



Argyle Fans' Trust  
 Board Meeting – MINUTES  
 Saturday 3<sup>rd</sup> November 2018; 11.30am, Ed's House

No	Item	Discussion/Summary	Action
1	<b>Members Present / Apologies for Absence</b>	<p><b>Members present:</b> Tim Chown (TC, by Skype), Susan Clark (SC), Bob Foale (BF), John Lloyd (JL), Virginia Pike (VP), Ed Shillabeer (ES), Roger Willis (RW)</p> <p><b>Apologies received:</b> Tony Sherlock (TS)</p>	
2	<b>Approval of 2017/18 accounts and AR30</b>	<p>The board reviewed and unanimously approved the 2017/18 accounts and associated AR30 return. TS approved the documents by email prior to the meeting.</p> <p>BF will post the signed paperwork to TC to scan and submit to the FCA Mutuals office.</p>	BF
3	<b>2018 Election</b>	<p>The issues raised by Supporters' Direct were discussed and noted. These were of a procedural nature, and the board agreed to accept SD's advice to restart the process after appointing an Election Management Group (EMG).</p> <p>The board agreed to accept Neil Le Milliere's offer to be the independent chair of the EMG. The AFT Secretary (TC) was also appointed to the EMG.</p> <p>The board discussed the options for the number of board seats to be filled by the election, and the number of existing board members who would need to stand for re-election.</p> <p>TC pointed out that the board size can be anything from 6-12 people by the AFT Rules, and that both VP and BF needed to stand afresh having been serving for over three years, again as per the AFT Rules.</p> <p>After some discussion it was agreed that there would be 12 places available at the election, and that ALL existing board members would stand for election.</p> <p>The decision, and the rationale for the decision is to be formally communicated to the EMG by the Chair (BF).</p> <p>The board would recommend its preference to the EMG not to hold hustings at the AGM, should a ballot be required (i.e., if 13 or more people stand).</p> <p>Discussions followed on logistics of the election process. TC emphasised that existing board members must play no part in that process; all matters must be managed by the EMG.</p>	BF



		<p>Pragmatically, the EMG would need to liaise with the Membership Secretary (RW) over matters of eligible members for the election (as candidates and to vote). TC and RW to discuss details with Neil Le Milliere.</p> <p>The EMG will set the timetable and post the fresh Election Notice to start the new process. Those who have been nominated before will need to be nominated afresh.</p>	<p>TC, RW</p> <p>TC</p>
4	<b>2018 AGM</b>	<p>The board discussed arrangements for the AGM, to be held at the Life Centre at 5.15pm on 24 November 2018 after the Fleetwood match.</p> <p>TC reminded the board that it was vital that the meeting be quorate (20 members or more) and encouraged the board to consider incentives for attendance.</p> <p>Various options were discussed, including free pasties, a draw for a framed shirt, and flyers at the next home game. Everyone to contribute ideas.</p> <p>The board will arrange clear signage at the Life Centre. BF to delegate duties; the AFT high-vis jackets are available.</p>	<p>ALL</p> <p>BF</p>
5	<b>Financial Report</b>	<p>N/A.</p> <p>The financial status will be reported at the AGM. The 2017/18 accounts are finalised (see Item 2 above).</p>	
6	<b>Membership Report</b>	<p>N/A.</p> <p>The membership status will be reported at the AGM.</p>	
7	<b>AOB</b>	<p>RW will look into arranging for the AFT's PO Box to direct to him, as Membership Secretary. It was agreed that a persistent postal address for the AFT is desirable.</p> <p>TC will update the AFT's Share Certificate template, so that new members can be issued with these. Some existing members may need new or replacement certificates. It was suggested that this can be checked when they renew.</p> <p>It was agreed to hold the annual Food Bank collection at the home match on 8<sup>th</sup> December. BF to check permission with club. JL will lead publicity.</p>	<p>RW</p> <p>TC</p> <p>BF, JL</p>



		<p>TC is investigating a persistent file store for the AFT's electronic documents, templates, etc. As an interim, JL has a DropBox share available.</p> <p>TC reminded the board to check the list of email aliases and forwarding and advise of any changes required.</p> <p>TC advised the board that SD had informed him that the AFT will need to update its main Rules to be in line with the new model templates. This will need to be put to the members at an AGM, and SD advised this would best be done for the 2019 AGM to ensure time to review the documents thoroughly. TC will liaise with SD.</p>	<p>TC</p> <p>ALL</p> <p>TC</p>
<b>8</b>	<b>Next Meeting</b>	The next board meeting will be at 11.30am on 24 <sup>th</sup> November 2018 at Ed's house.	