

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: 23 November 2017, commencing at 19.30

Venue: The Boardroom, the Racecourse Ground, Wrexham

Present: Paul Smith (PS), Sarah Smith Howard (SSH), Mike Lewis (ML), Brian Phillips (BP), John Mills (JM), Gavin Jones (GJ), Spencer Harris (SH), Mark Jones (MJ); Stuart Roberts (SRo),

Apologies: Richard Ulrich (RU), Simon Rhodes (SRh), Mark Williams (MW), Colin Williams (CW),

Chair: Peter Jones (PJ),

Independent Secretary: Alan Fox (AF),

1. Matters arising and approval of the minutes of 30 October 2017

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

ACTIONS:

From the 30 October meeting:

WHAT	WHO	WHEN	STATUS
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	Completed
2. To reply to Anita's text.	PJ	ASAP	Completed
3. To identify lapsed members during the last three years.	MW	ASAP	Completed
4. To draft a "Minutes silence" policy	AF	Next meeting	Completed – see later
5. To arrange DBS checks for all volunteers	ML	ASAP	Ongoing
6. To progress recruitment of a DLO	CW	ASAP	Ongoing – see later
7. To post details of SD event on Forum	AF	ASAP	Completed

1. Chairman's Report

PJ mentioned match day mascots and the wearing of current kit.

VOTE: Proposed by PJ and seconded by GJ it was agreed unanimously that one Junior Dragons mascot per home game will be provided with the full current kit by the Club. To be instigated immediately.

It was agreed that any other mascots e.g. arranged by sponsors should be advised about the requirement to wear current kit.

ACTION: GJ to make enquiries about sponsorship of the JD mascot kit e.g. by Macron.

2. Financial Security & Revenue Generation Group

PS updated the board about fundraising plans based on his report posted on the Forum:

PS thanked GS for providing items from the stockroom for sale.

The meeting discussed issues with the posting of the Christmas raffle tickets. Some members had not received them. JM checked the database apparently sent to the printers. Some board members names were not on it. Some members had only received one book. RU and MW had provided the database(s) but were not in attendance tonight.

ACTION: PJ to contact the printers and JM to check the database.

The “Mickey and Joey” night was almost a sell-out. It will include an auction. It was agreed to provide the donated tickets to Inclusion FC.

The Plaques will be progressed next year. The Player of the Season dinner will take place on 29 April.

BP provided a written financial report:
Account balances

Total Funds held by the Trust = £100,680

Notes:

1. Member subscriptions (paid by cheque, standing order or PayPal) for the period January to October 2017 was £44.3K compared to £43.1K in the same period last year (3.0% increase).
However, since July, membership income has been slightly lower than the same month in the previous year.

2. The main items of **OTHER** income for the period were:

Fundraising £5.2K
Kop Barriers - £1.7K
Merchandise - £0.5K
Other - £1.0K
Total - £8.4K

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

Wrexham Supporters Trust - Expenditure Summary January to October 2017
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	£	£
Microcomputer Works	8,532	
Just Go Travel (Christmas Raffle)	2,518	
Printing	1,039	
Miscellaneous	748	
Postage	382	
Insurance	272	
IT related	211	
Room Hire	180	
Supporters Direct	100	
Junior Dragons Christmas Party Deposit payment	50	
HMRC Corporation Tax	31	
Gambling Act	20	14,083
Fundraising related:		
Hallyink	497	
EBay Fees	363	
Spirit of 58	81	
Other Organisations/Individuals	70	
Parcel2Go	16	
Giftswithlove.co.uk	26	1,053
Total Expenditure		15,136

Note:

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

GJ left the meeting.

BP said that to produce management accounts he needed regular information from the club.

BP had met with Dave Jones about community shares. A new certificate will be printed. A new investment of £250 has been received. He mentioned the tax refund situation which was subject to a time limit.

ACTION: BP to meet with those shareholders who had requested details about the tax refund to explore options.

ACTION: PS to post an estimate of Christmas raffle costs on the Forum.

3. Community Report

CW had posted a report on the Forum:

- **DBS Compliance** – Mike now approved to sign off Volunteers. Forms for all Board Members and other relevant individuals distributed and now due for completion.

- **Volunteering** – Meeting held with shop volunteers - schedule created to cover forthcoming period. 5 new volunteers
 - **Junior Dragons** – Away trip to Guiseley organised for 3rd February. Tesco to provide lunch as part of sponsorship
 - **Disability** – Disability Liaison Officer position advertised. 7 initial expressions of interest. Closing date for CV's 27th November. Interviews to take place in coming weeks.
 - **Structure and Branding of associated bodies and clubs** – First phase meeting took place 11th December – well attended and productive. Internal meeting scheduled for December 7th to agree proposals for best way forward.
 - **Food Bank** – £350 raised at Solihull game. Bring a Tin organised for 2nd December.
 - **DSA** - Review meeting held with Andy Pierce – see report.
- ML informed the meeting about sponsorship of the JDs.

4. Fans Ownership Group

RU had posted a report on the Forum:

Membership currently stands at 3,279, an increase of 70 members since the last board meeting. This time last year we had 3,098 members, we are currently 181 members up on that figure which is an increase of 5.84%.

'Director for the Day' winners have continued to be chosen at random from a competition that is ran on our Facebook page, the 'Director for the Day' for the Ebbsfleet United game was drawn from our database. The last competition reached a total of 8,589 people and the number of people who like the Facebook page has increased from 2,511 on November 1st to 2,536 as of today. Raffle tickets and membership forms have been sent out to 391 lapsed members from 2016/17. All outstanding membership cards have now been printed and delivered to the club shop and are being posted out with raffle tickets.

SSH mentioned an issue re adults using under 11s tickets to gain access on match days.

5. Football Club Operations

SH had posted a report on the Forum:

Key messages

- All key KPI's are green
- Two league games in December will provide additional funds for BTB if we get bigger than expected attendances every 1,000 people above budget contributes £10,000

The meeting discussed player recruitment in January.

ACTION: ML to arrange choirs to perform on the 23 December.

The meeting discussed next summers concert.

The meeting discussed the draft Minutes Silence policy produced by AF

VOTE: Proposed by PJ and seconded by JM it was agreed unanimously to adopt the policy as amended

6. Strategic Performance Cycle and Big Outcomes

All groups have completed the Big Outcomes exercise and we need CW to attend the next meeting to progress the strategic plan.

7. Any other business

- It was emphasised that groups should aim to post reports on the Forum the weekend before a meeting to ensure enough time to read them. And that they include some KPIs.
- SRh has raised the question of deadlines for approving work following the various changes to the raffle poster. It was agreed that there should be deadlines so when a board member posts something for a decision on the Forum they should include a cut off date beyond which it was too late to object to/amend a piece of work.
- MW is looking at replacing some of the TVs around the ground.

The members meeting will take place on **27 November** in the Centenary Club- all board members are encouraged to attend.

The date of the next WST board meeting is due to take place on Thursday **21 December 2017** at 7.30pm.

The meeting closed at 22:10

ACTIONS from this meeting:

WHAT	WHO	WHEN
1. To enquire about sponsorship of mascot kits	GJ	ASAP
2. To enquire with the printer about raffle ticket book distribution	PJ	ASAP
3. To meet with those community shareholders enquiring re tax rebates.	BP	Next meeting
4. To post an estimate of Christmas raffle costs on the Forum	PS	ASAP
5. To arrange choirs for 23/12/17	ML	ASAP

