



Wrexham Supporters Society Limited - Minutes of Board Meeting

Held on: Monday 18th November 2013, commencing at 19.30

Venue: The Wrexham Lager Club, Union Road, Wrexham

Present: Peter Jones (PJ), Alan Fox (AF), Geoff Scott (GS), Peter Howell (PH), Dave Jones (DJ), Huw Davies (HD), Terry Stott (TeS), Robin Wiggs (RW), John Mills (JM), Spencer Harris (SH), Gavin Jones (GJ), Anita Robinson (AR),

Apologies: Tom Stanford (TS), Mark Williams (MW), Jenny Cantwell (JC), Keith Roberts (KR),

Chair: Peter Jones

1. Matters arising and approval of minutes of Board meeting of 4th November 2013

- Actions 1-4 were carried over
- The membership group are meeting with LJ later this week
- The staffing of the shop on Mondays and Tuesdays was discussed. A fresh appeal for help would be made.
- ARs piece for the website was completed
- The ABC calendar is an agenda item
- AF had considered the current Disciplinary policy which was an SD model and used by other Trusts. It was decided to retain it in its current form.
- The membership team are to check whether any of those convicted of offences at the Chester match are WST members
- The Xmas “do” is provisionally booked. Details to follow
- The Rules e.g. the two thirds majority needed for members to commit to spending were considered to be adequate.
- TeS mentioned the financial governance policy and that others had questioned community group spending i.e. on tracksuits. PJ said all Board members should contribute to decisions of that sort i.e. charitable donations. The policy was actually still in draft form
- PJ said we need to agree job descriptions. He would post the existing job descriptions
- GJ suggested that hard copies of WST Rules and policies should be kept in a file at the Club. They are actually available on the website.

Proposed by PH & seconded by TeS the minutes were unanimously accepted by those who been present

2. Sub Groups and Officers Reports

Chair (PJ)

- PJ reported that the year book had cost £4800 to publish and currently was about £1000 behind target

Treasurers Report – (KR)

KR had provided a report in absence on the Project Board. In summary:

Income and Expenditure -Appendix A shows that year to date the Trust have received income of £62,622 against expenditure of £14,647 a surplus of £47,975.

Following discussions at previous meeting there is a note at the bottom of this income and expenditure statement to show the position for the Junior Dragons, this statement shows that only £120 have been received from Junior Dragons members in the calendar year.

The issue of the payments made at the club as part of the season ticket renewal is now with the membership group who are allocating membership numbers to all the payments.

Balance Sheet-Appendix B attached provides details of the balances currently held by the Trust with working capital standing at £234,255 Of this total £145,500 relates to community shares which is 62% of the working capital.

Unallocated Payments-Appendix C & D shows unallocated payments that have been received by the Trust but have not been allocated to a member, details of all the unallocated PayPal payments have been forwarded to the membership group so that the originating individual can be identified.

In terms of the approximately 140 members on intouch with the status as Standing Order (SO) Pending the membership group are now looking into this issue.

Actions Required

1. The membership group to carry out the identification of membership numbers for all payments received as part of the season ticket renewal process.
2. The membership group to continue with the process of allocating unallocated payments.
3. The membership group to continue with the action agreed with regards to 1 members who have a status of SO PENDING.

Football Club Report (SH/GJ/MW/JM)

- The FC Board met yesterday to discuss the branding project and strategic planning for the rest of the year.
- Financially, there would be no need to access Trust funds before Christmas
- The question of hiring pitch covers was discussed
- Football fortune this season had put finances back on track despite lower crowds. Monies had been used to support the manager and medical costs.
- The Club AGM will take place in the Catrin Finch centre on 28/11/13. Trust Board members to be present. We needed to check membership on the door.

Commercial, fundraising etc. (GS/PH/DJ)

- The WFC race night had raised between £800-£900.
- The VW car had been purchased as the main raffle prize. Some more prizes were needed.
- A hard copy of the newsletter would be sent out with 2 books of raffle tickets
- 6,000 books would be sent out with 2,000 spare
- The meeting discussed the possibility of future fundraising aimed at purchasing a player and also sharing with charitable partners
- The sponsored parachute jump was discussed. AR also volunteered

SH attended

Membership report (DJ JC/TS/HD)

- HD reported that e mails were up to date
- Queries were being raised about June and September renewals. It was challenging to keep up
- We needed to reconcile In Touch with the Seat Advisor spreadsheet. JM asked to see it to consider if he could arrange a mass update.
- The membership group would be meeting again this week re the Junior Dragons

Community (TeS/TS)

- TeS has been asked to present to the Alzheimer Society
- There was to be an event in the William Aston Hall on 22/11/13 we would provide a stall
- Our charitable partners had received signed shirts and tickets
- The Alzheimer Group needed more volunteers for half a day's training

- The Calon FM show was well received. GS is to be the star guest this week.

Volunteers (AR)

- AR raised the problem of a lack of volunteers to man the shop including at Eagles Meadow from 2/12/12. Some people had been recruited for the club shop by SC but we needed to know who they were to add to the volunteers database

Media/Communications (RW)

- RW had sought a job description for the media/communications role from SD

Secretary's Report (AF)

- AF mentioned a SD fundraising initiative. The Co-operative Energy Affiliate Programme offers Supporters Trust the opportunity to build an on-going residual income. For each football fan we referred to a Co-Operative Energy dual fuel Tariff, we would be paid £25. The only commitment was to promote the scheme a certain number of times per year on the website etc. AF will provide details to the fundraising team.

3. 150TH Anniversary

- The committee were meeting again on 11 December

4. WAFC Branding

- SH presented the conclusions of the Andy Slinger branding project as discussed by the club board. Some of this would be presented at the AGM.
- Key Insights included our “genuinely unique history, it feels like a family, we were Welsh underdogs, and the more you put in the more you get out”.
- Our brand positioning came back to the idea that we represented “Half a Nation” although there was work to be done before we presented that idea it should drive us to expand our appeal. It would guide how we found a place in people’s minds.
- The focus groups considered values. There were four stand out values: “Underdoggedness”; Pioneering spirit; Wrex-citement and Transparency/Honesty. Others included Atmosphere and Welshness.
- We were vibrant, positive but realistic and inclusive.
- AS will talk through the process at the AGM.

5. Targets and Planning

- There was again insufficient time to discuss this fully.
- Each board member to consider the important trigger dates for their “group” during the year. They may be annual; they may be bi monthly or monthly etc. to include on an ABC calendar.

AOB

- PH said that the recent female Directors of the Day had both complained about the condition of the ladies toilets in the Yale stand.

Date of next Board meeting is Monday 2 December 2013

There being no further business the meeting closed at 2230

No	Action	Who
1	To consider and post a realistic spending limit for fundraising in the draft financial governance policy	GS
2	All transactions relating to the renewal / joining during the season ticket sale period to be reconciled and reflected within the Trust financial statement.	KR/MW/JC
3	The intra company account between the Trust & Wrexham AFC needs to be	KR/MW

	completed and reflected in both financial systems.	
4	Agree an action plan which will help to prevent the unallocated level of payments increasing and may identify the originators of the current unallocated payments.	KR/MW/Membership Group
5	To meet and then post their views re the administration of the JDs and Youths	Membership Group
6	To seek volunteers for the club shop	AR
7	To consider the Club annual business calendar on the project board and post trigger dates to be included on a trust version	All
8	To consider job descriptions as posted on the project board by PJ	All
9	To check whether anyone convicted of offences at the Chester match is a trust member	HD
10	To consider reconciling In Touch and the Seat Advisor data	JM
11	To consider The Co-operative Energy Affiliate Programme	Fundraising Group
12	To draft a media/communications officer job description	RW