



Argyle Fans' Trust  
 Acting Society Board – MINUTES  
 Saturday 26<sup>th</sup> November 2011 held at Plymouth Argyle FC

No	Item	Agreements	Action
1	<b>Members Present/Apologies for Absence</b>	Warren Bowden (WB), Tim Chown (TC), Sally Snow (SS), Margaret Carn (MC), Gareth Nicholson (GN) were present.  Laura Starr offered apologies.  GN agreed to draft minutes of the meeting.	--  All members
2	<b>Minutes of last meeting</b>	Minutes of the 5/11/11 meeting were agreed via email and published on 9 November	All members
3	<b>Matters arising</b>	WB explained that James Brent had not at the time of the meeting replied to the Board's email outlining the Trust's aims and objectives, its (limited) role until Board elections have been run and asking for a limited reprint of the 125 anniversary commemorative programme. It was agreed that the Board would publish an edited version of the email for the benefit of members early next week should no reply be received by then.  SS reported back from the Senior Greens' meeting at which Peter Ridsdale and Chris Webb spoke. It was agreed that the Trust should seek a speaking slot at the Senior Greens' next meeting on 12 Dec. Board members agreed that, subject to agreement from the Election Management Group (EMG), WB should speak at the meeting. Board members agreed that this would not infringe any election period rules but that a final decision should be made by the EMG.	WB  All members
4	<b>Chairman's report</b>	WB outlined the Trust's role in sponsoring the Northampton Town game and Board members agreed to use the opportunity to highlight the role of the Trust. All present welcomed the publication in the match-day programme of information relating to the Trust and Trust Board elections.  WB agreed to take forward representations to the club with a view to installing a Trust advertising hoarding.	WB
5	<b>Treasurer's Report</b>	It was agreed that the newly-elected Board should consider whether members could use standing orders to	MC



		<p>renew membership in future.</p> <p>It was explained that the way the PayPal system was set up means the Trust loses 54p on each £10 transaction via PayPal. It was agreed that for expediency renewing members could be asked to make a voluntary donation of the extra 54p when renewing. This would also be set out for new members.</p>	
6.	<b>Membership Report</b>	<p>SS reported that all outstanding membership cards have now been distributed and the Board recorded a note of thanks to SS and the membership committee including Richard Blight for their continued hard work.</p> <p>It was agreed that a letter should be prepared and sent to all members whose memberships expire in Jan-March 2012. The letter will go out in early Jan 2012. It was agreed that LS should draft the letter given the ongoing election period.</p> <p>All attendees agreed that a Trust presence with the gazebo outside the ground before games was good for attracting new members and agreed to continue staffing the gazebo for future games.</p>	LS
7.	<b>IT systems</b>	<p>GN has changed passwords for the Trust's Twitter and Facebook pages.</p> <p>TC to circulate passwords for all Trust IT accounts in a secure manner.</p> <p>It was agreed that the passwords for all Trust accounts should be changed after any Board member or member of the secretariat decides to step down.</p> <p>GN highlighted recent Twitter activity to make sure that the Trust's feed engages with fans on Twitter, highlighting posting of YouTube videos. It was agreed that the Trust should be more proactive in its use of social media.</p> <p>It was agreed that GN would circulate a draft social media policy for agreement by 3 December.</p> <p>TC agreed to explore issues around running a message board/guestbook from the Trust website. Members raised concerns around comment moderation and to reconsider the issue subsequent to TC's report.</p>	GN, TC
8.	<b>Press and Media</b>	<p>WB reported back on recent conversations with Herald,</p>	WB



		<p>BBC and WMN journalists. It was agreed that the Trust needs to keep up its visibility in the period before the election starts, and that the Trust should maximise any media opportunities.</p> <p>WB noted that the media retain a hugely positive view of the Trust.</p>	
9	<b>Share Certificates</b>	<p>SS reported that share certificates are being printed and will be ready by 2 December. It was agreed that the Trust would ask members to volunteer to deliver certificates wherever possible to save money.</p> <p>It was explained that Chris Webb still holds the official Trust seal that must be affixed to all certificates. WB to make sure seal is passed back to the Board at the earliest opportunity.</p> <p>WB explained that for the avoidance of all doubt share certificates are issued on a one per member basis to new members only i.e. renewing members do not get another share certificate.</p>	WB
10.	<b>Election</b>	<p>In LS's absence, attendees noted the significant progress made in getting an EMG set up chaired by Adrian Green who has substantial experience of UK elections.</p> <p>The Board noted the publication in the 26 Nov match programme of the pre-election notice.</p> <p>WB explained that following advice from Supporters' Direct, it had been established that Board members are not obligated to stand down during an election period, but could instead operate 'in purdah' by not taking major decisions and by ensuring that the secretariat draft and publish Trust communications. It was agreed that the EMG should take a final decision on this but that such an approach would allow the Trust to continue to influence decisions on any fan engagement/scrutiny mechanism James Brent may make.</p> <p><a href="#"><u>GN declared that he knows Adrian Green professionally through working at the Electoral Commission between 2008 and May 2011. It was agreed that this does not represent a conflict of interest as there are clear rules setting out the independence of the EMG.</u></a></p>	LS
11	<b>AGM</b>	<p>TC explained that the Trust's rules state that an AGM must be held within six months of the end of the Trust's financial year which ended on 1 October 2011. It was agreed that the setting of an AGM should be left to the new Board</p>	



		following elections. In principle if the new Board is announced in early February, the new Board has until the end of March to hold the AGM.	
<b>12.</b>	<b>AOB</b>	<p>GN explained that he has been commissioned in a personal capacity to write an article on Peter Ridsdale for 'When Saturday Comes' magazine. The issue will come out in early Jan 2012 and GN agreed to send a draft to all Board members prior to publication to ensure the Trust is not embarrassed or compromised. Members present agreed that there was no conflict of interest in GN writing the article as it would be a personal view and would not represent a Trust view.</p> <p>GN agreed to make himself available as a Trust Board member for an hour or so before the Bradford City game to answer any questions from northern-based members.</p>	GN
<b>13.</b>	<b>Date of next meeting</b>	TBA	