

# Argyle Fans' Trust Meeting

## MINUTES

1<sup>ST</sup> SEPTEMBER 2012 10.30AM

JD'S HOUSE

<b>MEETING CALLED BY</b>	Argyle Fans' Trust Board
<b>TYPE OF MEETING</b>	Board Meeting
<b>CHAIRPERSON</b>	Richard Blight
<b>NOTE TAKER</b>	Linda Fleming
<b>ATTENDEES</b>	John Demellweek, Paul Bartolini, Margaret Carn, Tim Chown, Richard Blight, Linda Fleming
<b>APOLOGIES</b>	Ed Shillabeer, John Petrie

## Agenda topics

### MEMBERSHIP REPORT

<b>DISCUSSION</b>	Since last meeting – 3 new memberships from flyers and c.20 from online applicants although these could have been prompted by receiving flier at HP or from other outlets. Junior memberships are ready to go out with consultation document to be sent to paying members with whom they reside by end September.	
	Promo flyer needs amendment before re-print – change the orientation and the application form have more space for inserting personal details, email addresses etc.	
	A new 'Welcome' flyer is to be sent to new joiners and Trust members renewing membership and the new format cards will be used.	
<b>CONCLUSIONS</b>	To save on postage all membership comms (consultation document, election documents, junior memberships, renewal documents etc.) will be sent together at the end of September.	
	Include OR code and Twitter / Facebook refs on new joiner welcome and renewal flyers.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Draft new promo flyer	Paul Bartolini	7 <sup>th</sup> September
Amend the 'Welcome' flyer	John Demellweek	7 <sup>th</sup> September

### FINANCIAL REPORT

<b>DISCUSSION</b>	Money at bank @ meeting is £7807.64 and another £1000.00 to be banked.	
	The request made at SGM to have a more granular breakdown of 'Sundries' was discussed and confirmed that the categories in the Cash Book will support this level of information in future reporting	
	Margaret Carn announced her intention to resign as Trust Treasurer although she will stay in post until a replacement is found. The Paypal account will need to be assigned to a Board member.	
<b>CONCLUSIONS</b>	Board to review the Cash Book Excel file to determine an appropriate categorization and level of financial reporting to members going forwards.	
	A new treasurer will need to be found and changes made to Paypal account accordingly.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
MC provide the Excel file to the Board	Margaret Carn	7 <sup>th</sup> September
Change name on Paypal account to Richard Blight	Margaret Carn / Richard Blight	End September

## COMMUNICATIONS POLICY

<b>DISCUSSION</b>	Tim Chown presented a document detailing the Trust's current communications channels and the current situation of who does what was briefly discussed.	
There is a unanimous view that it is of paramount importance that a balanced view of the Trust's policies is presented at all times by all Board members. Furthermore we must maintain and strengthen our communication channels with PAFC so that we can appropriately present back the views of our membership.		
<b>CONCLUSIONS</b>	There is a recognized need to clarify roles and responsibilities across Board members with the Trust's various stakeholders.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Communications policy document will be circulated to Board	Tim Chown	7 <sup>th</sup> September
Agree comms policy, roles and responsibilities	All Board	29 <sup>th</sup> September

## AGM / ELECTION

<b>DISCUSSION</b>	LF confirmed that we have sufficient volunteers to run the Election Management Group and it is intended that we consult the previous chair of the EMG to ensure that the learning from the last election is taken on board.	
It is intended that the Trust Board will comprise 7 elected members.		
An independent financial check must happen before the next AGM and Supporters Direct offer this service to Trusts.		
<b>CONCLUSIONS</b>	AGM is decided for 24 <sup>th</sup> November 2012. The Board agreed that the optimum number of Board Members is 7, and thus 3 positions will be available for election.	
Need to get the independent financial check scheduled as this is on the critical path.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Contact Supporters Direct regarding financial check	Linda Fleming	7 <sup>th</sup> September
Draw up the election timeline and set up EMG	Linda Fleming_	15 <sup>th</sup> September

## EVENTS SCHEDULE

<b>DISCUSSION</b>	TC has compiled the home game list and the events planned for these currently – and some suggestions on other events that we could run or support.	
The Shirt Donation event runs for one month and RB will liaise with club to finalise the dates when this will run. We are aiming to start on 6 <sup>th</sup> October.		
The Safe Standing campaign is also on the list of target events and JD will aim to get all stakeholders (Club and Safe Standing representative) to agree that we run this on 10 <sup>th</sup> November.		
<b>CONCLUSIONS</b>	It is desired to have an event at each home match – however we need to be cognisant of the fact that the Trust needs to be supported by volunteers to ensure that all events run smoothly.	
Circulate the events schedule as it stands and discuss in next meeting.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Circulate events schedule to Board for review	Tim Chown	7 <sup>th</sup> September
Membership volunteers – current status of active volunteers	John Petrie	10 <sup>th</sup> September

## JAMES BRENT MEETING – 3<sup>RD</sup> SEPT

<b>DISCUSSION</b>	The Trust Board has been requested to submit an agenda. TC ran over the proposals to be discussed with JB and which we have published to our membership. The intention of the meeting with JB is to get a final position in terms of what is being offered by the Club and what this means for the Trust.	
We have to clarify what Loan Notes are, how conversion to shares would work and on what timescales this could happen. The risk implications have to be fully understood and whether the option to go for smaller levels of investment would be possible. Also to get a view from James Brent on whether he would consider the 'Golden Share' / supporters' share option, and the possibility of fundraising through a Community Share scheme for an appropriate project.		
<b>CONCLUSIONS</b>	Confirmed the meeting with James Brent to be attended by Trust Board members Ed Shillabeer and Richard Blight and the Trust's financial advisor Jon Sparkes. When we have the information that answers	

	all our questions we will be in a position to present all the facts to our membership in the appropriate consultation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Report back after the meeting with JB	Richard Blight, Ed Shillabeer	5th September

#### EMAIL ACTION

<b>DISCUSSION</b>	TC has contacted the email provider to the Exeter Fans' Trust and is awaiting a reply on whether they can assist us. PB and RB have IT contacts who can also give advice and possible solutions. TC reported that he may be able to send emails out on an interim basis via his university, subject to approval.	
<b>CONCLUSIONS</b>	Get all options scoped in terms of what potential suppliers can provide, costs etc. in order that the Board can evaluate the best solution.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Get proposals from potential suppliers and circulate	Tim Chown, Richard Blight, Paul Bartolini	7 <sup>th</sup> September

#### EVENT ON 28<sup>TH</sup> SEPT

<b>DISCUSSION</b>	Piggy racing – supplier Pigly Winks is now engaged and we have a provisional booking with them. The cost to run the event will be £350 for the event company and the salaries of bar staff etc. Tickets will be charged at £5.00 and we need to sell in excess of 70 tickets to cover the majority of the cost. Monies will be raised from the Raffle, Race Sponsorship, Tote and bar takings.	
<b>CONCLUSIONS</b>	There is a very slight risk in making a loss but our exposure is minimal if we can sell enough tickets. Need to firm up compere for the evening who can work with the Pigly Winks guys. Also need to gather donations for prizes / raffles and sponsors for the Pig Races.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Confirm Pigly Winks booking and put them in touch with Ed	Linda Fleming	2 <sup>nd</sup> September
Arrange for donations from suppliers	Paul Bartolini / Ed Shillabeer	20 <sup>th</sup> September
Confirm race sponsors	Ed Shillabeer	20 <sup>th</sup> September
Confirm compere	Ed Shillabeer	20 <sup>th</sup> September

## AOB

#### OLD WEBSITE / EMAIL

<b>DISCUSSION</b>	Paypal email address has been changed and the site will be monitored to make sure that nothing important is coming through	
<b>CONCLUSIONS</b>	Monitor over September and aim to close the site down in October	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Monitor and report back status	Richard Blight	29 <sup>th</sup> September

#### INJURED SUPPLIERS

<b>DISCUSSION</b>	Paul Bartolini confirmed that the work continues to contact the injured suppliers and compiling advertisements which will be published in a booklet and given to fans.	
<b>CONCLUSIONS</b>	Targeting local and small suppliers and not nationals.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Status update at the next board meeting	Paul Bartolini	29 <sup>th</sup> September