



Exeter City Supporters' Trust

Board Meeting

RGB Legends Room

7th May 2019; 18:00

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Agenda

NB Items marked * indicate that a resolution and vote will be required.

Introducing... (18:00 – 18:45)

Matt Taylor – First Team Manager

Part ‘B’ (18:45 – 19:15)

Apologies

Approval of minutes from the last meeting

Matters arising

Update of Part B matters from Chair (**Papers included**) NH

Any other Part B business

Part ‘A’ (19:30 – 21:00)

Apologies

Approval of minutes from the last meeting

Matters arising

Update of Part A matters from Chair (**Paper included**) NH

- i. CCT and Junior Grecians CH
- ii. Agree Trust donation to remain unchanged for 2019/20 * NH

Trust Strategy Review

Trust Board Group Updates:

Finance & Governance Group (**Papers included**)
Trust Receipt & Expenditure Account (Apr 19) SC
FGG Statement PH

Ownership & Membership Group MC

Community PF

Communications PM

History PF

Any other business

Date of next meeting: 10th June 2019

Part 'A' Minutes from previous meeting



Trustees present: Nick Hawker (Chair), Clive Harrison, Pete Martin, Mark Cordell, Jon Beer, Pete Holding, Chris Phillips, Neil Le Milliere, Martin Weiler

Officers Present: Steve Chudley, Phil Burden (Secretary), Phil Rugman

Guest Member: Ed Galois (CEO Funeral Zone)

Apologies: Alice Cook, Elaine Davis, Doug Gillard, Paul Farley

	<p>Minutes Of The Part A Meeting Of The 11th March 2019</p> <p>Motion:</p> <p>That the draft minutes of the Part A meeting of the 11th March 2019 be accepted, proposed by Mark Cordell, seconded by Pete Martin.</p> <p>Motion passed.</p>
	<p>Matter Arising From The Part A Meeting Of The 11th March 2019</p> <p>Designation of St James Park as an Asset of Community Value - see later discussion item.</p> <p>Discussion about whether Trust members could be described as “owners”. Distinction between owning as individuals and owning as part of a collective.</p> <p>The One Game One Community five-a-side football tournament is an open invitation tournament. There is an emphasis on inviting significant minority groups.</p>
	<p>Chair Update of Part A Matters</p> <p>Information provided with meeting pack.</p> <p>Trust Audit.</p> <p>Performance & Audit Board</p> <p>Risk Committee</p> <p>Targets for Trustee Director Roles.</p> <p>Action:</p> <p>Group leads with the exception of Pete Holding to consider what Trust targets might be set for the Director roles. Would be good if a draft paper be submitted for consideration at the next Trust Board meeting. Chris Phillips to address Finance and Governance Group targets.</p> <p>Trust targets to be reported back on.</p>

	<p>Who is to set targets for the Chair? Suggestion that previous Chairs be consulted.</p> <p>Trust Strategy Review</p> <p>The next Trust Board meeting will concentrate on reviewing the Trust's strategic aims.</p> <p>Action</p> <p>The Secretary will tabulate and circulate the existing trust strategic aims and ask for advance contributions as to why we have the specific aims, have they been achieved and are they achievable as preparation for the next TB meeting.</p>
	<p>Celebration Of 125th Anniversary Of The First Match At St James Park</p> <p>Discussion of how to mark this occasion.</p>
	<p>Finance & Governance Group</p> <p>Information provided with meeting pack.</p> <p>Meeting on the 17th April to review the Club budget.</p> <p>Consideration to be given to making some changes to CTA.</p>
	<p>Ownership And Membership Group</p> <p>The group has not met since the last meeting.</p> <p>Proposal that the following be adopted as a strategic aim of the Trust:</p> <p>“To constantly strive to improve supporter experience and to deliver and grow greater family engagement”</p> <p>Supporting documents have previously been circulated.</p> <p>Discussion. Nobody disagreed with the substance of the proposed aim. One question was whether it was appropriate to be adopted as a Trust strategic aim as it is the Club that would have to deliver it. Another question was that given that a strategic aim has to be tangible how there would be accountability.</p> <p>Action</p> <p>Review Mission Statement in the context of the proposed aim.</p> <p>Clive Harrison to present proposal to the Club Board.</p>
	<p>The Trust Policy On Gambling</p> <p>The Trust Policy on gambling was discussed. No change.</p>
	<p>Community Group</p> <p>Women's and Girl's Day was very successful. The Club & it's Media Team helped greatly in the lead up.</p> <p>The Museum has had it's official opening.</p> <p>The latest film has premiered to rave reviews.</p> <p>One Game One Community have received an award “For bringing your community together to make an outstanding contribution to the Remembrance of those who</p>

	<p>served in the First World War in the year of the centenary of the Armistice.”</p> <p>Future projects for the History Group</p> <p>The Group have acquired collections of photographs from the Express & Echo, from Chris Howes and from a former player with photographs from the 1950s.</p> <p>The Sporting Memories initiative is expanding to other venues.</p> <p>Initiative involving war veterans.</p> <p>History of Football v Homophobia.</p> <p>Delivery of workshops at other football clubs.</p> <p>History displays in the away end relating to away players and away managers - Another First!</p> <p>Motion</p> <p>That the Trust give £500 to the History group to continue their work, proposed by Chris Phillips, seconded by Neil Le Milliere.</p> <p>Motion passed.</p>
	<p>Millwall Supporters Club Statement Re Policing Of Football Matches</p> <p>The Millwall Supporters Club intend to send a statement (previously circulated) about the policing of football matches to the National Police Chiefs College (who appoint the National Lead on Football Policing). Do we want to add our support to this?</p> <p>Decision</p> <p>No</p> <p>Action</p> <p>Chair to reply to Millwall Supporters Club.</p>
	<p>Communications And Engagement Group</p> <p>Minutes of Group meeting included in the meeting information pack. Matters from those minutes highlighted.</p>
	<p>Strategic Advice To the Trust Board Paper</p> <p>The Strategic Advice To The Trust Board Paper is included in the meeting information pack</p> <p>Motion</p> <p>That the Trust adopt the Strategic Advice to The Trust Board Paper proposed by the Chair.</p> <p>Motion passed.</p>
	<p>Designation Of St James Park As An Asset Of Community Value</p> <p>Discussion concerning the urgency with which the subject needs to be addressed. Mention of Community Asset Transfer.</p> <p>Decision</p>

	To address the issue at the May Trust Board meeting which will concentrate on reviewing the Trust's strategic aims.
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Exeter City Supporters Society Trust Board Register of Decisions

A	<p>Group leads with the exception of Pete Holding to consider what Trust targets might be set for the Director roles. Would be good if a draft paper be submitted for consideration at the next Trust Board meeting. Chris Phillips to address Finance and Governance Group targets.</p> <p>Trust targets to be reported back on.</p> <p>Who is to set targets for the Chair? Suggestion that previous Chairs be consulted.</p>
A	<p>The Secretary will tabulate and circulate the existing Trust strategic aims and ask for advance contributions as to why we have the specific aims, have they been achieved and are they achievable as preparation for the next TB meeting.</p>
A	<p>Review Trust Mission Statement in the context of the proposed aim</p> <p>(i.e. To constantly strive to improve supporter experience and to deliver and grow greater family engagement)</p> <p>Clive Harrison to present proposal to the Club Board.</p>
A	<p>Chair to reply to Millwall Supporters Club (re letter to National Police Lead)</p>

Update from Chair on Part A Matters

Action from April 2019

Converted WEB site minutes to PDF Files. Passed on to Pete Martin for uploading.

Have met with Mike Finn and David Treharne in respect of the Trust Audit/Review. I will propose a Terms of Reference for Mike.

Finance & Governance Group

Receipts & Expenditure – April 2019

April 2019

Opening balance		26,946.97
Receipts		
	Subscriptions	10,758.83
	Awards Evening places	245.00
	Stall takings	50.00
	Total	11,053.83
Payments		
	ECFC donation	8,333.00
	Awards Evening sponsorship	1,350.00
	Wages/expenses	886.56
	Young Player trophies	82.47
	Youth Council costs	52.88
	Flyer printing	31.99
	Bank charges	46.13
	Total	10,783.03
PayPal		186.14
Deposit account		40,358.93
Total		67,762.84
Variance on previous month		321.31

Report of Finance and Governance Group to Trust Board

The Group last met on the 17 April 19 the minutes of the previous meeting were approved as amended and are attached as are the draft minutes of that meeting which have been circulated.

Club Finances

The FGG remains satisfied that the Club is financially viable

The Club Budget is to be discussed on Thursday 3rd May 2019, the FGG will meet again after this

Governance

It seems that despite my understanding the CTA Implementation document was never agreed .I will seek to get this agreed by the Governance Group when they next meet on the 20th May

Meeting FGG 26 02 19

Apologies Chris P

Attendees Pete H , Nigel B , Steve C , Jay M ,Graham D

Minutes of last full meeting approved.

No matters not on the agenda as specific items arising.

Club Finances, 4 queries raised for PH to answer a query arose re Ethan Ampadu's appearances .SC to forward details to PH who will deal.

An issue has arisen in that the Trust Bank account had been used to provide money to a separate legal entity .This was agreed to be clearly wrong . SC reported that WG's were presently within budget . PH explained the potential risk of the book deal .SC advised that the Trust had brought an equity share of Chattanooga FC.

PH updated the group re Club Governance,

FGG priorities (provisionally as all to review the meetings thoughts)

- a) Continued monitoring of Club on behalf TB of Maccs , cashflow , budget , Business Plan , CTA and (more so) Governance
- b) Trust Governance
- c) Review and monitor WG expenditure v stated goals and compliance of all with Trust " finance procedures)"
- d) Possible review of the donation to Club discussion depending on the Club Budget
- e) Ensure the Club has transparency of various relationships ie University , CCT ,Academy , College etc etc

CTA. PH to circulate agreement and comments within 14 days.

PH thought FGG might like to consider , (re) appointment of Auditors , Planning Permission , Governance Structures as well as remove duplication.

Joint tax advice , accountant awaiting documents from KM , PH has chased .Rights issue on OWG agenda for March , PH attending . Share Register etc may be worth sorting out, Club issue , cost @ £10k(would be a pre condition of the Rights Issue)

Next meeting is in the diary for 6th March to discuss the Club Budget.

AOB .SC reported that the Trust had complied with the Pension Regulator declaration of Compliance .The FGG thanked Steve

Meeting FGG 17 04 19

Attendees PH , NH , NB , SC

Apologies JM , CP

Minutes of last meeting approved

Matters arising

KM has replied re EA , but more detail would assist PH to chase KM.

The Community WG had been given £500 more for their budget this year and reassured the TB that they would spend no more and that the asset register would be completed reflecting all Trust owned property.

KM has provided all the info and PH has chased .PH to do so again !

Agenda Items

Club Finances The FGG is satisfied that the Club remains a " going concern "

Trust Budget , SC nothing material to report in terms of the numbers .

Club Budget

Agreed : Recommend to Trust Board approval subject to :

1 Concern was raised that the proposed budget breaches the Club's Strategic Aim of holding 2 months cash as a reserve (June 21) and therefore seek evidence that this will be tackled.

2 Seeking the " Base Business Model " numbers for each of the 3 years.

3 If the revisions following feedback and / or the manager's presentations meant that cash was £60k or over less than presently forecast in June 21 ie less than £400k the TB should insist on re approval.

Governance PH advised that the COO's " probationary " period had been extended by 6 months.

FGG Priorities , agreed as

a) Continued monitoring of Club on behalf TB of Maccs , cashflow , budget , Business Plan , CTA and (more so) Governance.

b) Trust Governance.

c) Review and monitor WG expenditure v stated goals and compliance of all with Trust " finance procedures ".

d) Possible review of the donation to Club discussion depending on the Club Budget.

e) Ensure the Club has transparency of various relationships ie University , CCT ,Academy , College etc

CTA proposed amends agreed as

1 Authority to spend Capex over £50k (different from existing which is to approve the contract for the spend) , last nights TB wanted this .

2 Change of auditors

3 Something around Planning Permission but there needs to be some de minimis level. We don't understand enough about planning to make a sensible suggestion.

4 Add Chief Operating Officer to (x)

5 Add SLA's to the definition of contracts requiring approval ie CCT an Museum

6 There is some redrafting required

CTA Implementation

Despite PH being sure that this had been agreed by TB and CB there was a CB minute referring this to the Governance Group .Agreed to recommend the attached document to the TB save :

a) Stadium Move proposals 4 months before event , reply in 6 weeks

b) Stadium name change , proposals 2 months before the event , reply one month

Action PH to redraft for FGG final approval

PH targets , PH left the room whilst this was discussed .NH to draft following group discussion

AOB

PH briefed the group on the present state of play re OTR

Next Meeting Club Budget Dependent

Ownership & Membership Group

Ownership Working Group Meeting
Weds 24th April 2019

Present

Jon Beer (JB) Mark Cordell (MC) Elaine Davis (ED) Doug Gillard (DG) Clive Harrison (CH)
Dave Treharne (DT)

Apologies

Martin Lawrence, Neil Le Milliere, Pete Martin.

Minutes

The minutes of the last meeting were approved

Matters Arising

Neil Le Milliere stated via email that he found the way that membership numbers were recorded was confusing. This was due to them being listed by club priority status and could wrongly suggest that the Trust had a tiered membership scheme.

All future recorded figures will clearly state that Gold and Silver membership is a Club priority status.

Membership Cards and Loyalty

MC confirmed that it was still the aim to bring all Trust membership cards up to date and circulated an image of the current card. Clive Matthews sent MC the fifth version of the press release. MC said that the best time to update members cards would be during the close season.

DG said his 'Golden Ticket' project had not moved forward. This was due to having no response to several emails requesting a meeting with Justin Quick sent over a number of months. DG to send a further email and present his idea at the next OWG meeting.

Events

Youth Council- FIFA tournament was cancelled due to a lack of interest. The Youth Council selected the music for the game against Port Vale. It is felt that the Youth Council would

benefit from some older members, JB to contact a potential member who fits this bill.

There are currently 6 participants, another meeting will be scheduled in the next month. It was suggested that Youth Council members could be given a card to get discounts on match entry.

Respect- DG struggling to get volunteers to help on the stall, specifically with set up/dismantling. Some group members have said they will check their plans and report back. DG will be making a game for the stall and ED will ask around for some prizes. Pete Martin will be asked to promote the Trust presence on the Trust Twitter and Facebook pages.

Junior Grecians

Currently 385 members. There will be a discussion at the next trust Board meeting with regards to offering a mascot alternative for Junior Director of the Day winners.

Aim to gift JG membership to players children still current. Nick Hawker will be meeting and greeting players in pre season. ED suggested a 'welcome pack' on behalf of the Trust and Junior Grecians. DT said he was happy to contribute with a potted history of the Trust.

Colleagues to think on this and a flyer to attract new members.

Corporate Membership

Down one to 28 members (this may be due to an admin error).

3G five-a-side tournament due for June 2019.

Corporate members will get first refusal before others are invited.

Volunteer Drive and Strategic Focus

Tweets for volunteers came to nothing. Strategic focus to be discussed at the next Trust Board meeting.

Any Other Business

The Trust now has a Social Media Policy that pertains to all Volunteers. DG to contact the Trust Secretary to ensure the document is circulated.

DG undertook some training on the Clubs Glitnr System.

DT going to Athens to make a presentation on fan ownership, will be back for FGR game.

CH spoke about his Club Director role, Supporter Engagement, and the current campaign to reduce bad language within stadiums and surrounding areas (both home and away)

CH will be working closely with Richard Knight and will be 'kept in the loop' on issues that are relevant to him. CH will keep the group updated at meetings.

ED suggested that Director for the Day winners could be presented with lanyards/passes as a memento of their experience.

Date of Next Meeting

4th June 2019

Communications & Engagement Group

Update to be provided at the meeting.

Exeter City History Group Committee

Update to be provided at the meeting.