

## **Minutes of Blues Trust Board meeting**

held on Thursday February 9<sup>th</sup> 2017, at Anthony Collins Solicitors

Present: Cliff Horrocks (CH), Margaret Decker (MD), Peter Bull (PB), Richard Stanley (RS)

Apology: Phil Beardmore

The meeting started at 3.35 pm

1. Minutes of 5/1/2017 meeting were approved. There were no matters arising.
2. Bank signatories  
It was agreed that
  - Cliff Horrocks and Phil Beardmore be added as signatories on our Unity Trust bank in addition to the three existing signatories, Peter Bull, Margaret Decker and Richard Stanley and that all five signatories should be authorised to view account, submit and authorise payments.
  - two signatories are required to give instructions and to authorise transfers and payments. We note that Unity Trust may not make enquiries before acting on instructions given by authorised signatories.
  - we notify Unity Trust in writing of any changes to our organisation.
3. Action list and reports
  - a. Action list  
The action list was updated. It was noted that although we had been advised that it was not necessary to put a notice about data protection on our site, PB will put one on. It was also noted that the raffle we plan to have at the Tom Ross event on March 31<sup>st</sup> can be legally run as an incidental lottery as all tickets will be sold at the location.
  - b. Chair's report  
CH reported that he had concentrated on planning for the Tom Ross event and had not updated the business plan but would present an update at a later board meeting.
  - c. Treasurer's report  
PB reported that some more BCFC shares were to be gifted to trust. An auction for the hard back copy of Tom Ross' book was on the site and bids had been made.
4. Registered office address  
It was agreed to use Antony Collins as our registered address from April 2017.
5. Topics discussed by email
  - a. Vote for SD Council  
MD was authorised to vote in election to SD Council on behalf of Blues Trust.
  - b. Newsletter  
It was agreed that a newsletter should be sent to members regularly, on the first Tuesday of each month and that it should comment on and include links to recent news, particularly news related to our key messages. The dates for the remainder of this season are: March 7<sup>th</sup>, April 4<sup>th</sup> and May 2<sup>nd</sup>. MD will coordinate this but others will help with writing newsletters.
  - c. Media policy  
It was noted that the media guidelines in use at present are:  
Any member of the board can answer questions, give interviews or make short comments on social media providing that the member's comments are in accordance with our mission statement and/or agreed messages.

If an article is non-controversial (i.e. in agreement with our mission statement and/or agreed messages) then it can be published. It is desirable but not essential that it is checked by one other board member or trust media person before it is published. Official statements that are issued by Blues Trust need the approval of the majority of board (at present need 3 board members to agree.) They should be circulated to all board members ahead of publication but it is not necessary for all board members to comment on them.

Wherever possible, someone who is capable of proofreading should check written material for errors but publication of time sensitive material should not be delayed too long

d. Key messages

It was agreed that the messages the trust should be emphasising at present are:

- Blues Trust promotes supporter influence and involvement in the running of the club.
- Owners may own clubs financially, but supporters own the history, tradition and heritage of the club. They have a responsibility to protect this and pass it on to future generations.
- Fans can achieve more by working together. Blues Trust will co-operate with other BCFC supporters' groups and, through our membership of SD and FSF, with fans of other clubs.
- If you want supporters' views to be heard, join Blues Trust and help us have a stronger voice.

e. Printed handout

RS will write a draft of the wording for an A6 handout, incorporating our key messages.

6. Arrangements for Tom Ross event on March 31<sup>st</sup>

The board agreed on a list of people to invite to attend the event. It was also agreed to hold a competition for members to win the remaining tickets, possibly to guess the attendance at the Newcastle game on March 18.

7. Quiz night

It was agreed that we should accept Ray Tomkinson's offer to put on a quiz night for us in May, possibly on last Thursday of season, May 4<sup>th</sup>.

8. A.O.B.

It was noted that Supporters Direct had not scheduled a meeting for supporters from Championship clubs recently but were in the process of appointing a Network Manager.

9. Date of next meeting

It was agreed that we should meet in early March.

The meeting finished at 5.40 pm.