



Argyle Fans' Trust

Board Meeting – MINUTES

Saturday 2nd November 2019; 11:00am, Goals, Outland Road, Plymouth

No	Item	Discussion/Summary	Action
1	Welcome and Apologies for Absence	<p>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)</p> <p>The start time was deferred to 12pm to allow Tony Hooper to collect Trust material from Andy Symons on his way to the match.</p> <p>The meeting opened at 12:22pm when Tony arrived and declared quorate (6 of 7 Board members present).</p> <p>TC advised that VP be Acting Chair until at least the AGM; VP then proceeded to chair the meeting.</p> <p>Apologies received: Sue Clark (SC)</p>	
2	Approval of Minutes and Matters Arising from previous meeting	<p>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.</p> <p>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.</p>	
3	Membership Secretary's Report (RW)	<p>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.</p> <p>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.</p> <p>VP stated that the database quality is improving, but further review / calling / contacting members is required.</p> <p>RW suggested that we may wish to review membership categories as we do not have birth date data for all members.</p>	TC,RW, VP

4	Treasurer's Report (VP)	<p>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.</p> <p>VP reported £10,972.39 in the bank. RW reported that the PayPal balance is an additional £455.70.</p> <p>The takings from the merchandise sales and payments to the supplier need to be checked. TC will contact Reloaded.</p> <p>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.</p>	<p>TC</p> <p>TC</p>
5	Secretary's Report (TC)	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The AFT met with Simon Hallett to discuss the Asset of Community Value (ACV) filing and its impact on the transfer of</p>	<p>ALL</p> <p>KB, TC</p> <p>VP</p>

VP

		<p>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.</p> <p>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.</p> <p>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.</p>	<p>TC</p> <p>CE, TC, RW</p> <p>VP</p>
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.	KB
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.	
11	AOB	<p>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.</p> <p>The meeting of Devon Fans' Trusts – Exeter, Argyle and Torquay – will go ahead on 5th December at Exeter. VP and TH going and will report back.</p> <p>The Foodbank collection is set for 14th December; VP has emailed Rick Cowdery and awaits a response.</p> <p>TH reported he has a few boxes of Trust stuff from Andy Symons in his car. He'll catalogue it prior to storage.</p>	<p>VP</p> <p>VP, TH</p> <p>VP</p> <p>TH</p>
12	Date of next meeting	The next Board meeting will be a short meeting after the AGM 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 expect to elect the new Chair and Vice Chair.	
13	Close of Meeting	The meeting closed at 1.56 pm.	

TC
11 November 2019