

CF10 ARMS PARK RUGBY TRUST

MINUTES OF SIXTH MEETING OF THE BOARD OF TRUSTEES TO BE HELD

AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON THURSDAY 17 AUGUST 2017 COMMENCING AT 7.00PM

PRESENT

Board Trustees: David Allen (Chair); Andy Baker; Simon Baker; Sally Carter; Andrew Collins; Lynn Glaister; Huw Jones (Secretary); Derek Redwood (Treasurer);

Observers: Gareth Brown; Fred Davies;

Apologies: Jonathan Bray; Neil Harries; Martin Hughes; Simon Jones; Dan Pearce; Marc Wakeham

		ACTIO N
1	<p>Chair's introductory remarks</p> <p>In welcoming colleagues to the meeting DA remarked that it had been an interesting month at the club with the P/T arrival of Shaun Edwards; the Halfpenny saga; FVDM contract. It was crucial the Trust continued its work.</p> <p>He thanked those members who had recently voted for him as a member of the CRFC committee.</p> <p>DA reported that CBs were interested in making more use of the 140 year celebratory video. He had also been informed how impressed Peter Thomas was with the video and was now more committed than ever to the history of Cardiff rugby.</p> <p>HJ reported on the meeting he and DA attended with Pro Rugby Wales. This had been organised by Phil Thomas. A note will be produced for distribution to members.</p>	HJ
2	<p>Consideration of the minutes of the last Board meeting held on Thursday 13 July 2017</p> <p>The minutes of the previous meeting were AGREED subject to minor changes to para 13.1.</p>	
3	<p>Matters Arising and Actions</p> <p>Item 3 - FD had approached Brynle Groves. He in turn had suggested approaching Alex Smart. FD agreed to action this. DA would also contact all members who had yet to proxy their shares in person.</p> <p>Item 5.2 - DA had contacted Simon Thomas and said he would give some thought to the matter and get back to him</p>	FD DA DA NH

	<p>Item 5.2 – It wasn't known whether NH had contacted Peter Jackson</p> <p>Item 5.2 – HJ still to contact Andrew Weeks</p> <p>Item 13.1 – AB reported he had been elected to the CRSC committee. There were no conflicts of interest.</p>	HJ
4	<p>Membership Renewals and Recruitment</p> <p>The revised marketing plan was noted.</p> <p>AB reported that he was having problems with Paypal not recognising the CF10 trading name. It was agreed that this should be pursued.</p> <p>Discussion took place about membership pricing policy for 2017/18 and the options set out in the paper prepared by AB following his consultation exercise. The following pricing policy was agreed:</p> <ul style="list-style-type: none"> - £2 for one year; - £5 for 5 years; - Founder Members also to be granted 5-year membership; - Members who proxy their shares to receive free membership once initial fee paid for so long as the proxy remains in place. <p>A note would be sent to members explaining the position</p> <p>Exeter Chiefs match:</p> <p>CBs had previously agreed that CF10 could use the Pack Bar and they would be content to store the roller banner.</p> <p>Design was required for the roller banner</p> <p>This would be commissioned and additional membership forms printed</p> <p>A rota for attendance pre and post games in the Pack Bar was needed. This would be coordinated by SC from the start of the season but AB would coordinate for the Exeter match.</p> <p>Inclusion of advert/article in CB programme: speak to Mike Brown</p>	<p>AB</p> <p>AB</p> <p>AC AB</p> <p>SC/AB DA</p>
5	<p>Cardiff Blues</p> <p>5.1 Meeting with Richard Holland: 6 September</p> <p>Attendance would include: DA, HJ, AC and SC</p> <p>5.2 Meeting with the CB Board: 5 September</p> <p>DA reported that he had received an invitation to attend the next CB board</p>	<p>DA, HJ, AC, SC</p> <p>DA</p>
6	<p>Cardiff Regional Rugby</p> <p>6.1 Political</p> <p>Meeting to be arranged with politicians. Priority would be Jo Stevens, Kevin Brennan and the City Council.</p> <p>6.2 Media</p> <p>See item 3 above.</p>	LG/DA
7	<p>Working Groups</p> <p>7.1 Heritage</p> <p>CAC Heritage Group comes under the CRFC Committee.</p> <p>A Heritage List was needed for Cardiff Blues similar to the one developed for CRFC. SB agreed to develop this.</p> <p>Discussion was also taking place with CB media about increasing the profile of heritage issues.</p>	<p>SB</p> <p>DA</p>

	<p>7.2 Communication</p> <p>It was confirmed that CMS, blogs and associated social media would be actioned by AC. He would now come off the Twitter rota.</p> <p>AC agreed to speak with DP about involvement on the Twitter rota and in blogs.</p> <p>AC also to be speak with SJ about his future role.</p> <p>Hj & DA agreed to substitute on Twitter periodically, if required,</p>	<p>AC</p> <p>AC</p> <p>AC</p>
8	<p>Members' Meeting: 11 October</p> <p>The aim of the meeting would be to provide an update on the direction of travel and to seek members' views. An update would be given on recent work and then round table discussions would be held to seek views.</p> <p>A laptop would be put in the corner showing the heritage site.</p> <p>The 140 anniversary video would be shown at the end of the meeting.</p> <p>The evening would be advertised as an Open Meeting but there would be a requirement for non-members to join.</p>	
9	<p>Plans/Targets for 2017/18</p> <p>DA suggested that this should be a major item for the next meeting in order to establish an annual plan. This should be both challenging and ambitious. A workshop-style event would be held.</p> <p>Colleagues were requested to reappraise themselves with the Trust's Mission Statement (circulated with these draft minutes) and to think about potential goals in the interim.</p>	<p>ALL</p>
10	<p>Finance report</p> <p>DR reported that the bank balance was £1832.49. A new life member had recently joined. DR was also speaking to an auditor about a minimal fee for reviewing the accounts.</p> <p>DA agreed to speak with JB about the shares gifted by Mrs. Williams.</p>	<p>DR</p> <p>DA</p>
11	<p>Governance Action Plan August 2017</p> <p>The paper was noted.</p>	
12	<p>Board Development</p> <p>Board Directors agreed dates for meetings with the Chair.</p>	
13	<p>Other Identified Business</p> <p>None</p>	
14	<p>Date and time of next meeting</p> <p>Thursday 14 September 2017 commencing at 7pm</p>	