

Argyle Fans' Trust Meeting

MINUTES

29TH SEPTEMBER

5.30PM

LINDA FLEMING'S

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

Agenda topics

NOTICE OF ELECTION / AGM

PROGRESS

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| DISCUSSION | Notice of election and nomination form received by those at the meeting on the target date of 29 th September. Nomination form has yet to be placed on website and the ability to put the motion forward is now enabled. | |
| CONCLUSIONS | The change in the number of vacancies on the Board caused a slight hiccup to the dispatch process, although this was managed well by members of the EMG meaning that the deadline for receipt of the mailing was not missed. Many thanks to Bob Wright and Sally Snow. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Place nomination form on Trust site | Tim Chown | 1 st October |

FANZINE

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| DISCUSSION | Tim Chown reported on the meeting that he and John Petrie had with Andy Symons regarding the production of a Fanzine. This would not formally be a Trust publication, but would be supported by us. It is intended that this publication will be free – with printed copies posted to offline members and a PDF file of the Fanzine sent to email-enabled members. Some paper issues would be at the Gazebo. | |
| | The Green Fan Tome is the favourite name for the publication so far. The content of the fanzine is intended to be constructive commentary and also contain light-hearted, amusing articles. To help cover costs, advertisement slots will be sold to local companies. Articles will also be welcomed from other bodies – regional fan groups, PASB etc. Costs to produce the fanzine are being assessed so that advertising costs to companies can be set and that the Board understands any financial risk to the Trust should advertisers not be found. However, the cost to produce is thought to be reasonably low. | |
| CONCLUSIONS | The target date for producing the first issue is around the AGM / Election time period. All Board members present were unanimous in voting to commission the fanzine. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Finalise costs and instruct Andy Symons to start work on the first issue | Tim Chown, John Petrie | 7 th October |

SOCIAL EVENT 28TH SEPT

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| DISCUSSION | The Piggy Racing social event went very well and the Trust will have made a profit on the evening – estimated to be over £200. Gordon Sparks was a welcome attendee and provided commentary on the races. | |
| | The raffle had a large number of prizes thanks to Paul Bartolini who made a huge effort to gather prize donations from local companies – City Electrical Factors, Country Cottage Kitchen, Red & White (wine merchants), Tri Ocean, Quercus Brewery Ltd and Bahco Tools. The Board discussed the evening in terms of what went well and what could be done better next time. | |
| CONCLUSIONS | For future events we need to target marketing channels sooner and more directly. Suggested that the next event is organized on a match day evening to see if this affects attendance levels. | |
| | A different event will be held next time and suggestions for future events are a horse racing night or an Argyle themed evening showing old match footage. | |

Argyle Fans' Trust is the trading name of Plymouth Argyle Supporters' Society Ltd. FSA/I&P Reg. No. 31149R
Registered address: c/o Mark Holt & Co, Marine Building, Victoria Wharf, Coxsides, PLYMOUTH PL4 0RF

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Finalise and publish the final financials from the evening | Ed Shillabeer?? | 7 th October |

JD AND RB STANDING DOWN

| DISCUSSION | There will be a considerable impact on the Trust operationally with the intention of John Demellweek and Richard Blight to stand down at the AGM on 24 th November 2012. | |
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| | They are very active members of the Board and responsible for activities such as membership administration and communications (email and mailings). It will be really important to ensure that there is as smooth a handover to other Board members. The Trust is very appreciative of the contribution that Richard and John have made during their time on the Board and is sorry to see them stand down. | |
| CONCLUSIONS | The intention is to ensure that there is as little interruption to business as usual and which will require a full understanding of the procedures that Richard and John perform and documenting these where required. | |
| | Tim Chown and Linda Fleming have been shown the CRM membership/email system and will now start to send email communications to members. It is also still the intention to find out ways to simplify our processes using different technologies and this will be investigated. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| List the procedures for which JD and RB are responsible and discuss with them a handover plan. | Tim Chown | End October |
| Look at alternative systems etc. to improve automation of procedures | Paul Bartolini | End October |

PASB ELECTION

| DISCUSSION | It is the Trust's intention to promote candidates that are standing under the Trust ticket. TC confirmed that he has emailed trust members who are standing and offered to promote their candidacy and those that have confirmed that they want this exposure will have their statements posted on the Trust site | |
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| | The Trust has three seats on PASB and will send an email to the membership community in w/c 1 st October to gather expressions of interest. Once the level of interest is assessed the Board will confirm how the selection process will be handled. | |
| CONCLUSIONS | N/A | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Send email to membership community regarding interest in being a PASB Trust board member. | Tim Chown | 5 th October |
| Post statements | Tim Chown | 5 th October |

AOB

AGM LOCATION

| DISCUSSION | Discussed options available for the location of the AGM | |
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| CONCLUSIONS | Board member present unanimously agreed that we will use Citybus Social club. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Firm up the provisional booking | Linda Fleming | 1 st October |

AGM – INDEPENDENT FINANCIAL CHECK

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| DISCUSSION | The Trust needs to ensure that a financial check is conducted as part of the rules of the AGM | |
| CONCLUSIONS | Need to firm up what needs to happen and put plans in place to make sure that we comply with SD rules | |

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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Contact Margaret Carn and get an update on current status | Linda Fleming | 1 st October |

SAFE STANDING EVENT

| DISCUSSION | Tim Chown reported contacted John Darch and agreed the 10 th November as a likely date for the Safe Standing event. He has emailed James Brent's PA regarding his availability. Tim has since had another event arise that means he is not able to be at the match that day. Ed Shillabeer has agreed to host the event as he is available that day. | |
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| | Safe standing is being discussed in parliament in December and it is highly desirable to hold the event at HP before that date. | |
| CONCLUSIONS | <p>As soon as James Brent's availability is confirmed the event will need to be fully organized. There are a number of actions to be taken</p> <ul style="list-style-type: none"> • Compile a list of desired guests including local MPs, the head of the Plymouth Council, a senior member of the Devon and Cornwall police (Tony Hogg candidate for police commission is suggested) and then issue invitations • Promotion of the event needs to be finalised – press release and all other media • Engage the press to attend the event • Determine the location of the stand – it requires 9 foot clearance so location needs to be considered. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Report back on JB's availability and then allocate tasks above | Tim Chown | When conf received |

TRUST LOCATION AT HP AND PRESENCE

| DISCUSSION | Those present discussed the location of the gazebo and the consensus is that it would be more desirable to test having this closer to the GT's tent opposite reception opposite the toilets. | |
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| | Paul Bartolini put forward the suggestion that it would be good to have portable 'posts' where Trust Board / volunteers could be available to talk to prospective and current members. Locations could change and their presence be announced by flags on poles which are above head height and secured in weighted plastic bases. | |
| CONCLUSIONS | Moving the gazebo closer to the GT's tent would be good from a couple of perspectives – given that the location is more sheltered and closer proximity to the Green Taverners would help to strengthen relationships further. The suggestion by PB was also received positively and this will be considered by the Board further – to be discussed in the next meeting | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Contact Dave Boobyer and Gary from GTs to get input and approval on location change | Ed Shillabeer | 5 th September |
| Investigate the cost of flag poles and report back to the Board | Paul Bartolini | 12 th September |

OTHER UPDATES

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| CONSULTATION DOCUMENT | Tim Chown will work on this - it needs to go out to members asap and he will report progress to the Board and send first draft for comment. |
| TRUST INVOLVEMENT IN SOCIAL EVENT | The Trust has taken forty £5.00 tickets for a special GT event to be held on the 15 th December after the away game at Exeter. The Board will decide how to best distribute these tickets which could be given as raffle prizes etc. |
| FOOD BANK EVENT | Confirmed for Saturday 8 th December and will be publicized on the Trust website and usual outlets. |
| CO-OPTED MEMBER PAUL BARTOLINI ON STANDING FOR ELECTION | PB announced that he will unfortunately not be standing in the forthcoming election due to family circumstances. He would, however, like to continue to be involved in some capacity as and when he can commit time as he enjoys being part of the Trust. The new Board will need to decide how best to take Paul up on his offer. Paul brings a tremendous amount of energy to the Trust and is sincerely thanked for his considerable contribution. |