

Argyle Fans' Trust Board Meeting – MINUTES Saturday 2nd November 2019; 11:00am, Goals, Outland Road, Plymouth

No	Item	Discussion/Summary	Action
No 1	Welcome and Apologies for Absence	Board Members present: Keith Brown (KB), Chris Dean (CD), Celia Ellacott (CE), Tony Hooper (TH), Virginia Pike (VP), Roger Willis (RW) Tim Chown (TC, Secretary, by Skype) The start time was deferred to 12pm to allow Tony Hooper to collect Trust material from Andy Symons on his way to the match. The meeting opened at 12:22pm when Tony arrived and declared quorate (6 of 7 Board members present). TC advised that VP be Acting Chair until at least the AGM; VP then proceeded to chair the meeting. Apologies received:	Action
2	Approval of Minutes and Matters Arising from previous meeting	The minutes of the previous meeting were approved, and are available at https://www.argylefanstrust.com/wp-content/uploads/2019/11/AFT-Board-Minutes-21sep2019.pdf . Proposed by TH, seconded by KB, passed unanimously. The resignation of Andy Symons with immediate effect was noted. Andy had originally planned to step down at the AGM. The Board thanked him for his contributions as Chair over the past year.	
3	Membership Secretary's Report (RW)	RW reported that there are 364 paid up adult members, 1 youth, 1 other, and 33 Under-16 members for a total of 399 members. It was noted that some people had had their membership expired without being sent renewal reminders. The membership processing has not been updated since the election cut-off date. It was agreed that TC, RW and VP would have a Skype call one evening in the coming week to check and review the process. VP stated that the database quality is improving, but further review / calling / contacting members is required. RW suggested that we may wish to review membership categories as we do not have birth date data for all members.	TC,RW, VP



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4	Treasurer's Report (VP)	VP stated that the 2018-19 accounts are not quite ready but will be produced in time to publish one week in advance of the AGM.	
		VP reported £10,972.39 in the bank.	
		RW reported that the PayPal balance is an additional £455.70.	
		The takings from the merchandise sales and payments to the supplier need to be checked. TC will contact Reloaded.	TC
		The AR30 form for the FCA needs to be completed by Dec 31. Figures are required from the accounts, but TC will start filling the other data in.	тс
_	Convetered a Domont	TC reported that the independent Floation Management Croup	
5	Secretary's Report (TC)	TC reported that the independent Election Management Group (EMG) chair Neil LeMilliere was happy that all the processes were properly followed for the 2019 Election. This is reflected in the statement posted to the web site. With no nominations received, there will be no new elected Board members announced at the AGM. The Board may however co-opt new members at or after the AGM.	
		TH suggested putting out a call out for people to come forward to be co-opted. TC will put a message on the web and ES can then put that out to social media. Action on ALL to suggest skills for the call, e.g., experience with membership systems. KB reminded the Board that people can of course help the AFT without needing to be co-opted.	ALL
		The AFT needs to adopt new Model Rules at the AGM. KB is looking at the current and new Rules and will produce a summary of differences for AFT members to review. TC advised keeping to the defaults as far as possible; KB stated that this looks to be fairly straightforward as the defaults are close to what we have now. Action: KB to send TC the summary for checking and posting to the web AGM area.	кв, тс
		The planning for the AGM was then discussed. We will order 30 pasties for the first 30 attendees and hold a raffle with a framed Sonny Bradley shirt as the main prize. Other prizes may be added. The Life Centre room is booked from 5pm for a 5.15pm start. We will need to have steward(s) in the foyer to direct people.	
		Amber Pollock (our sponsored Ladies player) has been invited, as will Romain (AFT president), Will Aimson (our sponsored male player) and Ryan Lowe. Action: VP to send invites.	VP
		The AFT met with Simon Hallett to discuss the Asset of Community Value (ACV) filing and its impact on the transfer of	



		(much of) HHP back to the club. VP will check the status with Tony Cannan, but a) the AFT Board fully supports the transfer and b) we believe the retention of current use of the land means the ACV would not need to be triggered	VP
6	Events planning	The AFT will not hold any events before February next year, but	
	(ES)	two events are being planned for the second half of the season.	
	(23)	two events are being planned for the seasons han of the seasons	
		One will be a quiz, with former player / manager table captains to be invited from Argyle Legends and other sources.	
		We will also seek to hold an Argyle "Sportsman's Night", where we will invite Luggy, Romain and Ryan Lowe for a Q&A evening.	
		Both events will preferably be at the GT Suite. VP will check on available dates with Gary and speak with Paul Hart.	VP
7	Social Media Update (ES)	The Board thanked ES for all her excellent work on social media.	
	(23)	The later start of the meeting sadly meant that ES wasn't able to	
		join to give a report and discuss ideas.	
		John to give a report and diseass facus.	
8	Communications and	TC reminded the Board of the three current sub-groups and	
	Marketing sub-group	urged the Board to consider what sub-groups we really need to	
	(CE, CD, JL)	have, and who should sit on them. The goal is to allow the sub-	
		groups to work on areas with independence from the main	
		Board, reporting back periodically.	
		TH stated that a key issue is for the AFT to determine a clear	
		focus – "why join the Trust?". We need a marketing plan, to	
		demonstrate what members get from membership, and to start	
		the process of working back towards 1,000+ members.	
		VP said we should consider what we can do for the Club.	
		TC suggested this topic be an agenda item for the AGM.	
		CE reported on the fanzine. The next issue will cost £320 to	
		print for 250 copies, which we would sell at £1.50. As ever, a	
		distribution plan with volunteers to help is very important. CE	
		will ask Rick Cowdery to put an advert in the programme of 23 rd	
		November for the AGM.	
			CE
		CE also reported that Robby Bullen may also kindly provide	
		material for an AFT calendar again this year. The calendar has a	
		£2.10 unit price, and we sell it for £10. Last year we ran 100	
		copies and sold 80, with reduced pricing for people buying	
		multiple copies and after Jan 1 st . CE to explore.	
			CE
			I



12	Date of next meeting	on Saturday 23 rd November, which would be expected to last no more than 20-30 minutes. There will then be a full Board meeting on Saturday 14 th December at Goals at 11am, where we	
12	Date of next meeting	TH reported he has a few boxes of Trust stuff from Andy Symons in his car. He'll catalogue it prior to storage. The next Board meeting will be a short meeting after the AGM	тн
		The Foodbank collection is set for 14 th December; VP has emailed Rick Cowdery and awaits a response.	VP
		The meeting of Devon Fans' Trusts – Exeter, Argyle and Torquay – will go ahead on 5 th December at Exeter. VP and TH going and will report back.	VP, TH
11	AOB	VP will contact two former Board members who have expressed an interest to return and determine what may be required to be able to proceed with co-option and any communication that may be required.	VP
10	Membership Building sub-group report (VP, ES, RW)	This topic was discussed above. The key issue is to have a clear vision for the AFT.	
9	Governance sub- group report (KB, TC, TH)	KB reported on the governance work. He is writing a proposal to assist the Board in focusing its work around planning, actions and measurable outputs, and having flexible sub-groups delegated for specific tasks. The proposal will be put to the new board after the AGM.	КВ
		It was suggested that we explore a better point of sale and Trust presence on match days. One option subject to the club's agreement may be a Keter shed, which is reinforced plastic with steel joints, with some form of awning for less favourable weather. VP will check permission / options with the club.	RW VP
		It was agreed that other suppliers would be approached, including Graphicomm (who do the fanzine) (CE to ask) and Leigh Rapson (TC to ask). RW also had a suggestion.	CE, TC,
		A discussion followed on the quality of the merchandise received from Reloaded, in particular a number of badges had broken. TC will mention this when checking the invoice status. All the Ryan Lowe mugs had been sold.	тс

TC

11 November 2019