



Argyle Fans' Trust
Society Board Meeting Minutes
Tuesday 3rd July 2012, at 10 Tor Road, Plymouth.

Item	Agreements	Action
1. Members present	<p>Paul Bartolini (PB), Tim Chown (TC), Richard Blight (RB), John Demellweek (JD), John Petrie (JP), Ed Shillabeer (ES), and Margaret Carn (MC) were present.</p> <p>Gareth Nicholson (GN) offered apologies.</p> <p>ES volunteered to act as Chair for the meeting, which was agreed unanimously.</p> <p>The board welcomed JP to his first meeting, and thanked him for accepting the offer to join the board.</p> <p>TC continued in the role of acting Secretary.</p>	
2. Past Minutes and Matters Arising	<p>The minutes of the previous meeting were approved.</p> <p>The Trust has met with James Brent since the last board meeting, and held its first AGM.</p> <p>It was agreed the AGM was too long; the agenda for the next AGM (probably in November) will be more focused.</p> <p>The board wished to express its thanks to all members who attended the AGM. The questions and discussions were of a good quality and provided very good input for the board.</p>	
3. The 20% shareholding offer	<p>The board discussed the meeting with James Brent on 18th June and the points raised by members at the AGM on 26th June.</p> <p>The issues of shareholding options (20%, supporters shares, and a Golden Share) were discussed, along with potentially linked rights and powers. TC had circulated a discussion paper in advance of the meeting.</p>	



	<p>The Supporters Direct (SD) Football Licensing Proposal suggestions on “Fit and Proper” Trust engagement were reviewed.</p> <p>The board agreed to consult both SD and its own advisors before arranging a final meeting with James Brent, such that the shareholding consultation can be launched.</p> <p>The board agreed that additional legal advice would be welcome, to complement that available from SD.</p> <p>It was agreed that the 20% offer must be included in the consultation, but that the board should also present other options subject to discussion with James Brent.</p> <p>It was agreed that a community share scheme should not be used for fundraising for the 20%, because as SD advised there was not sufficient control over the investment, nor a clear business plan for investors to be able to withdraw funds over time.</p> <p>However it was noted that a community benefit scheme could be used to raise funds for facilities that might benefit both the club and the community.</p>	<p>PB to contact JS. ES to contact BJ. TC to contact JM.</p> <p>Call to members to be issued for further interested advisors, esp. legal advisors.</p>
<p>4. Financial report</p>	<p>MC reported the Trust’s current balance to be £ 6,385, with a further £ 700 minimum in the Trust’s PayPal account yet to be transferred.</p> <p>The independent examination for the accounts for year ending May 2012 needs to be performed. The previous examination cost £ 500. TC reported that SD offers a cheaper examination service. (The June AGM agreed to disapply the need for a full audit, which could cost £ 2,000 or more).</p>	<p>MC to determine who to use for the independent examination.</p> <p>ES to ask BJ.</p>



<p>5. Membership report</p>	<p>RB reported that membership numbers were very similar to those reported at the AGM. A further 23 members have been lapsed, leaving the current effective membership total at 1,365.</p> <p>There was a discussion over membership cards, as to whether to issue annual cards that could be used (for example) for shop/business discounts, or whether a lifetime card was sufficient (with members for example getting discount vouchers to use instead).</p> <p>RB said he got a number of emails from members expecting a new card with their renewals. RB recommended we send out cards with expiry dates on as people renew.</p> <p>It was noted that posting out cards to renewing members would currently cost nearly £ 700 p.a., though we could include these with other posted material (e.g. for elections) to save some costs.</p> <p>The idea of a (durable) 'card for life' should be explored as a lower-cost alternative for the future.</p> <p>JD is working on a design for the new card, which he/RB will begin issuing soon.</p>	<p>PB to explore laminated cards. TC to ask ECFC Trust about their card production system.</p> <p>All: any suggestions for suppliers of cheap, good quality, credit card sized cards welcomed.</p>
<p>6. Secretary's Report</p>	<p>TC is continuing as acting Secretary.</p> <p>Advertisements have been put out through various channels for a new Secretary. SD advised contacting the local Plymouth co-operative branch.</p> <p>TC passed copies of the new Board Membership and Conduct Policy document around for all board members to sign.</p> <p>The new Model Rules adopted at the AGM were signed.</p>	<p>TC to return to FSA with FSA forms.</p>



	<p>TC reported he had given his contact details to the Trust's registered office, and would check the status of information lodged there.</p> <p>TC stated that with members now lapsing the Trust's share register becomes more important. RB confirmed that InTouch records the certificate numbers for each member.</p> <p>TC reported that SD had asked the AFT to make a submission to the Select Committee meeting on 17th July about football governance and licensing.</p> <p>The SGM to be held on 18th August needs to be planned. It was suggested that we hold the SGM at the Citybus Social Club near HP from 10am to noon, before the Fans Fest.</p> <p>JP suggested holding a party in the evening on the 18th August, jointly with the GTs in the GT Suite at HP, starting from around 7.30pm.</p> <p>TC reminded the board that posted notices must go out at least two weeks (+2 working days) in advance for those without email contact addresses. Members should also be given ample notice to put forward motions.</p>	<p>TC to contact Mark Holt & Co.</p> <p>TC to consult SD on reuse of share certificate numbers, and the nominal £1 associated with each share. PB to consult JS.</p> <p>ES to draft a response.</p> <p>ES to check availability.</p> <p>JP+ES to check availability and arrange with GTs.</p> <p>TC to produce SGM timetable as per AGM.</p>
<p>7. InTouch CRM/email problems</p>	<p>RB reported that a number of members are still not receiving InTouch emails, and that the whole system had been unavailable for several days. InTouch has advised that we should only use the web interface in the future.</p> <p>InTouch is a system developed by a company of the same name, and made available to Trusts via SD.</p> <p>The database aspect of InTouch is usable; we must put a final ultimatum to InTouch to resolve the problems while finding an alternative solution for at least sending emails in the meantime (email addresses can be exported from InTouch to be sent via a different</p>	<p>TC to write firm email to InTouch. TC to express disappointment in strongest terms to SD. PB/TC to explore email alternatives.</p>



	<p>method, but we need to be considerate of DPA issues with this).</p> <p>The ECFC Trust uses a south-west supplier for emails (Rokk Media).</p>	<p>TC to continue discussion with ML at ECFC Trust.</p>
8. PASB	<p>At the AGM, Chris Webb encouraged the Trust to run a slate in the PASB election, which an informal show of hands of members present backed.</p> <p>It was agreed that a slate could be inappropriate if more than 6 Trust members are standing (as we would then be backing 6 Trust candidates against other Trust candidates).</p> <p>The board agreed to wait until the candidates are announced, then contact the Trust candidates to see whether they wanted the board's support.</p> <p>ES and JP are candidates for the PASB election, as is Trust advisor JS.</p>	
9. Summer Action Plan	<p>The proposed summer action plan was discussed.</p> <p>We will issue a call for volunteers to help on match days with leafleting etc.</p> <p>The Trust will contact other supporter groups.</p> <p>PB reported on the development of the Trust's business plan. All agreed this was very important. The shareholding options and any linked rights and powers can be included as a "package".</p>	<p>JP to draft text.</p> <p>JP to establish contacts. TC to contact PAST&DT</p> <p>PB to continue work on business plan. All: submit comments by Friday 13th July.</p>
10. Other communications	<p>The Trust's communication channels were discussed. It was agreed that the Trust web site should be the primary channel, with links to information on it posted to Facebook, Twitter and the forums on Pasoti and ATD.</p> <p>The website is to be expanded over the summer. There are advantages to keeping it based on WordPress.</p>	<p>TC to send JP the Twitter account details.</p> <p>TC+PB to work on plan.</p>



	<p>It was agreed that we should survey members on how they hear information from us, and what media they read.</p> <p>PB showed the latest status of the new Trust flyer (A4, double-fold). All agreed it looks very good. To be used on match days and potentially via club to ST holders/club members.</p> <p>It was agreed that a new Newsletter is due. We should produce 4-6 per year (every 2 or 3 months) initially. To be sent as PDF via email and posted to members without email addresses.</p> <p>Links with local papers were discussed. Some small regional papers may also be happy to carry Trust contributions.</p> <p>JP agreed to follow-up with Chris Webb on his offer to write a Trust piece.</p>	<p>JP to draft survey; could send printed copies out with renewal letters.</p> <p>All to give PB feedback on flyer.</p> <p>PB to form a newsletter/publications team.</p> <p>JP to contact Herald/WMN about a column, and pricing on advert with Monday match report.</p> <p>JP to contact CW.</p>
<p>11. AOB</p>	<p>ES reported his Land's End to HP walk had raised £ 1,300 for H4H. He also has a shirt signed by the Man Utd Legends to auction.</p> <p>TC suggested PB pick up the injured supplier task as part of his business engagement activity.</p> <p>RB/JD are liaising with Jon Darch of the Safe Standing campaign to arrange for the roadshow to come to HP early this coming season. Needs to involve club, police, MPs, council, etc.</p>	<p>TC to send PB the injured supplier information</p> <p>ES to write to MPs</p>
<p>12. Date of next meeting</p>	<p>Provisionally Sat 4th August 2012 before the Birmingham friendly match.</p>	