

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:** 30 October 2017, commencing at 19.30

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

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**Present:** Paul Smith (PS), Sarah Smith Howard (SSH), Mike Lewis (ML), Brian Phillips (BP), Colin Williams (CW), John Mills (JM), Gavin Jones (GJ), Spencer Harris (SH), Mark Williams (MW), Simon Rhodes (SRh),

**Apologies:** Mark Jones (MJ); Richard Ulrich (RU), Stuart Roberts (SRo),

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

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

### **1. Matters arising and approval of the minutes of 28 September 2017**

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

#### **ACTIONS:**

From the 28 September meeting:

<b>WHAT</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1. Each group to draft a Big Outcome as per the template and post on the Forum before the next board meeting	All	This meeting	Ongoing- see later

From previous meetings:

<b>WHAT</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1. To contact AR about her future availability for meetings	AF	ASAP	AR has sent a text resigning from the board – see later
2. To consider stadium access for trust board members on match days	MW	ASAP	Trust board members will have access to Bamfords to carry out trust work. And elsewhere by arrangement.
3. To arrange for the DBS checks	ML		ML has received his check and will arrange checks for others.

## 2. Chairman's Report

PJ read out the text from Anita Robinson resigning her position. It was agreed to formally accept her resignation. The Board expressed its appreciation for her work over several years for the Trust.

**ACTION:** PJ to reply to Anita's text.

## 3. Financial Security & Revenue Generation Group

PS updated the board about fundraising plans based on a report posted on the Forum including events to mark the 2002/3 and 92/93 promotion seasons, player of the season dinner and a beer festival. The Wall of Fame project was progressing.

The "Mickey/Joey" evening will now be held on 1 December. The free tickets in the Xmas draw will be for the Halifax game. It was agreed to send two books of raffle ticket to current members with one book and a membership form to lapsed members. The plan is to go back three years to identify lapsed members.

**ACTION:** MW to identify lapsed members during the last three years.

BP (Treasurer) reported as follows:

Account balances

Total Funds held by the Trust = £96,156

Notes:

1. Member subscriptions (paid by cheque, standing order or PayPal) for the period January to September 2017 was £36.6K compared to £34.6K in the same period last year (5.78% increase)
2. The main items of **OTHER** income for the period were:

Fundraising £5.0K

Kop Barriers - £1.7K

Merchandise - £0.5K

Other - £1.0K

**Total - £8.2K**

3. The main items of expenditure for the period were:

Microcomputer Works - £8.5K – (Wi-Fi installation and other associated computer related works)

Blueprint - £0.8K (printing for the AGM)

Just Go travel - £2.5K (relates to the Christmas Raffle – costs accrued back to 2016)

Postage - £0.4K

Other - £1.7K (Includes the renewal of the Trust's Insurance Policy (£271.60) at a lower price than last year, Corporation Tax (£31.40) and a deposit for the Junior Dragons Christmas Part (£50))

PayPal expenditure (including fees) relating to fund raising - £900

**Total - £14.8K**

BP reported that “Build the Budget” was continuing to receive payments and the total receipts now stood at £56,000. The meeting agreed not to launch another BtB appeal as such but rather to direct monies from other events such as the Xmas raffle and the Mickey/Joey night etc to the Fund.

#### **4. Football Club Operations**

SH had posted a detailed report on the Forum for board members concerning playing, personnel and financial matters which was discussed by the board. We have signed the licence agreement for Nine Acre with WCBC. Hays Travel have signed the MRS Sponsorship deal.

The meeting discussed plans for dealing with requests for a Minutes silence at matches.

**ACTION:** AF to draft a policy for discussion.

892 tickets have currently been sold for Chester. There will be a statement about “behaviour” next week. MW said he planned to introduce the new system for match day access at the Ebbsfleet game. He was planning to introduce a new ticketing/membership system for next season.

GJ reminded board members that they were invited to represent the Club at away games in the boardroom. GJ said there was a need to appoint a board member to act as a “fact finder/watching brief” at matches.

GJ updated the board about plans for next year’s concerts.

#### **5. Fans Ownership Group**

SSH did not have the monthly report to hand but RU had drafted it. Membership stood at 3,208.

#### **6. Community Report**

CW had posted a report on the Forum:

- DBS Compliance – Mike now approved to sign off Volunteers. Process underway to ensure all relevant individuals are approved. ML is now our safeguarding officer and will arrange DBS checks for all volunteers.

**ACTION:** ML to arrange DBS checks for all volunteers.

- Volunteering – New volunteers approaching the Club. Issues emerging have highlighted the importance of reviewing sequencing and alignment of activity i.e. a list of tasks requiring volunteering activity at the same time as recruiting volunteers – managing this alignment is critical. Big Outcomes Plan highlights re- schedule of plan
- Junior Dragons – New kit purchased for Leaders. Bowling and Nando’s event and Christmas party organised.

- Disability – Disability Liaison Officer Job Description now signed off by all. Final Sign off by Board at this meeting. To be advertised to Members. CW to Lead Facilitate recruitment process with Phil Bennett as key ‘Client’
- Structure and Branding of associated bodies and clubs – project underway with (Brand expert) to capitalise on opportunities and manage issues associated with associated clubs such as Inclusion, Fans, Futsal. First phase meeting to take place 11<sup>th</sup> December.
- RCF – Initial review of introduction new technology system to enhance quality of coaching, admin and financial performance shows positive results. More to follow including data
- McMillan Coffee Morning - Held Friday 29<sup>th</sup> September.

ML mentioned a sponsor has indicated an interest in assisting with Junior Dragons.

The meeting discussed the role of a disability liaison officer and considered the job description posted on the Forum.

**VOTE:** Proposed by CW and seconded by JM it was agreed unanimously to proceed to advertise for the role as set out in the job description and for CW to manage the process.

#### **7. Strategic Performance Cycle and Big Outcomes**

The board were reminded that all groups should complete the Big Outcomes exercise before we could take the Plan forward.

**ACTION:** All groups to complete the Big Outcomes proforma on the Forum by 14 November.

#### **8. Any other business**

GJ asked the board whether they wanted certain club employees to attend this meeting say once a quarter. The board decided that this was not necessary.

It was agreed to hold a members meeting on **27 November**

Supporters Direct were holding a meeting for community owned clubs at Chester on 30 November.

**ACTION:** AF to post details on the Forum.

The date of the next WST board meeting is Thursday **23 November 2017** at 7.30pm.

The meeting closed at 22:00

#### **ACTIONS from this meeting:**

WHAT	WHO	WHEN
1. Each group to draft a Big Outcome as per the template and post on the Forum before the next board meeting	ALL	By 14 November
2. To reply to AR's text.	PJ	ASAP

3. To identify lapsed members during the last three years.	MW	ASAP
4. To draft a "Minutes silence" policy	AF	Next meeting
5. To arrange DBS checks for all volunteers	ML	ASAP
6. To progress recruitment of a DLO	CW	ASAP
7. To post details of SD event on Forum	AF	ASAP