



# Meeting Minutes

*4<sup>th</sup> November 2012*

**Venue:** Royal George Hotel & Bar

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**Venue:** The Royal George Hotel & Bar

**Confirmed Attendees:** Steve McCarthy (SMc), David Farrell (DF), Phil Brown (PB), Lee Bradshaw (LB), Andy Munro (AM), John Farmer (JF).

**Apologies:** Margaret Decker, Robert Hughes.

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## 1. Review & agree previous minutes

- Minutes of the previous meeting were unanimously agreed and passed.

## 2. Matters arising

- None.

## 3. Board structure

- SMc clarified Board structure and roles. SMc assumes the position of Chairman, AM becomes Vice Chairman. PB takes on the role of treasurer, DF and LB are to handle media and PR responsibilities and JF becomes the official Trust representative.
- SMc clarified that the following are co-opted board members: LB, RH, JF.
- Future meeting minutes will be undertaken under a round robin approach.
- PB to contact outgoing Treasurer RT and collect any necessary information and documents.
- PB to become acting Secretary in the absence of MD.
- PB and LB to undertake Membership Secretary duties; PB to be given access to Trust email account.
- Secretary position to be advertised on the Blues Trust website, Facebook and Twitter.
- MD to be offered official Ambassador role in accordance with her acceptance; SMc to personally contact MD.
- LB to draft and up-to-date Trust Board contact sheet and circulate to Board members.

## 4. Website

- LB to add all Trust Board members and relevant contact details to the Blues Trust website.

## **5. Procedure for making decisions between meetings**

- Procedure for decision making between meetings will remain the same with the implementation of a time frame for each member to respond to pending decisions.

## **6. Initial objectives**

- Attendees discussed at length the Trust's initial aims and objectives, the best way to communicate these to members and the wider Birmingham City fanbase.
- The Board agreed on the strap line, "A real voice for Birmingham City fans".
- The Board agreed to keep the current aim, "Our aim is to secure representation and influence within Birmingham City Football Club and to help safeguard the future of our club".
- The Board agreed the Trust will continue to act as a 'critical friend'.
- The Board agreed to further canvass membership views. Email and website surveys to be drafted by LB.
- LB and DF to continue to work on brand awareness under media and PR duties.
- The Board agreed on the printing of a new pull-up banner containing the Trust's aim and strap line.

## **7. Open meeting**

- The Board agreed on a provisional open meeting date before the Nottingham Forest home fixture on February 2<sup>nd</sup> 2013.

## **8. Proposals**

- The Board agreed to join the Co-operative West Midlands networking events.
- AM proposed that the Trust should take out Directors Insurance that provides cover of up to £100,000 at a cost of £153 for a twelve month period. AM to further research into suggestion and to contact Supporters' Direct on its necessity before any decision is made.
- AM to research whether The Royal George Hotel & Bar can be used as both a registered office and PO Box address.

## **9. Review Action Register**

- N/A

## **10. Any other business**

- Blues Network – PB to attend November club event.

- DF outlined the potential for future Blues Trust entertainment events. LB to work with DF on future initiatives.
- The Board thanked offered thanks to DF for his efforts in securing and organising Dave Langan book signing event.
- DF to review the Dave Langan book signing event; LB to review and publish piece on the Blues Trust website.
- £100 loan to be listed, lent by DF, for Dave Langan book signing event expenditure costs.
- LB suggested all future invoices to be sent to PB electronically. The Board were in unanimous agreement.
- DF discussed 'Bunnybet' sponsorship/funding offer. This offer was rejected unanimously by the Board.
- DF and LB raised concerns regarding media and PR. All Trust media and PR to go through DF and LB and nobody else unless otherwise agreed.
- SMc informed the Board of a need for more badges having sold the initial 100 allocation. DF to contact badge supplier and obtain quotes.
- PB to pay Chris for logo design with information provided by LB.
- The Board re-iterated that all future expenditure is to go through the Treasurer, PB.
- DF to inquire to Ambinet regarding letter head paper once registered office has been confirmed.
- LB to work on a takeover fan guide with help from experts.
- PB to research into the 'Fit and Proper Persons' test, rules and regulations.

## **11. Next meeting**

- Tuesday 4<sup>th</sup> December, 7pm @ the Royal George Hotel & Bar.