect and collate any returns relating to all the above and take any follow-up action necessary.</p> <p><u>SD/FSF Merger</u></p> <p>It is hoped that further information will be forthcoming on this at the meetings listed under Correspondence 1. above For this reason it is important that a Board member[or 2] attends these meetings.</p>	RJ
7.	<p>Finance Report:</p> <p>KM provided an income-expenditure account sheet and a balance sheet up to 31 December 2017 for consideration.</p>	KM
.8.	<p>Membership Report:</p> <p>Membership numbers have stabilised.</p>	CH
9.	<p>Supporter Liaison Report:</p> <p>KJ reported that there had been alcohol related ejections at the last 6 away games. He also reported that the game on Friday 6th April v Wolves will be closely monitored by the Health and Safety Inspectorate with particular reference to fans standing. Before issuing any information on this to members the Club website should be monitored for confirmation. Once confirmed RJ to ask PN/PE? to send out details to members. It was agreed that the Trust should thank Vincent Tan for</p>	KJ

	reimbursing fans for travel costs incurred when the Derby game was postponed. It was noted that only those fans travelling on official transport would be reimbursed.	
10.	Club Financial Position and Debt to Equity Issue: No further debt to equity transference has taken place. KM to continue to monitor the situation with regard to this and report.	KM
11.	<u>Cleaning, repair and display of Fred Keenor maquette</u> See item 9. under Matters Arising. Also DC had sent a draft explanatory note to accompany the maquette to the Club for consideration. DC agreed to draft an article to send to Club for possible inclusion in match programme at Nottingham Forest game.	DC
12.	The Board chose the Wallich Clifford Community as the Trust's charity to support in 2018. DC to inform member Phil Nifield who proposed this charity and to ask PN to inform Wallich Clifford and to get their support for involvement in a proposed fund-raising quiz. DC to inform all those who submitted unsuccessful proposals.	DC
	Date/time/venue of next meeting: Tuesday 1 st May 2018 7pm Foundation Meeting Room The Pod	

