



**MINUTES OF BOARD MEETING**

**Monday 17<sup>th</sup> September 2018**

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

**In attendance:** Nick Brodrick (NB) – Matchday Ambassador

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

		<b>Action</b>
<p><b>18/20</b></p>	<p><b>Minutes of meetings held on 20<sup>th</sup> August 2018</b> The minutes were tabled and approved.</p> <p>MT reported that he had received two letters from BBC Radio Devon in response to his questioning of their decision to drop regular match commentaries. Both confirmed that TUFC's relegation to NLS was the main reason for this decision and Alan Richardson stated that he would 'fully expect' to reinstate the service if the club got promoted. It was agreed to publish one of the letters on the website.</p>	<p>RB</p>
<p><b>18/21</b></p>	<p><b>New stadium proposals / future of TUFC.</b></p> <p><b>(a) Update on proposals</b> It was noted that there had been no further contact from Clarke Osborne, Chris Lewis or anyone else involved in the proposed ground development or in response to any of the other queries raised by TUST. The increasing involvement of George Edwards in football matters was noted and his influence on the running of the club generally appears to be significant.</p> <p><b>(b) Politicians' liaison</b> MT updated the meeting on the continuing positive dialogue with Kevin Foster MP and a cross-section of local councillors. There was clearly awareness of TUFC's plight and a strong desire to protect the club for the benefit of the community and local economy. He outlined the feedback from a meeting held between CO/GE and KF and Dave Thomas (Conservative councillor) where the latter had been able to challenge some of the claims made by the developers. It was understood that a meeting was planned for 26<sup>th</sup> September where officers from the Torbay Development Agency would be briefing the councillors on the latest proposals and discussions with CO.</p>	

	<p>MT reported that he had been invited to attend with KF a fringe session at the Conservative Party conference on 'Who is in charge of football'. There was scope for one other member to attend if anyone is available.</p> <p><b>(c) Supporters' Direct report</b>  MT had circulated the Letter of Appointment and brief for the project being undertaken by SD on behalf of TUST. In addition to the previously agreed objectives the report would include consideration of the future prospects for TUFC if CO ends his involvement and a strategy for TUFC to become financially sustainable. Nick Igoe, who is writing the report, has stated that he is making good progress and confirmed that a draft should be ready by the end of the month.</p> <p>The report will provide a useful starting point for TUST developing its own business plan. RW stated that he sees this as a priority given the current uncertainty over the owner's intentions. With his own experience and that of potential new board members and other TUST members, we should be aiming to produce a robust plan that will set out a strategy for addressing any likely eventuality.</p> <p><b>(d) TUFC AGM</b>  MT provided feedback from the AGM via a third-party who had attended. There was nothing new to report.</p> <p><b>(e) Retained strategic support</b>  MT stated that he was keen that the skills of the wider membership should be used wherever appropriate, in particular departing board members such as CF, MG and SH and those with specialist knowledge. The board fully endorsed this proposal and noted that it could invite anyone it wished to work on projects or attend meetings.</p>	
<p><b>18/22</b></p> <p><b>(a)</b></p>	<p><b>TUFC Liaison meetings</b></p> <p><b>Report of meeting held on 1<sup>st</sup> September 2018</b>  AB had previously circulated the minutes of the meeting which covered concerns over the lack of communication from CO and his team, the PLFF project (see minute 18/25), the TUST brochure and the 'On The Ball' grassroots campaign to provide sanitary wear for female supporters on match days.</p> <p>The board felt the latter was a particularly worthy initiative and agreed that if the club would not support it then TUST should consider doing so.</p> <p>NB gave feedback on the Matchday Ambassador initiative which he had been providing with Jon Gibbes and others. He stated that the ambassadors had been well received and able to assist with a wide range of queries and pass on supporters' suggestions to the club, whose staff had been very supportive. More volunteers were needed to sustain the scheme in future but the early signs were encouraging.</p>	

	<p><b>(b) Memorandum of Understanding</b> The board expressed disappointment that this was still with CO for approval before being adopted. MT would continue to chase.</p> <p><b>(c) Future meetings with TUFRC representatives</b> With Tim Herbert (TH) due to leave the club on 19<sup>th</sup> September there was concern about who TUST's main contact would be in future. The board expressed its appreciation for the commitment and assistance given by TH. There was concern over who would take on the important role of Club Secretary after TH leaves as nothing had been announced.</p> <p>It was agreed that MT would ask TH to confirm who would be TUST's contact and a date for the next meeting would be sought in due course.</p> <p>The appointment of the experienced Gary Johnson as team manager was welcomed. It was noted that he had said that he understands and endorses the owner's vision for the future of the club. It was agreed that TUST should seek to engage with GJ once he has settled in to his role.</p> <p><b>(d) TU Official Supporters Club</b> MT reported that he had been in discussion with Bob Etherton, Chairman of TUOSC. It appeared that the organisation was struggling to get members involved and lacked finance. It was agreed that a better understanding of the respective roles of TUST and TUOSC might be mutually beneficial and to this end an invitation should be extended to representatives from TUOSC to attend the beginning of the next TUST board meeting.</p>	<p>MT</p> <p>MT</p> <p>MT</p>
<p><b>18/23</b></p>	<p><b>Report of the Marketing Group</b></p> <p><b>(a) Legends evening</b> MT outlined progress on the event. Seven or eight ex-players had committed to attend with more invites pending. CF had agreed to compere the event. MT would organise a quiz and there would be a raffle.</p> <p>Entry would be a flat rate £10 to include a buffet. The aim was to break even on the admission fee and any profit from the raffle and other sources would be donated to the two designated causes. Numbers would need to be confirmed in advance so tickets would be sold through the Fanzone and club shop. The event would be widely publicised including printed flyers to be handed out at the next home game. MG to organise flyers, tickets and bar vouchers (see minute 18/27 (b))</p> <p>All the corporate sponsors had accepted invitations to attend as had Dave Thomas (Herald Express).</p> <p><b>(b) Promotion</b> The latest draft of the brochure had been circulated for comment. MT would feed these back to Serena. Printing costs were approved for upto 1,000 copies.</p> <p>MT presented a TUST business card that he had had printed. A wider distribution may be beneficial in future.</p>	<p>MG</p> <p>MT</p>

	An invitation from the club to have a TUST advertising board around the ground was discussed but declined as not representing value for money.	
<b>18/24</b>	<p><b>Report of the Communications Group</b></p> <p>RB reported generally positive comments and feedback on what TUST was doing via social media. 4,000 people had seen TUST on Facebook and had seen us on Twitter.</p>	
<b>18/25</b>	<p><b>Report of the Premier League Fans Fund</b></p> <p>RC reported that the first Fanzone on 8<sup>th</sup> September had been very successful despite the low-key launch. The next one would be before the Woking game on 29<sup>th</sup> September and more volunteers were needed. There were also plans for a Christmas themed Fanzone and the first Outreach event was planned to be held at Paignton Community College on 20<sup>th</sup> October in conjunction with an Ageing Well event.</p> <p>RC had circulated the minutes of the latest PLFF steering group meeting. He noted that TH would continue to be involved on a freelance basis once he had left TUFC but there was concern about who would lead on the project for the club once TH left. There had been little support from TUOSC who were also partners in the project. However, a formal response had been sent by RC on behalf of the steering group to TUOSC's request for £1,000 from the PLFF Fund. £500 had been offered subject to various conditions in accordance with the grant agreement and project outcomes.</p> <p>Merchandise for future events was discussed and particularly the need to target young fans. It was agreed to procure a range of TUST items such as pens, balloons, badges and stickers.</p>	AB
<b>18/26</b>	<p><b>Treasurer's Report</b></p> <p><b>(a) Bank mandates</b> MG advised that forms were completed for updating the mandate to add MT and RW as signatories. AB now had a bank card for the TUST accounts. The PLFF now had its own account.</p> <p><b>(b) Membership update</b> AB updated the meeting on current membership.</p> <p>It was agreed that the Treasurer and Membership Secretary's report should be presented quarterly in future.</p>	

<p><b>18/27</b></p> <p><b>(a)</b></p> <p><b>(b)</b></p>	<p><b>Secretary's report</b></p> <p><b>Board member nominations.</b> RW reported that in addition to the three current members standing for election (RC, RB and RW), a nomination had been received from Simon Baker (former chairman of TUFC). No other nominations had been received for the seven vacancies on the board by the deadline so these four candidates would be appointed at the AGM without an election being necessary.</p> <p><b>AGM arrangements</b> RW tabled a draft agenda for the AGM. No motions had been received from members by the deadline and the board had no motions other than acceptance of the accounts and the appointment of the auditor for next year.</p> <p>RW had compared the Supporters Direct 2016 Model Rules with our own 2014 version and the differences were only of a minor nature so did not merit the adoption of the latest version.</p> <p>The agenda and papers would be sent to all members by 26<sup>th</sup> September. The need to get a quorum of 18 members was noted and with this in mind it was agreed to offer members attending both the AGM and Legends Evening a £3 bar voucher as an incentive.</p>	<p>RW</p>
<p><b>18/28</b></p> <p><b>(a)</b></p> <p><b>(b)</b></p> <p><b>(c)</b></p>	<p><b>Any other business.</b></p> <p>RW sought clarification on the procedure for publicising board minutes. With the fundamental requirements for user-friendly language and members to receive information before non-members, the following procedure was agreed;</p> <ol style="list-style-type: none"> <li>1. RW to draft full minutes for approval by board members via e-mail.</li> <li>2. RW to provide summary version for inclusion in Newsletter</li> <li>3. MT and team to complete Newsletter</li> <li>4. Newsletter to be sent to members via Mailchimp.</li> <li>5. Newsletter to be posted to website 24 hours later.</li> <li>6. Full minutes to be posted to website at a later date (separate section to be created for this in due course).</li> </ol> <p>MT stated that as there were additional vacancies on the board he would like to suggest NB as an additional member. NB confirmed his willingness to serve and his appointment was proposed by MG and seconded by RC and unanimously agreed.</p> <p>The date of the next meeting is Monday 15<sup>th</sup> October 2018 at 6.30pm at TCDT offices.</p> <p>The meeting closed at 9.15pm.</p>	

Chairman's signature.....Date .....