

CF10 ARMS PARK RUGBY TRUST

MINUTES OF TWENTIETH MEETING OF THE BOARD OF DIRECTORS

HELD AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON

THURSDAY 15 NOVEMBER 2018 COMMENCING AT 7.00PM

PRESENT

Board Directors: Simon Baker; Fred Davies; Lynn Glaister (Chair); Huw Jones (Secretary); Derek Redwood (Treasurer);

Observers: Andy Baker; Sion Williams;

Apologies: David Allen; Sally Carter; Andrew Collins; Neil Harries; Martin Hughes; Viv Jones; Anthony Lewis; Dan Pearce; Matt Sutton;

ITEM		ACTION
1	<p>Chair's introductory remarks and apologies for absence In the absence of David Allen, who had previously tendered his apologies, LG took the chair. Apologies for absence were noted. LG welcomed Sion Williams to his first meeting. He had written to CF10 suggesting some ways in which it and Cardiff Blues could increase its commitment to the Welsh language without significant cost. He would be speaking to this item later in the meeting.</p>	
2	<p>Minutes of the Board meeting held on Thursday 11 October 2018 AGREED</p>	
3	<p>Matters Arising and Actions Item 3 - Access to the Trophy Room during match days is discussed at item 9.1 Item 3 - CBL had still not confirmed a date for their AGM. Item 3 - LG reported that Cardiff Blues ladies season had finished and they will be in contact next season.</p>	
4	<p>Cardiff Blues It was understood that a new Chair had been selected to replace Peter Thomas who was standing down. However, no announcement had been made. It was agreed that following this announcement an invitation would be sent to the person requesting a meeting with CF10. Project Reset had still not been signed, although it was imminent a month ago. DA had met with Keith Morgan, Chair of CAC Management Committee. On behalf of members he had expressed their concern about the lack of communication from CAC on the issue of the redevelopment. He also took the opportunity to reinforce CF10's mission statement and concern about some key CAC representatives' conflict of interest. A meeting with RH is planned for 22 November which will be attended by DA, HJ and LG.</p>	<p>DA DA/HJ/LG</p>

5	<p>Members' Meeting: 17 October (Actions and lessons learned)</p> <p>The meeting had been very positive but it was felt that attendance wasn't as good as hoped. It was agreed that a high profile person was required if numbers for the AGM were to be increased, possibly WGD, RH or the new CBL chair were mentioned. A date for the AGM was required in March.</p> <p>It was noted that a number of actions were required from the meeting:</p> <ol style="list-style-type: none"> 1. The notes of the meeting needed to be distributed to members. It was important to ensure that those members not on email received a hard copy in the post. DR offered a resource to mail these out. 2. A note on the Governance changes at CBL, especially NED appointments, and the position of Supporter Director was required in due course. 	<p>DA</p> <p>AC/DR</p> <p>DA/HJ</p>
6	<p>Membership Renewals and Recruitment: 1000 members campaign</p> <p>This item was deferred to the next meeting</p>	
7	<p>Marketing Plan 2018</p> <p>AB reported that he had met with SB and HJ to discuss revisions to the plan. A revised daft would be forthcoming early in 2019.</p>	<p>AB</p>
8	<p>Plans 2018/19: Review</p> <p>The paper set out plans and achievements to date. The greatest challenges related to achieving stated membership targets. These would need to be carefully monitored and actions considered during early 2019.</p> <p>It was noted that Communications work had settled down and AL was doing some excellent work generally but particularly in relation to Facebook.</p>	
9	<p>Working Groups</p> <p>9.1 Heritage</p> <p>SB reported that Phase 11, digitising photographs, will start with a small sample from the lobby in order to assess cost. Oral histories are to be put on the online museum.</p> <p>It has been agreed that there will be access to the Trophy Room for two matches next year, Connaught 26 January and Scarlets late March (TBA). Access will be by ticket only. It had been suggested that visiting supporters should be informed about it, and it might be possibly to prepare something about the visiting team to show in the Trophy Room. It was agreed that CBSC would be contacted in order to alert visiting supporters clubs.</p> <p>A formal agreement had been reached with Glamorgan Archive regarding access to objects they hold.</p> <p>It was noted that SC had been invited to speak at the WRU's workshop on 'Heritage and Memorabilia', which was excellent.</p> <p>9.2 Communications</p> <p>As well as a commitment to provide members with a note on the Supporter Director situation, a newsletter was due in December. The content of this would be discussed at the next meeting and all were ask to consider what could be included.</p>	<p>SC</p> <p>SB</p> <p>HJ</p> <p>SC</p> <p>ALL</p>
10	<p>Cardiff Blues Supporters Club – 8 October</p> <p>The meeting with CBSC had been both positive and productive. It was agreed</p>	

	<p>that both organisations would promote each other's events through various communications routes, especially Twitter.</p> <p>CBSC are looking to host a 'Meet the Coaches' evening which they proposed could be done jointly with CF10.</p>	DP/MH LG/AL
11	<p>Welsh Language</p> <p>SW introduced himself and spoke about the Welsh language. He said he was a teacher by profession and a Member/Treasurer of Menter Caerdydd. He felt that in recent years promotion and use of the language had grown significantly in the capital and it was now accepted. Both Cardiff Council, NAW and Welsh Government were keen to see the capital established as a bilingual city. This was seen as a positive element in promoting the place for tourism. He felt Cardiff Blues was missing out on transient supporters because of its limited use of the language (albeit this had improved recently). Welsh speaking individuals had more affinity with the Scarlets who were totally bilingual.</p> <p>Also CF10 could become more bilingual at limited cost by ensuring that materials such as logos, membership cards etc. when they were due for renewal would appear bilingually.</p> <p>SW agreed to produce a note on what:</p> <ol style="list-style-type: none"> 1. CF10 could do to be more bilingual; 2. CB could do <p>The latter would be floated initially at the meeting with RH on 22 November.</p>	SW HJ/LG
12	<p>General Data Protection Regulations (GDPR): Database Management</p> <p>AB reported that the move to an online database would be reviewed early in the New Year. Drupal 7 was being replaced by Drupal 8 and when he was happy with the latter's stability the online database would be established and information transferred from the spreadsheet file.</p>	AB
13	<p>Finance Report</p> <p>DR reported that he had received a communication from HMRC which he had dealt with. There had been very little financial activity and the balance of funds stood at £2,090.47 (£1,998.07 in the bank; £92.40 with PayPal).</p> <p>The accounts for 2017/18 were now with the independent reviewer.</p>	DR
14	<p>Governance Action Plan October 2018</p> <p>The main risk was related to not achieving the stated membership target.</p>	
15	<p>Other Identified Business</p> <p>None</p>	
16	<p>Date and time of next meeting</p> <p>Thursday 13 December 2018 commencing at 7pm</p>	