

Argyle Fans' Trust Meeting

MINUTES

2ND FEB 2013

12.30PM

CHERRY TREE

MEETING CALLED BY	Argyle Fans' Trust Board
TYPE OF MEETING	Board Meeting
CHAIRPERSON	Andy Symons
NOTE TAKER	Linda Fleming
ATTENDEES	Paul Bartolini, Ed Shillabeer, Tim Chown, Jon Sparkes, John Petrie, Andy Symons
APOLOGIES	None

Financial Report

CURRENT STATUS	No statement given in this meeting
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Membership Report

CURRENT STATUS	No statement given in this meeting
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Main Agenda Topics

BOARD STRUCTURE /
CO-OPTEEES

DISCUSSION	At the AGM the question was raised as to why the AFT does not have a Chairman and at the time the membership supported the Board's decision to act without this formalized structure.												
	After re-visiting this and open discussion the AFT Board is unanimous in their view that a formal structure would help the effective running of the Trust. The various roles needed were discussed and assigned during this meeting. The membership administration is handled by volunteers Sally Snow and Bob Wright. Other resources are needed to ensure that the Trust runs efficiently and these will be brought on board as appropriate. Paul Bartolini is to be co-opted to the Board as Business Relations Officer and also performs the role of Treasurer.												
CONCLUSIONS	<p>Roles in the Board are assigned as follows:</p> <table><tr><td>Chairman</td><td>- Andy Symons (proposed by ES – seconded by TC)</td></tr><tr><td>Vice-Chairman</td><td>- John Petrie (proposed by ES – seconded by JS)</td></tr><tr><td>Finance Officer</td><td>- Jon Sparkes (no change to current defined role)</td></tr><tr><td>Treasurer</td><td>- Paul Bartolini (proposed TC – seconded JS)</td></tr><tr><td>Business Relations Officer</td><td>- Paul Bartolini (proposed TC – seconded JS)</td></tr><tr><td>Communications and Media</td><td>- Tim Chown (proposed ES – seconded JP)</td></tr></table> <p>The new structure is unanimously agreed by the Board and this will be published on the AFT website.</p>	Chairman	- Andy Symons (proposed by ES – seconded by TC)	Vice-Chairman	- John Petrie (proposed by ES – seconded by JS)	Finance Officer	- Jon Sparkes (no change to current defined role)	Treasurer	- Paul Bartolini (proposed TC – seconded JS)	Business Relations Officer	- Paul Bartolini (proposed TC – seconded JS)	Communications and Media	- Tim Chown (proposed ES – seconded JP)
Chairman	- Andy Symons (proposed by ES – seconded by TC)												
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Business Relations Officer	- Paul Bartolini (proposed TC – seconded JS)												
Communications and Media	- Tim Chown (proposed ES – seconded JP)												
ACTION ITEMS	RESPONSIBLE	DEADLINE											

Produce a draft statement on new Board structure	Andy Symons	2 nd Feb 13
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AFT ACCOUNTS AND ADMINISTRATION

DISCUSSION	PB presented to the Board the opportunity to use the SAGE accounting package to manage AFT financial management – day to day accounts and reporting etc. The benefit of this is that this is a robust solution not only to manage the financial running of the AFT but also hold all membership records etc.	
To assist PB in role of Treasurer it would be helpful to change the AFT bank account to Barclays and this was also discussed by the Board.		
A post office box has been discussed before and will be beneficial to the AFT as using the address of individuals is not ideal and means that leaflets etc. become unusable when there are changes of Board personnel.		
CONCLUSIONS	The motion to use SAGE for the financial management and membership administration was proposed by JP and seconded by JS. Day to day running of AFT accounts will be managed by PB and the strategic financial management will be the responsibility of JS.	
The project plan to migrate the membership data will be managed by JP – this will encompass activities such as analysis of the record structures, capability assessment of SAGE to perform all required functions, parallel running of both SAGE and the InTouch systems, training of membership officers, migration of data and testing integrity etc.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
SAGE access required for nominated users	Paul Bartolini	15 February 13
Set out migration tasks, resources needed etc.	John Petrie	20 February 13
Start the application process for a PO Box	Linda Fleming	16 February 13

RELATIONSHIPS AND PARTNERSHIPS

DISCUSSION	The Board discussed the need to strengthen relationships with supporter groups such as GTs and the benefits of this have been demonstrated during recent events where we have worked together (Foodbank and AFT sponsorship of January Fan Fest)	
Partnerships with corporate entities and local businesses are also important. We have had great support from Tesco (Foodbank and draw prize donations) and local Ivybridge businesses that donated draw prizes to support the Piggy Racing night in August 2012.		
CONCLUSIONS	PB in his role as Business Relations Officer will seek new partner ensure that the right level of exposure is given to businesses that support the Trust's fund raising activities.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

EVENTS

DISCUSSION	<p>Board discussion during this meeting on success of previous events and ideas for events during the remainder of the season, into the close season and beyond. JP gave status on the 'Kick it Out' event and has not as yet had a response. AS has a contact that may be more fruitful and will pass this to JP.</p> <p>Agreed unanimously that every event must have a Board owner who is responsible for ensuring smooth running from beginning to end and involving PB as Business Relations Officer)</p> <p>Possible events are:</p> <ul style="list-style-type: none"> - Family Day – likely to be during the summer and run in conjunction with the GTs (owner tbd) - 1960s night (AS) - joint event with Exeter Trust (TC) - end of season quiz night (JS) - Kick it Out (JP) - Family End 'fun day' (owner tbd) - Photography competition (owner Sally Snow – Membership Officer) 	
CONCLUSIONS	Need to set the timetable of events.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Issue timetable for input and call for confirmed dates by 09-02-13	Linda Fleming	09 Feb 2013

AFT WEBSITE / DATABASE HOSTING

DISCUSSION	<p>AFT's website and database is currently hosted by the GTs who very kindly helped the Trust to get an online presence quickly at the outset. However, this arrangement means that we rely on the goodwill of volunteers to make certain changes and data back-ups.</p> <p>The Board agrees unanimously that it would be a better long term solution to migrate our website to the same hosting company as is being used for the PASB site which is shortly to be launched. The benefits of this include the ability to make changes ourselves and to ensure data is backed up regularly etc.</p> <p>Additional functionality was discussed – link to SAGE to fully automate the registration of new members, enabling 'comments' on articles posted on the AFT site.</p>	
CONCLUSIONS	TC will manage the technical aspects of migrating the AFT site and will work with PB on new content and functionality.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Define a migration plan and determine extra functionality capabilities	Tim Chown	20 Feb 2013

STORAGE AT HP

DISCUSSION	<p>It would be very useful to have a facility at the ground to enable the AFT to store leaflets, membership renewal forms, Fanzines etc. and in addition to the Gazebo and table that are already kept at the Devonport End.</p>	
CONCLUSIONS	Seek some extra storage from the Club.	
ACTION ITEMS	PERSON	DEADLINE

	RESPONSIBLE	
Discuss possibility of storage with Dave Boobyer	Paul Bartolini	16 Feb 2012

RAISING AFT PROFILE

DISCUSSION	Agenda items discussed under the broad heading of raising the profile of the AFT – and with the key objective of keeping all current members and attracting new members. It is important to ensure that the purpose of the AFT is clear. Also the distinction between the Trust and the PASB is clarified on our website and all literature etc. There are a number of things that are key to ensuring the AFT profile is maintained and improved and these were discussed as follows:	
	1. Gazebo needs to be erected at every Saturday home game and manned by Board members and volunteers – discussed and agreed by the Board	
	2. AFT support for the Michael Foot bronze – discussed the possibility of inviting donations via our website and supplementing this with Trust funds if appropriate.	
	3. Invite a well-known Argyle supporter to become President of the AFT – and suggested by JP that this could also extend to Vice Presidents.	
CONCLUSIONS	1. Set up a rota to man the Gazebo – 2 people per home match until the end of the Season (6 matches remain)	
	2. Board to approach Peter Jones to discuss the possibility of helping to finance the MF bronze	
	3. Board members will consider and propose names of potential candidates for AFT President / Vice President	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Send schedule via Doodle to Board members and Membership officer to call for volunteers	Linda Fleming	5 Feb 2013
2. Contact Peter Jones and report back at next Board meeting	Andy Symons	16 Feb 2013
3. Include President appointment as agenda item in next meeting	Linda Fleming	16 Feb 2013

AOB

NEXT MEETING	16 Feb – venue Cherry Tree – start time 11.30am. LF book meeting room and advise Board. Agenda to be finalized by 14 Feb and items timed to ensure we do not run out of time.
FANZINE	Outstanding from meeting minutes of 6 October, it is still an objective to produce a quarterly Fanzine. The original intention was to have this available online, copies kept at the Gazebo to be given out on match days and posted to non-internet members as a way of keeping them in touch with news etc. Board now exploring the cost of sending to all members.
GOLDEN SHARE PROPOSAL	Following the recent preference results JP will put together a proposal for the AFT having a 'Golden Share' in the club and circulate to Board members