

## CF10 ARMS PARK RUGBY TRUST

### MINUTES OF FORTY THIRD MEETING OF THE BOARD OF DIRECTORS HELD

#### VIA VIDEO CONFERENCE ON

#### THURSDAY 18 FEBRUARY 2021 COMMENCING AT 7PM

#### PRESENT

Board Directors: David Allen (Chair); Simon Baker; Andrew Bold; Sally Carter; Andrew Collins; Steve Coombs; Lynn Glaister; Huw Jones (Secretary); Derek Redwood (Treasurer)

Observers: Andy Baker; David Francis; Simon Jones; Viv Jones; Claire O'Shea; Sion Williams;

Apologies: Matthew Farrell; Martin Hughes;

ITEM		ACTION
1	<p>Chair's introductory remarks and apologies for absence</p> <p>The focus of the meeting was preparation for the AGM. The papers included a progress report on actions undertaken to date and further presentations would be made at the meeting.</p> <p>DA welcomed two additional observers to the meeting. Viv Jones was returning and David Francis joined for the first time. Additionally, Matthew Farrell, Chair of Cardiff Blues Brothers was due to join the meeting to speak about the organisation but had to withdraw at the last minute due to family issues. His presentation would be re-scheduled to the next meeting.</p> <p>Apologies for absence were noted.</p>	MF
2	<p>Minutes of the Board meeting held on Thursday 21 January 2021</p> <p>AGREED</p>	
3	<p>Matters Arising and Actions</p> <p>Item 8.2 – Communications Group. The organisation's communications work would be reviewed after the AGM as part of the proposed devolved leadership approach.</p>	
4	<p>Annual General Meeting – progress report</p> <p>4.1 Virtual Meeting</p> <p>The meeting will be held via Zoom. This has a limit of 100 people at present but for c. £40 the limit can be lifted to 1,000 if necessary. Registration is proposed to be via Eventbrite and it would be possible to broadcast the meeting on Facebook simultaneously. AC will manage the process.</p> <p>The event will be recorded and made available on the website at a later date. Attendees would need to be informed of this and give their implied consent. A dedicated email account would be set up for Zoom (AB reported later this would be <a href="mailto:zoom@cf10rugbytrust.org">zoom@cf10rugbytrust.org</a>) and to respond to any queries from</p>	AC HJ

	<p>members (AB reported later that this would be <a href="mailto:agm2021@cf10rugbytrust.org">agm2021@cf10rugbytrust.org</a>).</p> <p><b>4.2 Remote Voting</b>  AB reported that he had set up an electronic Ballot Form for the election and showed this on screen share. Security and validation of results would take place manually.  In case of sudden unavailability, SB would act as a back-up.  AB would pilot the approach with those present before the election went live.</p> <p><b>4.3 Agenda, Roles and Responsibilities</b>  The agenda was agreed with the Q&amp;A moved to the end after the formal business had been conducted. Members would be asked to submit any questions beforehand in order to help with the management of the meeting.  The agenda would be as follows with the nominated person leading:</p> <ol style="list-style-type: none"> <li>1. An update on progress during the previous year up to 30 September 2020</li> <li>2. Approval of the revised Mission Statement</li> <li>3. Approval of the organisation’s name change from ‘Cardiff Blues Rugby Supporters Society Ltd’ to ‘CF10 Rugby Limited’</li> <li>4. A presentation of the accounts</li> <li>5. The election of a Chair and up to two Board Directors (to March 2024). Voting will have taken place before the meeting.</li> <li>6. Statement from the new Chair</li> <li>7. An opportunity for members’ questions and discussion</li> </ol> <p>Responsibilities for the meeting via EventBrite/Zoom.  Responsibilities for MailChimp/Voting.  The quorum for the AGM was 20 members or 5% of the membership, whichever was the lower figure (Model Rules paragraph 38)</p> <p><b>4.4 Standing Orders General Meetings</b>  A revised ‘Standing Orders for General Meetings’ was proposed. The only amendments to the previous version were:</p> <ol style="list-style-type: none"> <li>1 the addition of para 3.4 covering remote/virtual meetings;</li> <li>2 the addition of a provision in para 7.2 to allow the Chair to direct a member to leave the meeting in an extreme case.</li> </ol> <p>The standing orders were approved and would be added to the website.</p>	<p>AB</p> <p>AB SB AB</p> <p>HJ HJ</p> <p>DA SaC</p> <p>SaC DR</p> <p>HJ</p> <p>DA AC AB</p> <p>HJ/SB</p>
5	<p><b>Cardiff Blues</b>  There hadn’t been a meeting with CBL since the previous Board meeting. DA said he was in contact with RH to arrange the next meeting.  CBL had asked for suggested FAQs, which had been provided, for when they announce the rebranding. The date for this announcement was likely to be 1 March.  CBL were very clear that they saw the rebranding as an important tool moving forward. It would create a much closer tie to the capital region and assist with commercial activity. It was also right that there was a greater recognition of heritage and a closer link with Cardiff RFC. This would assist with CAP redevelopment.  There was a discussion about how Wrexham FC was using its branding to generate funding/investment and increased community activity to bring in</p>	<p>DA</p>

	crowds.	
6	Cardiff RFC There was nothing specific to report.	
7	Cardiff Blues Brothers This item was deferred to the next meeting.	HJ
8	Member Suggestion - Crowdfunding for CBL Players A member had written suggesting that CF10 consider undertaking a similar project to that undertaken by Crys16, They had raised over £3K from around 148 donations to help with sponsorship of a player. At a previous meeting with RH, discussion had taken place about a possible share issue. It had been decided that a decision on such on this would be made post-rebranding in order to have the best possible impact. Moreover, if the aim was to raise money then a strategic approach including a number of activities was needed. DA agreed to resurrect previous thoughts on this issue.	DA
9	Working Groups 9.1 Heritage SB reported that he had received a set of photographs from Newport RFC from 1890's and 1990's.  9.2 Communications Discussed at Item 3 above.  9.3 Welsh Language There were no issues to report.	SB
10	Finance Report DR reported that the available funds stood at £1387.46 (£1342.89 in the bank; £44.57 with Paypal). Recent expenditures had included sending out the AGM circular and paying the accountant.	
11	Governance Action Plan January 2021 The main issues in the plan related to the AGM.	
12	Other Identified Business DA said that this was his last meeting as Chair. He was proud of what CF10 had achieved from very humble beginnings when a few people had met and established a working group. It was now a respected community society after 6 years hard work. CF10 had achieved significant influence with CBL and the establishment of the museum was a huge achievement by all concerned. He would miss it a greatly but wished the Board well. Members thanked David not just for his hard work but more importantly his outstanding leadership from the start. CF10 would not be the organisation it was without his vision, drive and commitment.	
13	Date and time of next meeting	

	<p>The date of the next meeting would be kept flexible and a decision made later. Thursday 11 March 2021 commencing at 7pm - this meeting would only be held if necessary and then possibly only a small working group might be required to discuss AGM issues.</p> <p>The next substantial meeting would probably be Thursday 22 April commencing at 7pm.</p> <p>Notification would be send in due course.</p>	<p>HJ</p>
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