



**Minutes CCST Board of Directors Meeting
Thursday 17th August 2023 at 7pm
Fred Keenor Suite Cardiff City Stadium**

	<p>Attendance: Keith Morgan[KM];Mike Spear[MS];Rob Jeffery[RJ];Jeremy Williams[JW];Nick Williams[NW];Jon Day[JD];Gethin Evans[GE]</p> <p>Apologies: Phil Nifield [PN]</p>	
	<p>The minutes of July 13th 2023 Board meeting were accepted as a true record</p> <p><u>Matters arising</u></p> <p>1]Companies House: the updating of Trust Directors' names has now been resolved. New action is now to update with FCA.</p> <p><u>Correspondence</u></p> <p>1] E-mail received from CCST member reference Level 4 ST Holders no longer being allowed to enter the ground via the main entrance. KM will pass this up to Stadium manager Wayne Nash</p> <p>2] E-mail received from CCST member temporarily residing in Sussex regarding eligibility for away tickets. MS will reply and investigate ST holder/away membership status and advise accordingly.</p> <p>Post meeting note: MS has contacted the member who is neither a ST holder or away member. MS explained only ST holders and Away Membership holders can purchase tickets for away terracing.</p> <p>3] CCST member raised a question/complaint reference car parking at stadium. It referred to the process of cars entering car park and bottle-necking due to both permit holders and on-the-day customers using same lanes. It was agreed further investigation needed via the club. KM will e-mail Wayne Nash.</p> <p>4] CCST received an e-mail from a lady in the USA enquiring about a plot and service in the Memorial Garden. The lady will be attending the home game v Sheffield Wednesday with her son and wished to intern her deceased husband's ashes. MS has contacted the Club, Veteran's Hub and local Pastor. All is now in place. Plot has been arranged and prepared. The service will take place at 1130 at CCS Memorial Garden on 26th August.</p>	<p style="text-align: center;">NW/RJ</p> <p style="text-align: center;">KM</p> <p style="text-align: center;">MS</p> <p style="text-align: center;">NFA</p> <p style="text-align: center;">KM</p> <p style="text-align: center;">MS</p>

	<p><u>Governance and Compliance</u></p> <p>1] FCA Governance Audit: RJ to investigate further policies to develop</p> <p><u>Relationships/communications</u></p> <p>1] Fans led review: much discussion took place relating to the White Paper. Fans Advisory Group policy being the main issue. It was agreed KM will seek further FSA guidance on the issue and liaise with the Chairs of the Supporters Club and Disabled Supporters Association to propose co-ordinated fans view as to how a Fans Advisory Board at Cardiff City should be established.</p> <p>2] Member Communications Proposal and Process streamlining: Board member GE proposed and presented some modern and positive initiatives. Which included</p> <ul style="list-style-type: none"> a] Digitising GDPR Consent b] Migrating to a new e-mail platform c] Electronic Newsletter launch <p>It was agreed that GE would provide details of base data needed to formulate proposals. RJ to provide</p> <p><u>Financial matters</u></p> <p>1] Ukraine Appeal monies: NW reported there was just over £100 still being held by the Trust. It was agreed this will be paid post meeting.</p> <p>2] Latest balance: NW stated the balance was slightly up since last meeting due to subscriptions.</p> <p>3] Universal Mandate request: The task of removing and adding signatories is ongoing. KM/NW to progress</p> <p>4] Request for Financial assistance: a request has been received from the chair of the DSA relating to furnishings in the DSA room. It was agreed specific proposal and required contribution from the Trust should be investigated and assessed.</p> <p><u>Training</u></p> <p>1] Football Supporters' Association on-line courses update: requirements for Board Members/Directors to complete on-line FSA courses was discussed. It was agreed RJ would circulate board members with details of forthcoming courses. On receipt of details all Board Members not trained to book themselves on the courses at their earliest convenience</p>	<p>RJ</p> <p>KM</p> <p>GE/RJ</p> <p>NW</p> <p>NFA</p> <p>KM/NW</p> <p>RJ</p> <p>All Board Members</p>
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