

These Minutes have been edited to remove commercially sensitive information and content of a sensitive personal nature relating to individuals



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

**Held on:** 20<sup>th</sup> December 2016, commencing at 19.30

**Venue:** The Boardroom, the Racecourse Ground, Wrexham

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**Present:** John Mills (JM), Spencer Harris (SH), Paul Smith (PS), Sarah Smith Howard (SSH), Mark Williams (MW), Richard Ulrich (RU), Mike Lewis (ML), Brian Phillips (BP), Colin Williams (CW),

**Apologies:** Anita Robinson (AR), Gavin Jones (GJ), Stuart Roberts (SR), Dave Jones (DJ),

**Chair:** Peter Jones (PJ),

**Independent Secretary:** Alan Fox (AF),

### **1. Matters arising and approval of the minutes of 14<sup>th</sup> November 2016**

**Although it appears here in the Minutes, this agenda item was not discussed until the end of the meeting.**

**VOTE:** *Proposed by JM & seconded by RU it was resolved unanimously to approve the minutes, as amended, by those who had been present.*

#### **ACTIONS**

From the 14 November:

|   | <b>ACTION</b>  | <b>WHO</b>       | <b>WHEN</b>       | <b>STATUS</b> |
|---|--|------------------|-------------------|---------------|
| 1 | To liaise with GP about free entry on match days         | GJ               | By next home game | Unsure        |
| 2 | To devise and execute a plan to re-enlist lapsed members | Membership Group | ASAP              | Ongoing       |
| 3 | To draft a letter to accompany the raffle tickets        | PS               | ASAP              | Completed     |
| 4 | To draft bullet points for members meeting               | SH               | ASAP              | Completed     |

### **2. Chairman's Report**

PJ updated the board of two approaches concerning possible investment which had not been followed up by the enquirer.

The meeting discussed improving communications with fans and agreed that there would be a half hour "surgery" in the Cent with board members commencing at 1300 before the Woking game on 7 January. This will need publicising.

### **3. Financial Security & Revenue Generation Group**

PS informed the meeting about recent fundraising:

- c£2200 raised for the “poppy” shirts with others to be offered to sponsors. Monies to go to the Royal British Legion
- The Christmas shop in town had turned over £25,500 to date with a further £20,000 in the club shop. The sale launches tomorrow. The board commended the efforts of the volunteers

**ACTION:** ML to post the names and e mail addresses of all shop volunteers so that PJ can draft a letter of thanks

- Raffle ticket returns had improved so far about £8k returned and on target for a profit of £11k
- The Quiz night raised a small profit to be distributed to charitable partners
- The Soul Night raised about £150 plus bar profits
- The Murder Mystery Night raised about £550 plus bar profits
- The Arsenal reunion was launched
- There will be Dance Night on 28 January
- An Auction Night is planned for the end of February

MW attended at 20:30

**BP (Treasurer) reported:**

- Current number of individuals paying membership contributions monthly is 886. However, this does include one-off annual standing order payments and cheque subscriptions. In November, £3,809.42 was collected this way.
- At the start of the year the equivalent figure was 806 @ £3,342.92.
- Although this shows an increase of payments, the amounts have fallen back since September. £64,183.12 has been raised from standing order, PayPal and membership contributions through the club office.
- It is projected that there will be 3,070 members this year. This needs to be confirmed with the Membership Team.
- PayPal income through donations and E-bay sales stand at £1,790.11. £186,271.85 income has gone through the current and PayPal account. This does include £109,339.96 internal transfers from other accounts.
- The refund of the fraudulent transaction (OVO Energy) has been received £218.00
- £176,185.23 Expenditure is shown in the accounts. This includes £125,500 internal transfers from other accounts and an amount of £35,603.03 – Flint Bishop CA
- PayPal and E-bay fees are £610.92
- The accounts show a surplus on funds of £10,086.52
- At the end of November, the bank balance stood at £5,314.47. However, as of 20/12/16 the balance is £12,172.89. The movement is primarily a result of Christmas raffle money being paid in as well fund raising events income and membership contributions.
- A further £3,724 is being paid in today (20/12/16) and one invoice for Blueprint printers (£1,395) is due to be paid. The new balance on the account is £14,501.89.
- The PayPal balance stood at £3,387.05. This has increased to £5,581.40 due to membership contributions and fund raising efforts.
- The Community shares bank account balance is £1,120.58. A refund of £250 to one member was approved at the last Board and has been paid.

### **4. Community Report**

- The Junior Dragons Christmas party was a great success
- PJ informed the board about a recent meeting with the RCF, DSA and the Disabled football team to discuss communications and possible charitable status of the disabled team which is separate from the DSA. Going forward, Matty Jones will be the point of contact for on field

matters and the WST Community Group for off field matters. The team will provide a 15-minute presentation to the next Trust Board meeting.

## 5. Football Club Operations

- SH has posted a report on the Forum:
- SH reported about a meeting today with Dean Keates to discuss the squad, potential recruits and the actions underway to manage the contractual clause implications for the club and the group of players impacted. SH informed the board of bids for Jordan Davies which had been turned down.
- Concert ticket sales were progressing well.
- JM informed the board about the ongoing review of the IT infrastructure and potential solutions; The MyRacecourse website was ready to go and board members were asked to look at it; the club website contract will expire at the end of the season and a local provider will be sought to replace the current arrangements.
- MW said that the Club AGM could not take place in January. The changes in the accounts department and employee's absences meant that the work required could not be carried out until Q1 of 2017.

## 6. Fans Ownership Group

- Membership currently stands at 3126 includes 284 Junior Dragons and 181 Youth members
- All outstanding membership cards have now been issued. We also have 500 or so blank membership cards at the club so we can print cards as and when members join.
- Now we have a stock of cards, we can begin to target lapsed members. There are approx. 2000 people who have been members in the last two years. 1600 of them have email addresses so we'll email them to encourage them to re-join.
- To avoid the problems and delays that we've had this year, from now on we'll be working to prepare for next season. Need to work with Geoff to get a list of Membership benefits sorted. In terms of Admin, we'll start renewing memberships for those who pay by Standing Order or PayPal. We want to be in a position where everyone is set up on the system and cards are issued from Day 1. If we can get in this position, we can then concentrate on growing the membership rather than just managing the admin and queries, like we have this season.
- AF raised the question of outsourcing the administration of the membership and that now was a good time to explore whether it was feasible.

## 7. Any Other Business

- A previous set of minutes had erroneously implied that the DSA had received Charity Shield monies. This was **not** the case as we did not qualify for a share of those monies.
- Dean Keates has agreed that players would be made available for events with 14 days' notice.

The date of the next meeting will 23 January 2017

The meeting closed at 2300

ACTIONS from this meeting:

| WHAT   | WHO | WHEN   |
|--|-----|--------|
| 1. To obtain details of shop volunteers and post them on the Forum so that an official letter of thanks can be sent to them from the Chair | ML  | 3/1/17 |
| 2. To arrange a meet the board "surgery" in the Cent at the 7 January home game  | All | 7/1/17 |
|  |     |        |

ACTIONS carried over:

| <b>WHAT</b>   | <b>WHO</b>       | <b>WHEN</b> |
|---|------------------|-------------|
| 1. To devise and execute a plan to re-enlist lapsed members | Membership Group | ASAP        |