

**CF10 ARMS PARK RUGBY TRUST**

**MINUTES OF SECOND MEETING OF THE BOARD OF TRUSTEES HELD**

**AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON**

**WEDNESDAY 5 APRIL 2017 COMMENCING AT 7.00PM**

PRESENT

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

Observers: Fred Davies;

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

ITEM		ACTION
1	Chair's Introductory Remarks DA welcomed everyone to the meeting	
2	Minutes of the last working group meeting held on Wednesday 15 March 2017 AGREED	
3	Matters Arising and Actions Item 3 - Number of committed proxy shares were 29,000 which keeps the Trust at 10 <sup>th</sup> in the list of largest shareholders. It was noted that the Trust had been gifted 500 shares from the widow of a deceased shareholder Item 4 - AGM minutes were still to be drafted; Trust's principles were discussed below at Item 9 Item 6 - It was noted that Marc Harries had a sales background in the brewing industry. It was AGREED AB to contact him with a view to potentially obtaining his support on membership recruitment Item 6 - Young Ambassadors had been contracted and two women had expressed an interest. AGREED DA and HJ would meet them	AB HJ  AB  HJ/DA

<p>4</p>	<p>Meeting with Richard Holland 29 March</p> <p>The meeting with RH had been very positive and the notes had been signed-off as an accurate record. Highlights from the meeting included:</p> <p>4.1 A suggestion from RH to meet members (later agreed as 19 April at 7pm; see below);</p> <p>4.2 The establishment of a working group to advise CB, involving two members from each the CAC, CRFC, CBSC and the CF10;</p> <p>4.3 Greater interest by RH in the heritage of the club. DA has written to Jon Rees, Chair CAC with a report on the collection.</p> <p>It was AGREED the notes of the meeting with RH would only be sent to members. Anyone wishing to obtain a copy should join.</p> <p>The format for the meeting with members on 19 April would be:</p> <p>Chair/Introductory Remarks and Scene Setting - DA</p> <p>Survey results - LG</p> <p>Presentation - Richard Holland</p> <p>Q&amp;A-AB</p> <p>Door - AB and JB</p> <p>AV Equipment - SB</p> <p>Communications - AB/LG to liaise</p>	<p>AB</p> <p>DA</p> <p>LG</p> <p>AB</p> <p>AB/JB</p> <p>SB</p> <p>AB/LG</p>
<p>5</p>	<p>Membership Renewals and Recruitment 2017/18</p> <p>Reasons for renewing membership or joining:</p> <ul style="list-style-type: none"> <li>- Trust is the voice of supporters;</li> <li>- Made strides on influencing Cardiff Blues;</li> <li>- All trust members are shareholders in CBs;</li> <li>- Significant proxy shareholding gives influence at AGM;</li> <li>- Surveys can influence redevelopment;</li> <li>- Open meetings held to obtain members' views;</li> <li>- Trust leading on safeguarding the club's heritage;</li> <li>- Democratic body with strong governance which operates openly and with transparency.</li> </ul> <p>AGREED that financial year will be from 1 October to 30 September</p> <p>AGREED that a subscription system would be operated through PAYPAL with fee remaining at £2 per annum</p> <p>Comms Group to consider publicity campaign for above</p>	<p>AB/DR</p> <p>LG</p>

6	Working Groups	
	<p>6.1 Heritage</p> <p>DA had drafted terms of reference for the group and these were AGREED. He had made a start on the Significance Assessment of the artefacts and had been working on the 140<sup>th</sup> Anniversary video of the club.</p>	DA
	<p>6.2 Communications</p> <p>LG reported that in developing a communications plan the group had identified three aims:</p> <ul style="list-style-type: none"> <li>- To promote the principles of the trust</li> <li>- To communicate CF10 trust views</li> <li>- To identify members' views and provide feedback on action taken</li> </ul> <p>The planned work programme was AGREED as was a potential project on 'inclusion'.</p> <p>LG suggested listing admin/access for Twitter/Facebook</p>	LG
7	<p>Finance Report</p> <p>DR reported that the bank balance was £1588 and membership was at 335</p> <p>It was AGREED, following the elections, that HJ, as Secretary, should be included on the bank mandate and NH's name removed</p>	DR
8	<p>Governance Action Plan - April 2017</p> <p>This was noted. Most issues discussed above</p>	
9	<p>Other Identified Business</p> <p>9.1 CF10 Mission Statement was formally AGREED and could go on the website</p> <p>9.2 HJ reported that he had taken an executive decision and nominated Tim Hartley as a Board member of Supporters Direct. This was AGREED</p> <p>9.3 As a member of Supporters Direct, the Trust had access to their members' site. AB to pursue the matter</p>	AB  AB
10	<p>Date and time of next meeting</p> <p>Wednesday 17 May 2017 commencing at 7pm</p> <p>Apologies were received from SC</p>	