



Argyle Fans' Trust
 Acting Society Board – MINUTES
 Friday 2nd September 2011; 10:00-12:00 – Royal Mail Office

No	Item	Agreements	Action
1	Welcome and Introductions	Members Present: Peter Ryan, Chris Webb, Tim Chown, Andy Symons, Sue Pollard, Leigh Rapson, Sally Snow, Margaret Carn Apologies: Warren Bowden, John Petrie, Gareth Nicholson, Lee Jameson.	-- All members
2	Minutes of last meeting	Not applicable as this is the first formal gathering of the new Board	All members
3	Chair	Chris Webb was unanimously voted to continue as Chair. PR explained that the posts of Secretary and Treasurer are chosen by the board and do not have a vote.	All members
4	Treasurer	MC confirmed that she has not yet received an invoice for the meeting at The Pavillions (organised by Lee Jameson) and was concerned that the Trust might be liable for late payment. She will speak to LJ about this on Saturday. The bank balance stands at £10,067, with The Pavillions fee to be paid.	MC
5	Board legitimacy	The short-term legitimacy of the new board will be ratified at the AGM – the board will disband and an election take place by a show of hands (50% of those present needed to elect member). This is in line with current Supporters Direct rules which are currently being amended. According to the rules there must be an AGM before the end of the financial year and the FSA need to be made aware. Outline independent assessment of finances needs to be prepared. The ISC didn't have real authority or a framework because it was formed by a group of people who had come together. PR urged members to become acquainted with Supporter Direct's latest rules. Democratic mandate will be obtained by members once the club has been saved. Date and all arrangements for AGM to be discussed at next meeting.	All members
6.	Board responsibilities	Secretary. PR expressed his wish to stand down as Secretary with immediate effect, so the new Society Board will need to choose a replacement. Finance. MC confirmed she is willing to continue in this role. The matter of signatories on the accounts will need to be changed (any 2 of 3 signatories Chair, Secretary, Treasurer needed to sign). Membership. Richard Blight, the Membership Secretary, is not a member of the new board, so a replacement will be needed for that post.	Note MC All members



		<p>Vice Chair. The person chosen for this role would in the longer term assist CW with media commitments. They should be Plymouth-based as will be needed at short notice.</p> <p>Communications and Media. Gareth Nicholson works in the media and has expressed an interest in working in this area. TC has a technical background and is prepared to take on web and social networking jobs. AS has expertise in this area too. At this critical time it is vital to keep up our good relationship with the media and have one consistent voice so CW will continue.</p> <p>Campaigns and Fundraising. CW nominated SP for this role and she accepted.</p> <p>Website. TC asked about the website – CW said this has come on in leaps and bounds and was set up by Mark Russell of the Green Taverners. PR has been responsible for uploading and updating, but is aware that it needs to be more visual. TC will review it and report back to the next meeting. CW suggested the option of copying the GTs in having an Argyle Fans Trust account for posting announcements on PASOTI.</p> <p>Liaison with other groups. All groups were working closely to save the club (reference the Contingency Group).</p> <p>Meeting with ISC. TC suggested that we should ensure we know all the roles undertaken by the members of the old board so that these tasks are all picked up. PR cited Wimbledon as an example of a committee that was strengthened by responsibilities (especially administrative ones) being delegated to Trust members outside the board.</p> <p>Responsibilities cannot be allocated until all members have been consulted and we have discussed their strengths, suitability, availability and experience.</p>	
7.	Co-opting board members.	According to the rules, there must be at least one co-opted member on the board, and less co-opted members than elected members. One player has already been approached with a view to being a co-opted member. Other sectors to consider include disabled, junior, ladies, celebrity, and Argyle legend.	All members
8.	Situation at Club.	James Brent is committed and working behind the scenes. The promised contact by BG has not been made. The best short-term solution would be for BG and PR to work with JB to conclude a deal. The Contingency Plan Group (including Argyle Fans Trust, Ian de Lar, Ian Newell, Green Taverners, Graham Clark, Peter	



		<p>Jones), while not an elected body, has worked well and kept JB at the table and he is happy to work with it.</p> <p>PR stressed that our aim was to save the club. We were not discussing the possibility of a phoenix club. He has however asked Supporters Direct what would need to be done very quickly if we were liquidated.</p>	
9	Any urgent business	<p>TC asked if there was a time line of the actual facts around our situation. Ian de Lar has prepared one and is on PASOTI and GoS.</p> <p>TC asked for details of plans at Home Park and Burton tomorrow – both bases were covered.</p> <p>Outline plans were made for a Red Card Day at the next home match (10th Sept). Red A5 cards would be handed out to all supporters and held up just prior to kick off. Publicity with media vital. Details to be worked out during the week depending on developments.</p> <p>Other clubs, especially Brighton, are concerned for our future and offering publicity.</p> <p>Legally, the administrator can now talk to other interested parties.</p>	
	Next meeting	<p>Saturday 10 September, 10am – noon. Venue tbc. SS gave her apologies.</p> <p>The meeting closed at 2045.</p>	

Guidance and Protocols for AFT Officers, Secretary and for Elections (Source: Supporters Direct)

1 - General Job Descriptions / Profiles for the Chair and other Board members

http://www.supporters-direct.coop/wiki/index.php?title=Job_descriptions

2 - the JD/Profile for the Secretary (who is not an elected Board member)

<http://www.supporters-direct.coop/wiki/index.php?title=Category:Secretaries>

http://www.supporters-direct.coop/wiki/index.php?title=Role_profile_for_secretary

3 - A guide to election processes

http://www.supporters-direct.coop/wiki/index.php?title=Election_process