**Exeter City Supporters Society – Trust Board Meeting**

**Trust Board Meeting Minutes**

**Meeting held at St James Park Monday 8th October 2018**

**Trustees present:**

Nick Hawker (Chair), Elaine Davis, Paul Farley, Clive Harrison, Peter Holding, Pete Martin, Neil Le Milliere, Martin Weiler, Paul West, Matt Phillips (by audio link)

Associate Trustee: Mark Cordell

Apologies: Doug Gillard

Officers present: Steve Chudley, Graham Deasy, Alice Cooke

In attendance: David Clough

Prior to the meeting the TB received a presentation by Mark Jenkins, Head of Commercial, ECFC. Mark Jenkins provided the TB with a resume of the opportunities & barriers involved in generating income through commercial activities. He welcomed the opportunity to sell new ‘products’, i.e. the new grandstand, the away end, the 4g pitch and the Academy. He had a small team Sarah Crabb (Sales Admin / Support events) & Matt Kimberely (New sales),

who he reported were working well & effectively.

Although the Commercial Dept had generated an increase in year-on-year income MJ recognised the need to engage further with the opportunities presented by the fast growth rate of the City and the geographic area of ‘Greater Exeter’. MJ also stated that although the Sales period was effectively based on a 12 month period, the processes and agreements entered into with commercial partners often proved to be over longer time-scales, particularly as some of the negotiations could be “long-winded”. There were however long standing partnerships e.g. Stagecoach, Flybe & RGB which were greatly valued by the Club.

The Events (World Cup/’Gazza’ evening) generated healthy levels of income.

Going forward, MJ spoke of a need for a Marketing Budget and the need to drive ticket sales to increase gate receipts and spend per customer visit.

Mark was thanked for the work he and his team undertake and the TB looked forward to workingwith Mark to maximise commercial opportunities in the future.

+++++++++

**MINUTES**

Item No Item

08/10/01

**Trust Accounts 2017/18**

Stephen Bright & Simon Gould presented the Trusts accounts for approval.

They highlighted a slight decrease in income generation

The difference in wording re the Club loan in which it was “doubtful” the loan would be

repaid.

PH proposed that the Accounts were accepted as presented.

The proposal was seconded by Pete Martin

The TB voted unanimously to accept the Accounts

Stephen Bright & Simon Gould were thanked for their work relating to the accounts and they

left the meeting

08/10/02

**Fans Survey**

David Clough presented to the TB on the fans survey

The key points were:

1. There was a larger than expected response – 1,256 responses from 16,500

distributed.

2. Supporter profile: High average age / predominantly male

3. Very high amount of goodwill for Club & Trust

4. Support for the way the Trust/TB & club Board operate

DC stated that this first survey was just the start of a process as further analysis and

investigation will be required as data unfolds.

DC & Andrew Parker have been invited to present their initial findings to members at the

AGM.

ED recognised the significance the data offers the TB in terms of targeting Communications

& Recruitment strategy.

MW asked that the TB develop a plan for how data is to be released.

DC and AP were thanked by the TB for the considerable work they had undertaken in respect of the Fans Survey.

08/10/03

**Minutes from last Meeting - Monday 10 th September 2018**

Paul West proposed that the Minutes from last Trust Board Meeting held on Monday 10 th

September 2018 **were accepted as** a correct & accurate record of the meeting.

Neil le Milliere seconded the proposal and the TB unanimously voted to agree.

08/10/04

**Matters arising from the Minutes**

There were no matters arising

08/10/05

**‘In camera’**

As there is now no ‘Part ‘A’ or Part ‘B’ sections, the TB now discuss strictly confidential

matters ‘in camera ‘ .

The matters discussed at this meeting were:

* Governance
* Club Directors Job Descriptions
* Local authority plans to build a sports hub

08/10/06

**Chairman’s report**

*Departing TB members*

The Chairman recorded a vote of thanks to Trustees Paul West & Matt Phillips for their

contribution to the work of the Trust. Both are standing down at the AGM from their

respective roles .The TB unanimously supported the Chairman’s vote of thanks.

NH also offered his thanks to the Trust Secretary Graham Deasy, who had resigned his

position.

The vacancy for the role of Secretary would be advertised to all members via an email

accompanying the AGM pack; if no applicants were forthcoming an advertisement would be

placed on Club & Trust social media outlets.

PM, SC & MC volunteered to be part of the selection committee.

*Club Director of Finance*

The 2018/19 Club budget was approved by the Club Board at the recent away day. However, it has not been approved by the TB.

Keith Mason is up for reappointment as a Director soon.

Concerns were expressed about the reliance upon SWH, in the light of Keith Mason’s

pending retirement.

*Election of Trustees to the Club Board*

The Club requested that the TB move election of Trustees to the Club Board

to coincide with the end of season and the Club budget period. This would mean deferring the election process due in November until May 2019, and annually thereafter.

The Trust Board did not agree to this request and voted to continue the process as is for this

year.

*Exeter City Ladies FC*

The Club were asked to provide up to £15k, over three years, to assist in the development of

Exeter City Ladies (Women’s) FC. This was accepted.

*Match Day Programme*

It was felt important to seek exposure in the Club match day programme to publicise the

Trust – e.g. what does being a Trust owned Club actually mean, what do we do, how do we

do it?

This should prove to be a useful membership recruitment tool on the back of other

membership activities.

08/10/07

**Secretary’s report**

*AGM*

GD confirmed the arrangements for the AGM which was to take place on 27 th October 2018.

The information packs would be sent out week commencing 15th October as well as being

posted on the Trust’s social media channels.

Resoultions

(1) The Advisory Group have been reviewing the processes linked to voting procedures at

the A.G.M. They identified a number of ambiguities in the definitions in the Trust Rules and

suggested a number amendments for inclusion within 'Interpretations' at the front of the

Rules.

The changes to the definitions had been circulated to TB members, who were to agree to

submit a resolution for the changes to be adopted. Such a change would require members’

approval at the AGM.

Pete Martin proposed for the Resolution should be put forward by the TB at the AGM.

The TB voted unanimously to support the proposal.

(2) A resolution had been received from Dave Treharne in which he was seeking an audit of a number of practices undertaken within the Trust.

Paul Farley proposed the TB support the Resolution be presented at the AGM.

The TB voted unanimously to support the proposal.

(3) A resolution submitted by Louis Sandford relating to the TB support of the

Ladies/Women’s Football Team had been withdrawn.

(4) A resolution from Alistair Yates had been received. Although his email was dated 30th

Sept, it was sent to the wrong email address. The sender did not re-submit it until 4th

September, 2 days after the deadline.

The TB voted unanimously that the Resolution could not be submitted at the AGM.

*TB letter to Club Accountants*

The TB unanimously approved the Secretary’s request that the Chairman send a letter of

'comfort' to the Club (accountants) confirming that we are not about (within the year) to call

in our loan (which now stands at around £800k).

08/10/08

**Reports from Working Groups**

*Finance & Governance*

Museum Charitable Trust

The FGG had had meetings with the History Group to determine the relationship between

the Museum Trust and the Supporters Trust.

1. Any contribution from the Trust would be through the History Group

2. MW & PF as Trustees of the Museum Trust would be representing

themselves, not the Club or Trust.

3. There were some issues still relating to ‘risk’ the FGG wished to have

clarified.

Notwithstanding the above the FGG recommended that the TB should support the setting up

of the Museum Trust as an independent Charity.

This proposal was made by Pete Holding and seconded by Pete Martin. The TB voted unanimously in favour of the proposal.

Exeter University

PH raised concerns from the FGG in respect of the apparent influence the University

appeared to have within the Club.

Club Budget

The FGG had a number of concerns relating to the proposed Club Budget.

It was hoped that these would be addressed in time for the FGG to make a recommendation

to the TB at their November meeting.

Share Ownership Meeting

PH emphasised that it was essential that the Trust & Club jointly gave instructions regarding

any share issue.

The project thus far had been run by Dave Treharne, who was not empowered to authorise

any further action in respect a share issue.

It was agreed the Ownership Group had responsibility for this matter in the first instance.

*Ownership Working Group*

Youth Council

A paper had been circulated prior to the TB meeting proposing the setting up of a ‘Youth

Council’ by the JG’s; the key points were -

The group would be made up of 14-23 year old ECFC supporters who would manage the agreed yearly budget. The council would be split into 14-18 and 19-23 age groups.

The Budget would be evenly divided between age groups and should be attractive enough to entice involvement. Initial budget requested: £1000 per annum, being £500 per age group.

The intention is to start with the 14-18 age group as this is the transition period from Junior

Grecian to Adult Trust membership.

The paper was submitted by CH, who proposed:‘ The Trust Board agrees to the forming of an ECFCST Youth Council (working title), setting a budget and commits to the project for a minimum of 12 months.

The TB fully supported the idea of a Youth Council and unanimously supported the proposal.

DBS Requirement

The TB were asked to consider a proposal re safeguarding (this had been circulated prior to the TB meeting). The proposal submitted was that the following is added to the Trustee

Election Policy Document:

“Trustees and officers will be required to undertake an enhanced Disclosure and

Barring Service (DBS) check, previously known as a CRB check. The trust board may require working group members to undergo the same checks,this will be at the discretion of the trustees and will depend on the nature of the roles undertaken.”

The TB supported the proposal by a vote of 9 votes in favour, with one abstention.

1000th goal under Trust ownership

Jonathan Forte had the honour of scoring the 1000th goal under Trust ownership on

22nd September.

*Community Group*

(i) PF was congratulated and thanked for all his hard work to ensure Exeter City were

re-accredited by the EFL regarding the EFL Code of Practice, which demonstrates the

continued work in the area of Equality, Diversity & Inclusion .

(ii) VR bid for funding – no bid is being submitted

(iii) HLF 3 bid scheduled for April 2019

*Comms. & Engagement Group*

* The C&E group meet every six weeks
* Jenny Hogg was not being replaced as Social Media Officer
* There is to be greater collaboration between the Club & Trust regarding Marketing/

Press matters/ Publicity.

* NH reported on the meeting with Devon Life following Stuart James’ article. It had

been agreed that in future Devon Live would provide the Club/Trust a right of reply

08/10/09

**A.O.B.**

* MC - reported “zero interest” in the FIFA competition initiative, but that this would now be passed on to the Youth Council to consider
* PM - reported that he had secured the ‘Cosy Club’ in Exeter for a Trustee Social evening on Saturday 17th November.
* ED reported:that a pitch presentation would take place as part of the ‘1000th goal ‘

celebrations. A collection for a defibrillator in the new grandstand would be undertaken. Consideration was being given to the naming of the away stand.

**Dates of Next Meetings**

The next Trust Board Meetings are scheduled for Monday 12th November 2018 and Monday

10th December 2018.

An additional TB meeting is to be held on 26th November (time & location tbc)

The Club Board AGM is on 6th December (time & location tbc)

There being no further business the meeting was closed at 8.30 p.m.