

Terras Trust Board Meeting Minutes

11th September 2008

Present:

Anthony Sams (AS); Tony Baylis (TB); Rob Nichols (RN); Steve Walkinshaw (SW); Matt Pitman (MP); Richard McGowan (RMcG)

Apologies:

Mark Golsby (MG); Connor Kinsella (CK); Caroline Kinsella(CMK); Matt Barton (MB); Shaun Hennessey (SH); John West (JW)

Meeting started 8.00pm Ended 10.15pm

1. Accuracy

Minutes of the meeting of 14th August were agreed with a few spelling and grammatical amendments. Once amended, these can be loaded onto the website.

2. Matters Arising and Outstanding Actions.

2.1 Point of Order

AS reported that he had checked back through the minutes and had spoken to the board members who had not sent apologies. The action to email a general reminder to all will happen before the next board meeting.

Action: AS to email meeting protocol reminder to all board members

2.2 Community Trust Meeting

MP reported back that there had been no further Community Trust meetings since the last board meeting. He has discussed this with Malcolm Curtis and Malcolm has agreed that this has been neglected a little recently. As no firm date has been arranged for the next meeting, AS asked MP to proactively chase the football club to obtain a date if one was not forthcoming.

Action: MP to obtain date for the next Community Trust meeting and report back to the board

2.3 Football Club Promotional Posters and Leaflets.

TB has emailed RN with the contact details for Andy Robinson. All leaflets and posters from the current batch have been distributed. Action closed.

2.4 Co-option of Supporters Club Representative onto the Board of the Terras Trust.

CMK has updated this action by email. Nigel Beckett has resigned from the supporter's club committee. Ian white is the new chairman but CMK does not have his contact details. The board agreed that further contact should be made with Ian White.

Action: AS to arrange for contact to be made with Ian White

2.5 Julia's House and the Trust

Caroline has added an agenda item for discussion of the appropriate wording for the advertising board that the Trust has received as part of the Julia's House sponsorship package.

2.6 Golden Goal

Responsibility for the organisation of Golden Goal will now come under the ownership of the lead officers for events and fundraising in accordance with the draft business plan. The remaining game on the original rota is 20th September – Kidderminster - MG and AS. RN will put together a new rota following this game. To simplify the rota, it was agreed that board members would have to arrange for a replacement to take their turn if they are not available on any day that they are due to help out.

Action: RN to produce and distribute new Golden Goal rota

2.7 Election of Trust Representatives on the board of Weymouth F.C.

CMK has made suggested amendments to the election procedures and mailed the revised and agreed rules to RMcG to be uploaded onto the website. AS has prepared and released a statement on the website in connection with the outcome of the election process.

2.8 Difficulties with Website.

AS reported that he had spoken to RMcG about the speed that updates were being made to the website. As RMcG was present at the meeting it was agreed that ideas for modifications and updating of the website would be discussed further under AOB.

2.9 Weymouth Working Men's Club membership for board members

AS and RN had clarified the procedure with the club secretary, Kelvin Day. Kelvin has suggested that we wait until January when the new membership year for the club begins. At the December meeting we will compile a list of names and addresses and submit these with the membership fees.

Action: AS to mail CMK to get this added as an agenda item for the December board meeting

2.10 E-Mail Supporters Direct Questionnaire.

TB confirmed that he had contacted James Mathie and the survey had been sent to all e-mail contactable members. Action closed

2.11 Promotion of the Trust.

SW reported that he had contacted a supplier about purchasing a promotional banner. The cost of this had been quoted at £49. However, enough spare material was available for the trust to have 2 banners for £70.50. SW had therefore ordered the banners and they had now arrived. The board commented on how professional and stylish they looked. These will now be used to promote the trust at fundraising events and membership promotions.

2.12 Refurbishment of the Disabled Section of the Ground.

As the original costs for the chairs were too expensive, it was agreed that this action would be taken forward within the business plan as part of the Community projects objective. It maybe possible to seek sponsorship as a means of reducing cost to the trust. SW agreed to check out an alternative source and mail to Matt Pitman.

Action: SW to mail Matt Pitman with alternative costs for consideration

2.13 Review of the Supporters Direct Model Rules

CMK had updated the board by email that the closing date for comments on the Supporters Direct model rules had passed. The board had not deemed it necessary to file any amendments at this stage so this action is closed.

2.14 Trust Bank Account

SW requested that this action be carried forward as he had been unable to establish what other trusts were doing but that in the mean time we should consider changing the signatories on the current bank account.

Action: SW to find out what other Trusts are doing and prepare signatory forms to send off to Co-Op bank.

2.15 Insurance.

The board agreed to discuss this under the treasurers report agenda item.

2.16 Memberships

TB reported that he had sourced the headed paper and stationery that was required. AS reported back that he had spoken to SH and he was now unable to source the membership cards as previously planned. The membership update was deferred until later on the agenda.

2.17. Business Planning

All outstanding actions had been completed and a board business planning meeting had taken place. Further updates were deferred until later on the agenda.

2.18 Treasurers Update

MG reported back that he has contacted Andy Harris re the outstanding donation and that as the original cause no longer exists the donation will now be made to the Community Trust. Andy Harris agrees with this.

SW reported that the Trust balance at the end of July was £5,869. This includes the £750 + VAT paid out for the Julia's House Sponsorship. There is still £700 outstanding to be paid to the Community Trust when they have opened the bank account. The Board discussed what expenses can be claimed back from supporters Direct

Action: SW to clarify with Supporters Direct what we can claim back. To date the Trust has claimed £233.89 back from Supporters Direct.

2.19 Feedback from Weymouth FC Board Meeting.

The business plan is being developed with a core objective to transfer, buy or proxy WFC shares at the earliest opportunity following formal confirmation from the WFC board that this is possible within the Articles of Association.

Following a formal request from the trust board MG, RN and SW have again met with Malcolm Curtis to pursue key issues. During the meeting Malcolm informed the trust ahead of the press release about the forthcoming new stadium plans and

invited the trust to comment on these. The trust board agreed to consult with members of the trust and an email was immediately sent to the membership inviting them to submit comments, concerns, ideas etc should they wish the trust board to liaise on their behalf with the WFC board.

2.20 Feedback from the Community Trust Meeting.

There was no feedback as the Community Trust meeting had been cancelled.

2.21 Fundraising

Race Night- RN has accepted Amy Francis offer to arrange a Race Night to raise funds for the Trust. RN is waiting for Amy to confirm details and dates

Action: RN to e-mail Amy a reminder if he still hasn't heard before next board meeting.

2.22 Any Other Business

2.22.1 Conduct of Trust members

Reply to member about conduct at away game still outstanding

Action: AS to reply to e-mail.

2.22.2 Meeting with the Police.

SW has again passed the trust details to the Police through the Police Liaison Officer, John Withers, but the trust have not had any response from the police so action has been closed

Action: SW to give John Withers Trust Contact details so that this can be arranged.

2.22.3 Financial Services Authority (FSA) Return

CMK has reported to the treasurer that the FSA return must be in by 31 December 2008.

2.22.4 Letter Received

The Trust has received a letter from a football Supporter in Checkozlavakia who collects football club badges. This action carried forward as MG not present at the board meeting.

Action: MG will give the letter to the Football Club to respond to.

2.22.5 Trust Sponsorship of a Match

Last season members of the trust Board personally sponsored a match. The Football Club have asked if the Trust Board would be prepared to do this again. Action carried forward as MG not present at the board meeting

Action: MG to find out how much this will cost and inform the Trust Board.

2.22.6 Trust AGM and Open Meeting

CMK has added this to the 11 September agenda for discussion

3. Membership Update

TB reported that the trust currently had 192 members. Membership renewals were continuing to come in to the trust but 45 members had yet to renew. The board requested that TB send out a second reminder to those members who had not yet

renewed. The board also requested that TB investigate an alternative source for the replacement membership cards.

Action: TB to send second reminder to members who had not renewed yet

Action TB to source replacement membership cards and report back.

4. Business Planning Update

AS reported that good progress had been made and that objectives had now been received from all business areas except Communications, Promotions and Marketing area. AS agreed to chase this up with a view to presenting a draft of the business plan for agreement at the October board meeting.

Action: AS to provide draft business plan at October board meeting

5. Treasurers Update

a) SW reported that the account balance at 31 August was £5367. This included 32 membership renewals of which 6 members had now converted to standing orders. The renewals had accounted for £345 income including £80 in donations. In connection with the Golden Goal, the trust had paid out £750 + vat in sponsorship to the Julia's House partnership. During the opening games of the season £236 (or 27%) of this has been reclaimed towards our target of £881. SW reported that he was still trying to ascertain what the trust could still reclaim from Supporters Direct in setup costs and he will report back at the next board.

Action: SW to clarify what the trust can reclaim from Supporters Direct

b) SW reported that he had made progress in obtaining some quotes for both Public Liability Insurance and board liabilities insurance. As a result of the costs involved the board requested SW contact Supporters Direct for further recommendations.

Action: SW to contact Supporters Direct for further recommendations

6. Feedback from Weymouth FC board meeting

There was no specific feedback from the board meeting as MG was now on holiday and there had been no meetings while he was away. MG had emailed SW to inform the trust board that the cost **to board members** of sponsoring a home game would be £50 each. MP expressed concerns about the success of the Julia's House partnership. The board agreed to discuss this with MG at the October board.

Action: AS to mail CK to add as an agenda item for the October board meeting

7. Fundraising

RN reported that he had identified a source for collection jars for foreign coins. These were £4.01 each and SW agreed to order 10 initially which would then need to be labelled. A source had also been found for Golden Goal tickets but at £52 for 5 games the board considered these to be too expensive. Andy Purchase has also agreed to do a quiz for the Trust in January. RN and MB will arrange this.

Action: SW to order collecting jars

Action RN and MB to arrange quiz

8. AGM and Open Meeting

a) The board discussed the requirement to hold an AGM and agreed that this should be added to the governance section of the business plan. This needs to be carefully planned by JW and CK as notices will need to be sent to all members and the meeting correctly publicised.

Action: JW to add this to the Governance Objectives within the business plan.

b) The board discussed the need to hold another open meeting as soon as possible. It was hoped that this could be achieved before the end of October on a Thursday or Friday evening, possibly at the WWMC. As time was running short it was agreed to finalise this at the October board meeting.

9. Supporters Direct Annual Conference

TB reported that the Supporters Direct Conference was being held on October 16 in London. The board requested that he get more information about costs for attendance and travel etc.

Action: TB to obtain costs for attending the conference

10. Correspondence from Members

AS read out to the board the contents of an email that had been received from a member raising a number of points about the way the trust was progressing. The board discussed the points and requested that AS and MP compile a response to the points that had been raised. 5 emails had also been received by the trust in connection with the new stadium plans.

Action: AS and MP to formulate a response to the member

11. Wording for Trust Sponsorship board

The trust has been given an advertising board within the ground as part of their associate partnership. The board agreed to use the same wording as is on the advert in the match day programme plus the addition of the trust phone number.

Action: SW to arrange with WFC

12. Design of Match Day Posters

RN had asked CK to word a press release seeking volunteers from the membership to participate in designing new posters for advertising match days. There appeared to have been some confusion as what had been produced was a competition entry.

Action: RN to pursue with CK and reword

13. Request to change meeting dates from a Thursday

MB had requested a change of meeting date from a Thursday due to other personal commitments. The board felt that since meetings until December 08 had been timetabled and the venue booked it would not be possible to consider this change until after December.

14. Date of Next Meeting

7.30pm Thursday 9 October 2008 at Weymouth Working Men's Club