



Argyle Fans' Trust
 Acting Society Board – MINUTES
 Saturday 5th November 2011; 10:00am Sally's house

| No | Item | Agreements | Action |
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| 1 | Members Present/Apologies for Absence | Members Present: Sally Snow, Margaret Carn, Warren Bowden, Tim Chown, Gareth Nicholson, Laura Starr Apologies: Leigh Rapson | |
| 2 | Minutes of last meeting | The Minutes of the previous meeting have been circulated and approved. | All members |
| 3 | Matters arising | MC was given an invoice by LJ and CW from the GTs for various items including Fansfest tickets, t-shirts. The invoice is not itemised so she will write to GTs for more details. WB will speak to GTs and take control of the t-shirts and tickets. The whole board to think of ideas for using these tickets (e.g. marketing purposes, incentives to join Trust, PAFC creditors). | MC WB All members |
| 4 | Chairman's report | WB will prepare a message of thanks to the four board members who have left. Necessary so we can draw a line under the past and move on. Gazebo – this is now being stored at the back of the Pyramid Suite. Will be used on 12 th November on the corner of entrance to Lyndhurst/Devonport. | WB All members except SS and TC |
| 5 | Treasurer's Report | MC distributed the statement of accounts showing balance of £5,725.04. SS is concerned that we might not have enough funds for elections printing and postage expenses The problem with memberships taken via Paypal persists – we lose 56p per membership. TC to speak with Mark of GTs about this and the current IT setup (GTs host the web site and email services). The strength and future influence of the Trust is reliant on its membership – the majority of renewals are due shortly. MC stressed that ALL expenses must be agreed BEFORE being spent and that there would be NO recompense without valid receipt. Most transactions are carried out electronically so no need for cheques. The lengthy bank form will be handed to the new board for their completion. TC will get the CRM Service details from John Petrie (for mail shots and membership updates). | WB TC All members TC |



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| 6. | Membership Report | <p>Great concern voiced by all present over the state of the membership records. Some criticism on Pasoti already and joining letters and cards not being sent out. Very few new members at present – must keep up Trust profile. Richard Blight has agreed to set up a small membership team (SS and his friend John) and train them on data entry. WB to inform LR.</p> <p>SS handed over some membership cards to LS and MC has membership forms for use in gazebo on 12 Nov.</p> | <p>All members</p> <p>WB</p> <p>LS, MC</p> |
| 7. | IT systems | <p>Chris Webb has handed over the various accounts to TC who will now draw up a document listing all the services (Facebook, Twitter, web site, voice telecon, etc) for simplicity.</p> <p>A regular newsletter would keep up Trust's profile. Could include list of suppliers who lost money under previous management. Ideas on how to reach fans without computer (the gazebo is a step in that direction)</p> | <p>TC</p> <p>All members</p> |
| 8. | Press and Media | <p>WB will get the list of media contacts from CW. He already has good relationship with The Herald and Radio Devon.</p> | <p>WB</p> |
| 9 | Share Certificates | <p>CW did not prepare the necessary signature jpeg so jpeg with WB and LS signatures needed. Where is the wax stamp? Majority of hard envelopes already labelled, but some new members need to be added.</p> <p>These will be expensive to send out so cost-cutting ideas sought. Handing out at match not really practical for majority of members. Including with election notice would be very expensive and had been rejected at previous meetings as being impractical due to size of envelope. How many members really want possession of their certificate?</p> <p>Confusion over £1 deducted from membership money for share certificate. TC to contact SD for advice and clarification.</p> | <p>LS, WB</p> <p>SS</p> <p>All members</p> <p>TC</p> |
| 10. | Election | <p>All agreed we should hold elections as soon as practically possible. The last Election Management Group consisted of Peter Ryan (mandatory as Secretary), SS, John from Cornwall CC (Chairman) and Graham Clark. PR has handed over all the previous files so with a little editing and changing of dates the logistics should be relatively simple. The EMG has to be independent so no members wishing to stand for election can be involved. New EMG will be LS, SS. GN to contact Adrian Green, who heads up the Electoral Commission in the South West, and approach him to act as Chair. SS to ask John from Cornwall CC if AG not willing/able.</p> <p>It was unanimously agreed that the new board should be 7 voted members, secretary, treasurer (and up to 5 co-opted</p> | <p>GN</p> |



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| | | <p>members for a maximum board size of 12). Every effort and encouragement must be given to Trust members to stand as we need an election to become a democratic organisation.</p> <p>It was provisionally agreed that 28th November would be the closing date for Trust members to either join or stand. According to the rules, the existing board must stand down during the election period – but it is vital the impetus of the Trust is kept on during this time. Liaising with JB does not present a problem but major decisions would not be taken. TC will consult SD on how best to manage this.</p> | <p>All members</p> <p>TC</p> |
| 11 | AGM | This would be arranged by the new board. | |
| 12. | AOB | <p>GN reported back on a meeting arranged between James Brent and the Contingency Plan group, at which early discussions were held over mechanisms for engagement with the Trust and others over the coming weeks.</p> <p>GN to work on a paper with the Trust's aims – this will be sent to JB for comments and then posted on website asap. GN will register on ATD</p> | <p>All members</p> <p>GN</p> <p>GN</p> |
| 13. | Date of next meeting | Saturday 26 November, 9.30 am at Sally's house. | All members |