

**Minutes** of Blues Trust board meeting,  
at 11:30 am on Saturday, February 2, in Lounge of Cricketers Arms

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

Others present: Richard Docker (RD)

Apologies: Karim Adab (KA), Mark Garratt (MG)

1. Minutes

The minutes of the 4/12/2018 meeting were approved.

2. Reports

a. Chair

CH reported that the change to the number of board meetings to be held would be beneficial but it would take time to clarify the details of who was responsible for what and to get used to the new way of working.

He gave a brief report on the projects undertaken by MG, who had planned to come to the board meeting but had been unable to come. MG has agreed to be an Ambassador for Blues Trust and to work on two projects: working with contacts at the club and arranging a event to which some important contacts could be invited. It was agreed that CH would ask about the cost of the dinner and that the maximum contribution from trust funds would be £300.

b. Treasurer

PB reported that there was still a small deficit for the year (£19.87) but that membership renewal fees should cover this soon. He is opening a Savings Account with our bank.

c. Website

PB reported that there were still a lot of malicious login attempts to the Blues Trust website. He also reported that the trust's online database contains 250 contact that have had no recent activity. It was agreed that he should send messages to these contacts and delete them if no response was received.

d. Secretary

Help Wanted

Following on from our meeting with Deborah Dilworth, Supporters Direct Network Manager, the trust published a post about our need for a Social Media Coordinator and a Membership Developer. We will follow this by scheduling help wanted messages on social media, using a video clip prepared by Deborah and will also link to the article on our website.

Rules Update

At our AGM, our members authorised us to update the Rules of Blues Supporters Society Ltd from the 2011 version to the 2016 version of the Rules for a Supporters Community Mutual. MD is working on this. She reported that the trust has the option to change some of the choices made when the Rules were first registered. The trust will need to get the approval of the members and before submitting them to the FCA.

e. Application to renew Asset of Community Value status of stadium

RS reported that he had submitted the ACV renewal application to the Council but did not include the additional two parcels of land in his application. He had been told that the application had been forwarded to the Strategy Department but had not been able to find out who, if anyone, was dealing with it.

3. Responsibilities

There was a discussion on who should be responsible for essential jobs.

CH, as Chair, is responsible for liaison with the Club and with Connect Church.

MD is the Secretary at present but wants to step down from the job. RD agreed to shadow the role of Secretary to be ready to assume that responsibility.

PB is the Treasurer and looks after the Website. He is also responsible for the membership database and communicating with members about how to join online.

KA is responsible for the Ambassador program and for Media. KA and CH can make decisions on what can be published on the Blues Trust website.

MD will make the initial responses to people who reply to the Help Wanted messages as her email address is given in the website post. KA will oversee Social Media Coordinator. PB will oversee the Membership Developer.

RS is responsible for the ACV application. If he has time, he will also review the accounts of the Club. RS and CH will work together on a project to show how the Club is complying with EFL financial regulations.

4. Co-opting board member

It was agreed to invite Richard Docker to serve as a co-opted member of the board until our 2019 AGM and he accepted. This is to fill a casual vacancy because we have one less than 6, the minimum number of board members specified in Rule 57 of our Rules.

5. Advertised jobs

it was noted that interim guidelines for how to deal with responses to website advertisement for social media coordinator and membership developer roles were proposed and accepted by email vote.

6. Any other business

- a. Responsibilities for newsletters were assigned as follows: February MD; March RS; April CH; and May RD.
- b. PB agreed to organise lessons in CiviCRM for RS and RD.

7. Next meeting

The next board meeting will be on April 27.

The meeting finished at 12.45 pm.