



<p align="center">Minutes CCST Board of Directors Meeting Tuesday 10th November 2020 7pm [This was a Zoom meeting hosted by Jon Day –Thanks to Jon for setting this up]</p>		
	<p>Attendance: Keith Morgan[KM];David Craig[DC]; Richard Lewis[RL];Rob Jeffery[RJ]; Tim Hartley[TH];Jon Day[JD];Phil Nifield[PN]</p> <p>Apologies: There were none.</p> <p>Note: Phil Nifield was proposed as a co-opted member and unanimously accepted.</p>	<p align="center"><u>ACTION</u></p>
	<p>The minutes of Tuesday 6th October 2020 meeting were accepted as a true record.</p> <p><u>Matters arising</u></p> <p><u>Under Governance and Compliance:</u> KM awaiting updated standard paperwork from both FSA and FCA to enable completion of Trust registration. So that this can be moved forward, KM to make contact with FSA and FCA on Friday 13th November.</p> <p><u>Survey Monkey membership:</u> JD agreed to pay using his credit card. KM to reimburse JD by Trust account cheque. Initially membership will be arranged for 6 months. This will be extended when agreed as necessary. It was agreed that prizes would be awarded for early return of completed member e-survey. RL’s draft members’ e-survey was discussed. JD was asked to provide RL with copy of previous survey with a view to possible incorporation of earlier questions into the Survey</p> <p><u>Correspondence</u> RJ raised the matter of problems with e-mails sent to Media @Trust and Help@Trust addresses. Emails to these addresses had not been forwarded to[as by arrangement]JD and PN since April 2020. Mike Morris has identified a technical glitch with this. All emails received during problem period had now been directed to JD/PN and have been or soon will be responded to by appropriate Board member.</p> <p>To check that system now works, RJ to send Help@Trust email to JD.</p>	<p align="center">KM</p> <p align="center">KM/JD</p> <p align="center">RL/JD</p> <p align="center">All</p> <p align="center">RJ</p>

	<p><u>Governance and Compliance</u></p> <p><u>Holding Trust AGMs:</u> Under normal circumstances AGMs would be held by the end of June 6 months after the end of the financial year. This did not happen in 2020 because of the pandemic. KM reported that some clubs had attempted to hold virtual Zoom/Teams meeting but obtaining quorate meetings had proved difficult. The Board would give thought to how a 2021 AGM could be held. KM to contact FSA to enquire about possibility of altering Trust constitution quorate requirements to help facilitate AGMs. At present an AGM is quorate when the lower of 20 members or 5% of members entitled to vote attend. It was also agreed that FSA would be asked about the possibility of temporarily extending the 6-month deadline from end of the financial year for holding an AGM. It was agreed that an AGM item will be included in agendas.</p> <p><u>Improving Trust relationship with the Club:</u> KM to continue his efforts to make contact with Ken Choo both formally and informally. Concurrently, KM to keep Wayne Nash informed on his progress with this.</p> <p><u>Trust finances update</u> In October 2020 income from membership was similar to the same period in 2019.</p> <p><u>Membership update</u> Membership numbers have remained steady.</p> <p><u>Social events/magazine/newsletter/charity support/memorabilia –museum/foodbank</u></p> <p>The latest edition of the Trust magazine “moving to a different beat” has been distributed. RJ was thanked for producing an excellent edition. Thanks were also offered to all those who contributed articles. RJ hoped to produce another magazine ready for distribution early in the New Year. He, too, thanked his regular contributors but encouraged Board members to approach contacts who might contribute articles. All agreed to pursue this. RJ agreed to send copies of the magazine to PN.</p> <p>Date of next meeting[again Zoom]Wed 9th December 2020 at 7pm.</p> <p>Note: RL suggested that the Trust should open an Instagram account. This was agreed. RL to pursue.</p>	<p>KM</p> <p>DC</p> <p>KM</p> <p>All</p> <p>RJ</p> <p>RL</p>
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