



## Interim Steering Committee - Minutes

**Monday 14<sup>th</sup> March 2011, Milehouse; 19:30**

Present: Richard Blight, Warren Bowden, John Petrie, Chris Webb, Sally Snow (Admin), Ed Shillabeer, Margaret Carn, Graham Clark (Chair), Peter Ryan (Secretary)

No	Item	Notes	Action
1	Welcome, Apologies, Adoption of Minutes	Apologies received from Celia Ellacott and Lee Jameson. Sally Snow has offered to help with Admin tasks and attended the meeting. Minutes of last meeting adopted.	None Note Note
2	Trust Meeting 19/3	Lower Guildhall booked – covered later in meeting, see item 13	--
3	Chair's report	Graham gave feedback about the current situation at PAFC	--
4	Secretary	Peter gave some feedback on the internal feedback exercise carried out over the weekend. He noted that he was up to date with correspondence. Peter to follow up with Kieran to get share cert mock up for Saturday if possible It was felt that, to cut costs, we could deliver Plymouth based certificates by hand. Total cost estimated as £200 otherwise. Apart from Nos 1-4 if it made life easier, then Share certificates to be same number as membership number (membership numbers 1-4 must be the original signatories on the FSA application form of last December)...? Rich to interrogate database to find out how clever it is. It was agreed that Peter should oversee the share certificate area.	-- -- Peter All Rich Peter
5	Membership	Richard noted briefly a number of issues around processing membership applications. We have 688 members registered (o/w 45 juniors). There are about 60 more to be processed. So we have approx 750 members in all currently. 560 membership cards were sent out on Saturday. It was noted that approx 40% of members are residents of Plymouth. Agreed - we would email membership cards to international members as postal costs are prohibitive. Noted that about 1/3 members do not have internet. So, we must be vigilant about making sure we are inclusive in corresponding with them. The ISC thanked Rich, Mrs Rich and JP for their sterling efforts.	
6	Finance	Margaret reports that she is getting on top of the finance issue and is prepping a report for Peter to give on Saturday. Peter to check PayPal total and forward to Margaret Margaret & John to sort out PayPal/CoOp link Margaret to finalise internet banking and indemnity for cheques which are made payable to the Argyle Fans' Trust (instead of PASS Ltd) – this costs £50 – which the ISC approved. Apart from these two names, others are to be returned to payee. Account signatories are now (two of) Graham, Margaret, John, Celia, Peter Peter to email Richard Orr at CRM to get Margaret a sign in for the InTouch database (we are allowed five access names – currently Rich, Peter, John, Margaret)	Margaret, Peter Peter MC/JP Margaret  Note Peter
7	Communications	Chris to talk with MN and MR about website development urgently for display this w/e.	Chris

		<p>AFT set up on Facebook</p> <p>We have 575 Twitter followers - the 92 scarves campaign took off on Twitter/FB</p> <p>PASOTI – agreed that Graham and Chris would be sole posters for the Trust on policy matters. Peter will need to post re elections later.</p> <p>Chris to send Peter the email regarding account activation. This is the key to replying to members who can't gain access but have registered.</p>	<p>Note</p> <p>Note</p> <p>All to note</p> <p>Chris</p>
8	Fundraising	<p>Warren made a number of suggestions for fundraising events and for dates for them (26<sup>th</sup> March, 2<sup>nd</sup> April, 6<sup>th</sup> May being noted); these inc blank Saturdays. WB is linking with PASOTI/Green Taverners, Sue Pollard for effectiveness, efficiency.</p>	Warren
9	Campaigns	<p>Celia sent a note as input in her absence. Its contents were noted with thanks.</p> <p>It was agreed that the scarves should be placed at the front of the Lyndhurst so they can be seen on camera. Celia is asked to ask Stadium Manager Dave Bubya for perm.</p> <p>It was agreed that the Trust should have a presence outside the club shop from 13:39 onwards at each of the remaining home games. John wants a table...Graham is to note this (the presence, not John's table) in his programme notes</p>	<p>Celia</p> <p>Celia</p> <p>John, Chris, Peter, Rich Graham</p>
10	Liaison	<p>Lee is asked to ensure we have a clear position on affiliation of all supporters clubs on Saturday, for him to report.</p>	Lee
11	Policy Issues	<p>No time to discuss. PR to set discussion rolling on Saturday – he noted a talk with SD is lined up on this, this week.</p>	Peter
12	Elections to Society Board	<p>Peter need to start on Aug 1<sup>st</sup>, to allow AGM to be held within the specified six months from end of Financial Year.</p>	Note
13	Logistics etc for Trust meeting on 19 <sup>th</sup>	<p>Two roving <i>mics</i> to be requested – Margaret volunteered to rove!</p> <p>All ISC to be at the venue by 10:00 to set up</p> <p>Speakers must stand so people can see</p> <p>Keep spaces in front row for guests</p> <p>Use Peter's laptop for presentations</p> <p>Margaret to bring her laptop for back up in case</p> <p>Lee to ask that a beamer (projector)plus cables, power lead/tray, extension leads, and screen are made available.</p> <p>Peter to prep single PPT file for all with inputs from others as needed, for all to use. Peter will do slide changes.</p> <p>Sally is to help with noting the meeting</p> <p>John to set up membership table etc at the back of the hall –</p> <p>Peter to bring cash box and forms</p> <p>Agenda amended to delete Pres/VP item and to structure the Main Agenda item (Admin/Chairman) to flow more easily.</p> <p>Also to have only one Q&amp;A at Item 2</p> <p>Peter to follow up verbal invitations to BG, PRd, (and bidder) with written request</p>	<p>Lee</p> <p>Margaret</p> <p>All</p> <p>Speakers</p> <p>Note</p> <p>Peter</p> <p>Margaret</p> <p>Lee</p> <p>Peter</p> <p>Sally</p> <p>John, Peter</p> <p>Peter</p> <p>Peter</p> <p>Peter</p>
14	AOIB	None	--
15	Date/venue of next meeting	<p>26<sup>th</sup> March 10:30-12ish</p> <p>Royal Mail, Plymouth</p>	Chris

The meeting closed at 22:05