

**Wrexham Supporters Society Limited - Minutes of Board Meeting**

**Held on:** Monday 2<sup>nd</sup> December 2013, commencing at 19.30

**Venue:** The Wrexham Lager Club, Union Road, Wrexham

**Present:** Peter Jones (PJ), Alan Fox (AF), Geoff Scott (GS), Huw Davies (HD), Terry Stott (TeS), John Mills (JM), Spencer Harris (SH), Anita Robinson (AR), Tom Stanford (TS), Mark Williams (MW), Jenny Cantwell (JC), Keith Roberts (KR),

**Apologies:** Peter Howell (PH), Dave Jones (DJ), Robin Wiggs (RW), Gavin Jones (GJ),

**Chair:** Peter Jones

**1. Matters arising and approval of minutes of Board meeting of 18<sup>th</sup> November 2013**

- Actions 1-4 were discussed later
- Action 5 -The membership group are meeting with LJ later this week
- Action 6- see later re volunteers
- Action 7 – see later re ABC calendar
- Action 8 – job descriptions had been posted
- Action 9 to date none of those convicted at the Chester match are Trust members
- Action 10 – the data on In Touch and Seat advisor was mainly reconciled
- Action 11 -details of the Co-op energy affiliate programme had been provided to the fundraising group
- Action 12- RW had posted a job description for the media/communications role

**Note:** Proposed by TeS & seconded by AR, the minutes were unanimously approved by those who been present

**2. Sub Groups and Officers Reports**

***Chair (PJ)***

- PJ reported that he had received a reply from WAG minister Jeff Cuthbert about the Localism Act confirming that there were no plans to introduce the community right to bid in Wales. PJ would now take this up with Supporters Direct.
- The application for grant funding to the Heritage Lottery fund for the 150<sup>th</sup> anniversary had been declined.

***Treasurers Report – (KR)***

KR provided the latest draft of the financial governance policy.

Position	Expenditure Limit	
Membership	£100,000	Excludes investment / transfers to Wrexham AFC as agreed at Trust AGM
Trust Board	£50,000	
Chair	£1000	
Vice Chair	£750	
Heads of Sub Groups Fundraising	£500	
Head of Sub Groups Others	£250	

In the event that expenditure is required urgently then the Chairman can approve payments up to Trust Board level but a detailed case for approval must be submitted to the next Board meeting for approval by the Trust Board. However it is envisaged that in such circumstances it should be possible to seek approval using the WST Board Members on Line Forum.

All expenditure will be monitored by the Treasurer and any unusual trends will be brought to the attention of the Trust Board.

Receipts must be provided for all expenditure and wherever possible an invoice provided so that WST can pay directly for any goods or services.

**Note:** *This version of the policy was put to the vote. Proposed by KJ and seconded by PJ the policy was approved with one vote against (TeS)*

- There were still about 80 unallocated payments meaning that we were receiving payments without knowing who that member was and they were not receiving cards/updates etc. This was because of a lack of detail provided on “joining”. The meeting discussed putting something in the programme and the Leader column.

**Action:** KR to speak to RW about this.

**Action:** KR and MW: The intra company account between the Trust and Club account needed to be completed.

- The meeting again discussed the merging of trust membership with the sale of season tickets with a single joint card. MW will discuss this with the ticket company when next they meet. The meeting discussed bringing the junior dragons back onto the sabre database.

**Action:** MW to discuss card merger with ticketing company

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

- The meeting discussed the recent Club AGM and thanked those who had made presentations.
- It was agreed to publish the AGM minutes as drafted by AF.
- MW explained the procedure for season ticket holders to buy their seat for the FA Cup match online.
- TeS asked about disabled concessionary travel. GJ had been tasked with this but MW would speak to Diann. It had been set up on the system.

**Action:** MW to speak to Diann re disabled concessions

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

- GS mentioned the shortage of volunteers for the shops and we may have to use agency staff.
- The raffle was the main focus for fundraising and tickets would be on sale at the FA Cup match. Volunteers were needed to sell them. An appeal would be made on the website.
- Mention would be made in the programme, with a script for the announcer.
- The meeting discussed whether board members could claim a prize but it was agreed that they should not purchase tickets in their own name.

#### ***Membership report (DJ JC/TS/HD)***

- HD reported that the membership spreadsheet was about 95% complete
- The membership group were meeting on Thursday
- Ian Jones had agreed to help as a volunteer

#### ***Community (TeS/TS)***

- TeS will attend the next stadium management meeting
- TeS had posted targets on the Project Board

- The meeting discussed the proposed “Bring a Tin” event at the FA Cup match. For the benefit of the Salvation Army food bank. It was agreed that it should be under the auspices of WST and would require Glyndwr’s consent. Volunteers were needed. Concerns were expressed about it clashing with the sale of raffle tickets.

**Vote:** *Proposed by TeS seconded by that the WST organise and publicise the Bring a Tin event. Approved with three voting against (TS, GS, AR) and one abstention*

**Volunteers (AR)**

- AR reported that some new volunteers had responded to the latest appeal. More were still needed for the club shops and the meeting discussed the options.

**Media/Communications (RW)**

RW reported in absence

- “I’ve uploaded a draft job description to the website.
- Leader columns on: AGM, 3000th member and transparency/values
- Press releases on: AGM -pre meeting, and AGM/Golden Badge-post meeting
- The 2nd anniversary material is being worked on and will be available later in the week I haven't made progress on a comms strategy yet - but think this should follow the strategy/work plans anyway. We need to be clear what we are communicating in order to write the plan”

**3. 150<sup>TH</sup> Anniversary**

- Other events being considered were a football songs concert and a murder mystery evening
- The civic reception would be on the afternoon of 23/1/14 and all board members would be invited.

**4. Targets and Planning**

- Some board members had provided PJ with dates of key events and work streams etc. to include on a WST Annual Business Calendar. Those who haven’t should do so ASAP please. PJ will post the calendar on the new Forum
- Some board members had posted targets for their subgroup c others still needed to do so.
- It was agreed that to progress work on a trust strategic plan we needed to devote a meeting to that topic alone. It was suggested that we meet at 6pm at the football club on 16<sup>th</sup> December.
- RW had uploaded a simple draft of a strategic plan today to the Governance & Working Groups folder based on the Exeter model.

**AOB**

- The Junior Dragons Xmas party would be on 15/12/13
- It was agreed that we would start using the new Forum as of now. The Project Board would still be accessible for reference.

Date of next Board meeting is Monday 16 December 2013 at 6pm in the Club Boardroom to discuss planning.

There being no further business the meeting closed at 2140

No	Action	Who
1	To speak to RW about publicising the unallocated payments issue	KR
2	To discuss WST and ST holder card merger with the ticket company	MW
3	The intra company account between the Trust & Wrexham AFC needs to be completed and reflected in both financial systems.	KR/MW
4	Agree an action plan which will help to prevent the unallocated level of payments increasing and may identify the originators of the current	KR/MW/Membership Group

	unallocated payments.	
5	To speak to Diann re disabled concessionary travel	MW
6	To post draft trust business calendar on the Forum	PJ
7	To consider the Club annual business calendar on the Forum and post trigger dates to be included on a trust version	Those who have still to do so
8	To consider their own targets and the draft strategic plan on the Forum prior to meeting of 16/12/13	All