



BLUES TRUST BOARD MEETING **MEETING MINUTES**

Meeting Date: 08/06/2013

Meeting Location: Robert Hughes' house

Approval: 09/07/2013

Recorded By: Emma Hodgson

1 ATTENDANCE

Name	Title	Organization	Present
Steve McCarthy (SMc)	Chairman	Blues Trust	Y
Phil Brown (PB)	Treasurer	Blues Trust	N
David Farrell (DF)	Board member	Blues Trust	Y
Andy Munro (AM)	Board member	Blues Trust	Y
Lee Bradshaw (LB)	Co-opted Board member	Blues Trust	Y
Robert Hughes (RH)	Co-opted Board member	Blues Trust	Y
Chris Sanderson (CS)	Co-opted Board member	Blues Trust	N
Emma Hodgson (EH)	Secretary	Blues Trust	Y

2 MEETING LOCATION

Robert Hughes' house

3 MEETING START

Meeting Schedule Start: 11:00

Meeting Actual Start: 11:17

Meeting Scribe: Emma Hodgson

4 AGENDA

- **Actions arising from previous minutes**

- Minutes of the previous meeting were reviewed by the Board and agreed. Minutes had been previously circulated to the Board by email.
- Trello guide to be given during strategy meeting lunch break for any Board member requiring assistance.
- Open meeting date, time and venue have been altered. The meeting will now take place on Sunday 23rd June at the Custard Factory complex. Thanks were given to AM for securing the venue free of charge thanks to one of his contacts.
- Confirmation of CS's appointment as a co-opted Board member was issued.
- SMc recommended a different approach to reports at future meetings in order to better serve time constraints and addressing any other issues.

- **Secretary's report**

- No recommendations were issued with the secretary's report.
- All Board members were reminded to circulate all future Board communications using the Blues Trust Board member email address.

- **Treasurer's report**

- The report informed that the auditing process is due to begin.
- There has been no further incorrect transactions reference the Trust's bank account. The situation will continue to be monitored.
- SMc reminded Board members to retain evidence (receipts etc.) in order to claim back reasonable Trust related expenses.

- **PR & Media report**

- Discussions took place surrounding the Trust's website and Ambinet's offer of a new build entirely free of charge. All Board members agreed that this was of priority and that a meeting with Ambinet should be arranged as soon as possible.
- A number of website issues continue to remain, however as a contingency social media had been proving effective in circulating important information to as many people as possible.

- **Marketing report**

- Action plan was circulated during the meeting. Discussions took place on the responsibilities of individuals in specific areas.
- SMc stated that future marketing reports should take the same template standard as the PR and Media report and the Treasurer's report.

- **Admin duties for strategy output**
 - SMC outlined the ideas behind strategy duties. A member of the Board would champion a certain responsibility with other Board members acting as contributors to ensure that the task or initiative is appropriately carried out. It is the responsibility of the champion to report back on progress or any issues encountered.

- **Review and align Board roles and responsibilities**
 - See strategy document.

- **Review and confirm short and long-term goals**
 - See strategy document.

- **Rock development concept**
 - SMC led the rock development concept presentation to Board members.

- **Open meeting plan review – assignment of tasks and support**
 - Two sessions are to be arranged to ensure as many supporters and Trust members can attend the open meeting as possible.
 - LB to develop booklet draft.
 - DF to organise sponsorship adverts.

- **A.O.B**
 - Arrangements for the SD Supporters Summit weekend were clarified. Actions were confirmed and LB to upload to Trello.

- **Date of next meeting**
 - Date to be circulated in due course.

5 MEETING END

Meeting Schedule End: 16:00

Meeting Actual End: 16:45

6 POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Clarify Birmingham City Ladies sponsorship situation	Lee Bradshaw	---

Submitted by:



Emma Hodgson
Secretary

Approved by:



Steve McCarthy
Chairman