



MINUTES OF BOARD MEETING

Monday 20th August 2018

Present: Michel Thomas – Chair (MT), Rob Burkitt (RB), Ali Bryant (AB), Robin Causley (RC), Matt Gorman (MG), Rick Williams (RW).

Apologies: Matt Carpenter (MC), Chris Fleet (CF), Sean Horstead (SH)

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| 18/12 | <p>Minutes of meetings held on 16th and 30th July 2018 The minutes were tabled and approved.</p> <p>MT updated the meeting on the response by Supporters Direct to our approach under minute 18/10 for an independent report to cover;</p> <ul style="list-style-type: none"> • Clarke Osborne / Gaming International's record of delivering projects similar to that being proposed. • The suitability of Plainmoor for future development of the club. • Headline analysis of the viability and considerations for the proposed new development. <p>Nick Igoe would carry out the analysis. He had previously impressed TUST with his work on the financial sustainability of the club in 2016. It was noted that the new report could provide a basis for TUST's future business plan.</p> <p>It was noted that CO's tactics appeared to be to promote the new stadium plan as being for the benefit of Torbay as a whole rather than the football club. There is growing concern from local residents groups and it was agreed that we should be monitoring this whilst not aligning TUST with any objections at this stage but keeping an open mind.</p> <p>MT reported continuing dialogue with local politicians and Kevin Foster MP in particular. KF had a meeting with CO, instigated by CO himself, cancelled at short notice. Chris Lewis, the project leader for the stadium had also failed to arrange a meeting with the TUST board despite stating this was a priority. Various pieces of research in to the track record of the key players that had appeared on fans forums was discussed.</p> <p>The cost of the SD report was £1.5k and this was agreed to represent a good investment for TUST to gain a better understanding of the potential future of the club, with or without relocation. It was proposed by RC, seconded by AB and agreed unanimously to commission the report. A full brief to be discussed at the next meeting.</p> | MT |

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| | <p>MT confirmed that there had been no response from the club to the concerns raised before the last meeting in respect of Radio Devon ending commentary, the sudden announcement of the ground sharing arrangements and the naming of the Gordon Oliver Trophy. It was, however, noted that the club were doing a good job with its own commentaries and those involved were to be congratulated.</p> | |
| <p>18/13 TUFC Liaison</p> <p>(a) Meetings with TUFC staff It was noted that the meeting scheduled for 24th July had been postponed and no alternative date offered. Agreed that MT should seek a new date as soon as possible and that the agenda should include the policy on charges for matchday announcements, staffing levels at Plainmoor, problems with season ticket seat allocations, commentary sign-on issues and communication generally.</p> <p>The Matchday Ambassador scheme had been welcomed by many visitors to Plainmoor but only two volunteers had come forward so far. The club's continuing commitment to this would be sought at the meeting and fresh efforts made by the club and TUST to attract additional volunteers with the offer of free entry as an incentive.</p> <p>(b) Memorandum of Understanding The final draft was still with the club for approval and this would also be chased at the above meeting.</p> <p>(c) TU Official Supporters Club The recent article on the club website promoting membership of the TUOSC was noted. Any dialogue with representatives of the group would be welcomed.</p> | <p>MT</p> <p>MT</p> | |
| <p>18/14 Report of the Communications Group RB advised that the TUST Facebook page and Twitter accounts had been attracting a lot of interest. The former had received 8,435 visits, for example.</p> <p>He noted that stories on the website got more hits if they had a prominent headline.</p> | | |
| <p>18/15 Report of the Premier League Fans Fund RC reported good progress was being made by the steering group and the project co-ordinator, although here again the response from the club had been slow and was delaying certain plans. As a consequence the first Fanzone had been postponed from 25th August until the Chippenham game on 8th September (subject to confirmation). Maximum publicity for this would be sought including the Herald Express.</p> <p>Branded merchandise would be purchased for this and future events including pens, scribble pads, badges, balloons etc. The Marketing Group to look in to this and procure appropriate items and suppliers in consultation with RC.</p> | <p>CF</p> | |

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| <p>18/16</p> <p>(a)</p> <p>(b)</p> | <p>Report of the Marketing Group</p> <p>TUST Brochure In CF's absence, RB showed the final draft of the marketing brochure on his phone. It was agreed that this looked good and RB would circulate it to all present for final comments to be made via the Chair. It was proposed by AB and seconded by MG that the brochure should be launched at the TUFC Breakfast Club on 5th September, an initial order of 1,000 copies be made and the cost of printing to be obtained by CF and approved by the board via e-mail.</p> <p>Legends' Evening In CF's absence there was uncertainty over the progress with arrangements and which players had committed to attend. Concern was expressed about the short time available to finalise plans and publicise the event. In the circumstances it was suggested that the event be postponed to allow more time to prepare. MG suggested holding it on the same evening as the AGM and this was agreed (see minute 18/18(b)). MT to liaise with CF.</p> | <p>CF</p> <p>MT</p> |
| <p>18/17</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> | <p>Treasurer's Report</p> <p>Financial statements MG tabled the current financial summary showing a total of £36,841.92 in the TUST accounts and a balance of £8,498.55 in the PLFF account.</p> <p>RB reported that there were already six corporate members signed up which was good progress considering that the marketing brochure had not been launched yet.</p> <p>Annual accounts MG tabled the draft accounts as prepared by Andrew Fiderkiewicz and summarised the key points including a profit for the year of £6,484. It was proposed by MG, seconded by RC and approved unanimously that the accounts be presented to the members at the AGM.</p> <p>Financial authorities With the handover of the Treasurer's role to AB in mind, MG tabled a documented schedule of transaction authorities which could be formally adopted as a policy. An application to the bank had been made to transfer the Treasurer's authority from MG to AB but this had yet to be actioned. MG would chase. Once this is in place the bank mandate will be amended to remove MG and add MT and RW (RC & AB already signatories). The above proposed by MT, seconded by RW and unanimously agreed.</p> <p>MG will resolve outstanding indemnity insurance queries.</p> | <p>RW</p> <p>MG</p> <p>MG</p> |
| <p>18/18</p> <p>(a)</p> | <p>Secretary's report</p> <p>Safeguarding Policy A draft based on current best practice was tabled by RC and approved</p> <p>.</p> | |

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| <p>(b)</p> | <p>AGM arrangements</p> <p>RW presented a report outlining the procedure for the AGM and elections, if necessary. It was agreed to hold the AGM and a social event (possibly the Legends' Evening) on the same day in order to encourage attendance. Only members at the time of the meeting will be eligible to attend the AGM with membership being available on the door. The board will consist of up to ten members, there being three elected members continuing in office (MT, AB and MC) and seven vacancies for which nominations will be sought.</p> <p>Friday 12th October at 6.30pm was fixed as the time of the AGM to be held at Plainmoor (stc). The timetable would be as follows;</p> <p>By 31 Aug : Advance notice of the date to be sent to members together with invitation to submit motions for discussion and nominations for the board.</p> <p>14 Sept: Deadline for motions and nominations</p> <p>17 Sept: Board meeting</p> <p>By 21 Sept: Send AGM agenda, accounts and papers. Also issue voting papers if election required.</p> <p>5 Oct: Closing date for voting.</p> <p>12 Oct: AGM</p> <p>15 Oct: New board meets</p> | <p>RW</p> <p>RW</p> |
| <p>18/19</p> <p>(a)</p> | <p>Any other business.</p> <p>The date of the next meeting is Monday 17th September 2018 at 6.30pm at TCDT offices.</p> <p>The meeting closed at 8.45pm.</p> | |

Chairman's signature.....Date