



<p align="center"><b>Minutes CCST Board of Directors Meeting</b>  <b>Wednesday 9<sup>th</sup> December 2020 7pm</b>  <b>[This was a Zoom meeting hosted by Jon Day –Thanks to Jon for setting this up]</b></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 but by arrangement TH left the meeting after 30 mins.            The minutes of the 10<sup>th</sup> November 2020 meeting were accepted as a true record.</p>	<b><u>ACTION</u></b>
	<p><b><u>Matters arising</u></b>  <u>Under Correspondence:</u>            Problems with e-mails to Help@Trust address have been resolved.            *All other matters arising/action required to be covered under usual agenda headings.</p> <p><b><u>Correspondence</u></b></p> <p>1.KM reported that he would continue to try to make contact with the Club's management. If successful, KM to mention that the Trust is to conduct a survey of its members in January 2021            It was proposed that should KM not succeed then DC would try to make contact.</p> <p>2.KM had been in communication with Watford FC Supporters' Trust to discuss how their club had dealt with allocation of seats to 2000 fans now permitted to attend. Allocation was made by open draw and not just involving season ticket holders. It was agreed that this is useful information and that KM should continue discussion with Watford and also contact other Championship trusts to determine how they have approached this matter.</p> <p>3.KM had received opinion that the Trust website needed refreshing. It was agreed that this was the case and that Mike Morris should be asked to provide a quote for the cost of refreshing/updating.</p> <p>4.RJ reported that the problems relating to the Trust PO Box had been resolved.</p>	<p align="center"><b>KM/DC</b></p> <p align="center"><b>KM</b></p> <p align="center"><b>RJ or KM</b></p>

	<p><b><u>Governance and Compliance</u></b></p> <p><b><u>1.FCA Registration completion:</u></b>  KM reported that FSA had confirmed that Supporters' Direct Model Rules[2016]documents would be accepted with relation to registration application. In view of this he would arrange circulation of appropriate form to Board members for them to sign. To facilitate this RJ would circulate Board member addresses. KM to give form to DC to begin process.</p> <p><b><u>2.Conducting AGMs:</u></b>  It was agreed that we would adhere to usual timeline for 2021 AGM. RJ to work on this and keep the Board informed.  As previously agreed this would be a regular item on agendas. KM agreed to pursue with FSA a] possibility of changing quorate requirements for AGMs and b] possibility of holding an AGM later than June[now set at 6 months following the signing off of accounts]</p> <p><b><u>Survey of members' views:</u></b>  Survey Monkey:  It was agreed that the survey would be sent out in mid-January 2021. RL to work on final version[with JD's support] to enable us to meet this deadline.  KM to provide Board members with up-to-date information on the debt to equity situation.</p> <p><b><u>Trust finance update:</u></b>  December 2020 income from members' subscriptions was in line with the December 2019 figure.</p> <p><b><u>Trust membership update:</u></b>  Membership numbers remain steady.</p> <p><b><u>Magazine/social events/sponsorship etc:</u></b>  Magazine:  RJ confirmed that the next issue of the magazine would be ready for distribution mid-February 2021. He would welcome more articles.  PN to let Paul Abbandonato, who has been asked to provide an article, know of plans for having magazine ready for distribution.  DC to contact the Club to obtain information on sponsorship of players and report.</p> <p>Date of next meeting{Zoom] Tuesday 5<sup>th</sup> January 2021 7pm</p>	<p><b>KM/RJ/DC</b></p> <p><b>RJ</b></p> <p><b>KM</b></p> <p><b>RL</b></p> <p><b>KM</b></p> <p><b>RJ</b></p> <p><b>PN</b></p> <p><b>DC</b></p>
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