



# Meeting Minutes

*15<sup>th</sup> August 2012*

**Venue:** Royal George Hotel & Bar

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**Present:** Steve McCarthy [SMc] (Chair), Margaret Decker (Secretary) [MD], Luke Birch, Stephen Birch, Lee Bradshaw [LB], John Farmer [JF], Dave Farrell [DF], John Haynes, Andy Munro [AM], Derek Smith, Andy Webb [AW].

**Apologies:** Rob Hughes [RH], Ray Tomkinson, Daniel Ivery, Chris Sanderson.

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**The meeting started at 7.15 pm.**

### **1. Minutes of the last meeting and Matters Arising**

Minutes of the meeting on July 10th, 2012, were accepted as a true record. There was no discussion of matters arising.

### **2. Chair's Report**

SMc gave a brief history of the trust for the benefit of members who had not attended a steering group meeting before. He said that our objective is to work for the good of the club and we wish to improve communication with BCFC. We are currently organising our first AGM and election of board members so that we will be prepared for whatever situation may arise in the future.

### **3. Treasurer's Report**

The Treasurer submitted a written report to the meeting. As of 31st July 2012, the Trust had assets of £1194.67. Against this there are commitments of £210 for the proposed design registration and the Independent Examination of the Accounts. There will also be costs associated with the election of officers and AGM.

### **4. Secretary's Report**

The Interim Board decided:

- to have an Independent Examination of the accounts instead of a full Audit. (LB, DF, SMc, CS in favour; AM no reply)

- that the Independent Examination of accounts should be done by someone who is not a member of the trust. (LB, DF, SMc, CS in favour; AM no reply)

- to reimburse the expenses of the Independent Chair of Election Management Group. (DF, SMc, CS in favour; LB abstained; AM no reply)

- to adopt the Board Membership and Conduct Policy, Election Policy, Disciplinary Policy, Standing Orders for General Meetings and Standing Orders for Society Board Meetings. (LB, DF, SMc, CS in favour; AM no reply. These policies are available on the Documents page of our website.)

Correspondence:

David Lampit, new CEO of SD, sent an update on SD AGM

FSF sent Blues Trust's certificate of membership.

Intellectual Property Office sent Certificate of Registration of Design for our badge

Sheffield Wednesday Supporters Society, aka Wednesdayite, sent an invitation for our members to use their lounge before the game on 21/8/2012. SMc will respond to that invitation.

Membership: We have 200 full members.

## **5. Other reports**

**Election Management Group:** Alan Digby, the Secretary of Foxes Trust, is willing to serve as the Independent Chair of EMG. The other two members of the EMG are RH and MD.

## **6. Website**

LB showed drafts of logo designs, prepared by a web graphic designer, and it was agreed to use the one that most resembled our badge and to ask him to provide an alternative colour version using yellow in place of the gold and also versions without backgrounds. It was agreed to pay him £20 for the logo design and £20 for an html email template.

## **7. Proposals**

Agreed that Alan Digby be appointed as Independent Chair of EMG. Proposed JF, seconded SMc.

Agreed that David Dixie be appointed as Independent Examiner of our accounts.

Proposed SMc, seconded AW.

Agreed that Blues Trust has a rolling membership year and that the membership of someone who joins during any month will expire on the first day of the same month the following year. For example, the membership of someone who joins during the month of January 2013 will expire on January 1st 2014. Proposed SMc, seconded AW

## **8. Topics for discussion**

### **Arrangements for AGM**

JF will contact Steve Peacock to arrange for use of Unite room for AGM.

JF & LB will prepare marketing materials.

Rob Hughes will chair AGM.

Arrangements for other events and activities

When publicity materials are prepared, JF will arrange to have place at the Royal. George before games where people can join or get information about the trust.

It was agreed that DF could pay £70 for printing of membership forms.

## **9. Any Other Business**

AW has renewed website domain name for a year and needs to transfer ownership to Blues Trust. LB will be named as contact for domain name ownership.

DF will coordinate the visit to St Andrews by Scott McLachlan, for his Walk-the-92 project.

SMc asked for opinions on whether we should make a statement about the financial situation mentioned in an email from Ray and agreed to circulate it to other members of the Interim Board.

Next meeting will be at 7 pm on Tuesday, September 4th, 2012, at the Royal George. The meeting finished at 9 pm.