



# NOTTS COUNTY SUPPORTERS TRUST



## Board Meeting Open Minutes

Meeting No.	40
Occurred	20.00 17 May 2005
Place	The Meeting Room, The Plough, Nottingham
Version	1

**Present:** Keri Usherwood (chair after break), Donna Marshall (minutes) David Hindley, Philip Marshall, Fred Mosselmans, Ken Carter, Jurgen Halligan, Bea Jackson, Nigel King (chair to break), Martin Naylor, Carole Stapleton, Alan Scott, Eric Kerry, Steve Thompson

1) **Apologies for Absence:** John Armstrong-Holmes, Cheryl Thompson

2) **Meeting Agenda**

No additions

3) **Co-Option**

FM explained to the group that KU had spoken to both co-optees about issues of confidentiality and also about the skills they would bring to the board. It was KU's recommendation that they both be accepted to the board. FM opened the floor to the other board members to ask the co-optees questions.

BJ has supported Notts since 1973. She is a social worker and is currently working on a children and bereavement project. She is very interested in working on the community and fundraising groups. She believes in trusts and bringing clubs back to the fans.

JH has also supported Notts since 1973-74. He is a computer programmer and has already offered to assist with the membership database as part of the MRR group. He enjoyed working on the fundraising group, helping out at the Beer Festival stand and wants to help protect the club.

FM explained that the standard procedure for co-option was for 2/3 of the group to be in favour. The co-optees were asked to leave the room. Both were co-opted unanimously by the group. The co-optees will be board members until the next elections in October when they will be asked to stand for election. If elected, they would serve a term of 2 years. JH asked if they had to stand down after that period but FM explained they would have to be re-elected at that point.

4) **Declarations Of Interest**

CS if licensing laws or Highfields pitch decisions are discussed.

5) **Minutes of the Previous Meeting**

Acceptance of the minutes of the previous meeting: 39 on 17 April 2005. These were accepted and signed by NK.

6) **Open Minutes of Previous Meetings**

FM explained the procedure to the co-optees and asked board members to let him know of any items for omission as soon as possible.



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NK then explained the procedure for officers' reports.

### **7) Officers Reports**

#### **a) Chair – Keri Usherwood**

Past issues

PR I have worked with Dr. Dave on a number of press releases over the past few weeks which has kept the Trust in the news and helped to keep members informed. In addition, I have done an interview with Paul Taylor about the problems for Clubs like Cambridge which appeared in the Football Post. I have also written an end-of-season article for Football First and a piece for the Bury programme. Thanks to Dave for his excellent PR work yet again.

EM Trusts I have continued to liaise with Jacqui Forster and the Club over the arrangements for the EM Trusts Conference in July. This is a good opportunity for us to help make the event a success and also to showcase the Club' s facilities. We should help to publicise this event nearer the day. I have also liaised with the Club over the arrangements for the EM Trusts meeting last week which was felt to be very successful by those who attended. Thanks to ST for stepping in to sort out the problems with the room hire charge.

Co-options I have made contact with Jurgen, Bea and Mick over the past couple of weeks and am happy to recommend that each of them should be co-opted onto the Trust Board. I feel that each has particular skills which would be very useful to the work of the Trust and look forward to meeting them at the Trust Board meeting.

Surgery Myself, Phil, Alan and Fred (sorry if I' ve missed anyone) did the informal surgery before the Bury game. I felt this was useful and we did get a number of comments as well as a couple of members.

Bury "Jamboree" The face-painting and balloons were a big success. Thanks to Carole for organising this. It showed once again how effective things like this can be in creating a bit of a "buzz" in the Meadow Club. It was also good that the players turned up We should aim to more of this kind of thing next season in my opinion.

Members I have answered a number of enquiries from members by e-mail and on the phone. Mostly positive with one or two exceptions.

Issues

. AGM - Has been set for 3rd June. We need to think about how we release the financial information for our members and whether we need a commentary to go with it which is able to set next seasons financial projections in a bit of context...

Fans' Forum it was the intention to hold this forum as soon as possible after the Club AGM.

Ticketing arrangements for next season - any further update on the plans here? My recollection is that the plans outlined by PN did not meet with much approval from fans. KU felt that once a decision is made on ticketing that this should be communicated to the fans as quickly as possible.

New Manager - hopefully will be place by tomorrow. What should we do around this? The manager should be signed up as a trust member ASAP.

Finally..Congratulations to Steve on his election as Club Chairman. This is great news, a significant step forward for the Trust and due recognition for all the tremendous work Steve has done over the past months. Things are definitely starting to look up!

NK presented KU's report in his absence. The main areas to discuss were The Club AGM, the loan, Patrick Nelson and the fans forum. Many of these items will be covered in ST's report.



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### **7b) Treasurer – Eric Kerry**

EK revealed the new format for the accounts. Balance is between £57 and £59k with some expenses and income pending. EK would like a budget to work to for next season. The group thanked EK for his hard work. Will look to complete audit early this year so we can circulate documents in good time for the AGM.

### **7c) Secretary – Fred Mosselmans**

Only real items of note was co-ordinating the co-option interviews and passing on some complaints about the box office.

#### **i) 2005 Survey**

Good response rate. Thanks to DM, NK and the PR Team we are now over 400 surveys.

#### **ii) New policies on Criminal Record Checks and Ex-Offenders**

As explained at the last meeting FM and DH outlined the procedure for CRB checks for board members and volunteers. 2 policies from NCVS have been altered to suit the trust. Data has to be stored properly and the ex-offenders policy should cover unemployed and employed work in case we can appoint somebody in the future.

These policies were proposed by FM and seconded by EK and carried unanimously.

DH will begin working on getting board members CRB checked.

### **8) Supporter-Director Report – Steve Thompson**

#### **9) Sub-Group Reports**

##### **a) PR – David Hindley**

The season has now finished but things don't seem to be getting any quieter! There were some problems with the last couple of Trust Matters columns. Since the last meeting press releases have been circulated on Billy Ivory joining the Trust, ST being elected Chairman, and urging fans to help CFU.

KU and ST have both figured prominently in the local media, which is great and helps raise the Trust's profile - all the more important now that the season is over and we seek to get lapsed members to renew. I am still cobbling together e-newsletters to keep members informed, as well as regular updates on the Trust website. It promises to be a busy couple of weeks ahead, with news of a new manager, post-AGM forum, and Trust investment in NCFC. Does the post-AGM forum need to be communicated to all members?

The PR committee would like to do a story on the new co-optees along with photos. There has been a very positive response to the new manager.

##### **b) Community – Cheryl Thompson/David Hindley**

Since the last Trust Board meeting, the focus of the community sub-committee has been two pronged. First, with making arrangements with regards the Notts County Community Open Day and second, planning the Big Draw event in October.

Community Open Day Date has now been finalised as Sunday 24th July. The CSC is working closely with Richard Stanton on firming up details of the day, with the aim of building on last year's success, learning from that experience and broadening the focus beyond just football. The task for the coming weeks is to invite a range of local community and voluntary groups and agencies to have a stall/presence on the day, much in the vein of Chesterfield's hugely successful open day. We also need to start building a volunteer 'army' for the day as well as the planning stages.



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Suggestions are welcome for groups to invite, as well as attractions for the day. We also need to discuss what form the Trust presence should have. Would it be possible to ask Trust patrons to attend, like last year?

Big Draw 2005 DH is hoping to meet with the cartoonists Pete Dredge and John Clark (Brick) this week.

CRB Checks Can all Board members please read the new policies drafted as part of the CRB checks/process. In the first instance all members of the CSC and anyone dealing with the membership database should have checks. FM as Trust Secretary can you confirm that you are agreed to being the ' named person' or would it be better to have contact based in Nottingham? (i.e. KU or NK).

County in the Community Once marking/exam boards are out of the way, I hope to devote my attention to organising a follow up to the CITC event last year.

### **c) Strategy – Alan Scott**

Strategy now has 4 main areas. These include the loan, a boardroom presence. As felt that 4 or 5 things should be picked to encourage new members.

### **d) Membership, Recruitment and Retention – Philip Marshall**

Our plan to have membership packs ready for the end of the season never came to pass, but a good package has now been put together and a launch will be coordinated with the PR group.

We thought that the next Trust “message from...” should come from ST as he has the highest profile around the club at the moment. We also plan to use the AGM follow up as an example of the benefits of trust membership. We thought that the post-AGM forum should be a members-only event, but with new memberships and renewals taken on the door.

Eric sent through a spreadsheet containing all the SO payers and we have gained a few members.

Members for next season

315 SO payments – 304 adults, 11 kids

41 Life members

114 5 Year members – 39 seniors @ £15, 75 adults @ £35

25 senior one year members

102 adult one year members.

17 juniors < 10 (free)

13 juniors > 10 (£5)

We are 800 members short in terms of renewals but at about the same figure as this time last year and forms are still coming in.

There was some discussion about difficulties in franking mail with free gifts enclosed. If we add stamps then this should not be a problem. It was also decided that collections from the trust desk were not feasible due to considerations of space.

MN also mentioned that there were suitable items for giveaways to children at the open day. He suggested bookmarks, fridge magnets and rubber balls. There was some debate about the safety of the latter but



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those with children thought the risk was minimal. MN will put these prices to the board at the next meeting

### **e) Fundraising – Ken Carter**

KC reported that fundraising is quiet at present. JAH is still exploring the raffle. He has sent out letters to a few people about arranging events. Strategy is to ‘carpet bomb’ famous people in the hope we can attract them to an event.

PM suggested we look to see how other trusts are raising money. DH offered that Posh Trust take £1300 a month in standing orders and also operate a 50/50 draw. FM did not think that a lottery was viable.

BJ was invited to join the fundraising committee. She accepted the offer.

KU suggested the group looks at some of the ideas in the document he has drawn up with NK and assess their viability.

## **10) Trust Activities**

### **a) EM/NWT Meetings – Nigel King/Fred Mosselmans**

Next EM meeting is in early August. The last meeting at Meadow Lane went very well. FM will be attending the NW training day.

Those wishing to attend the EM training day should send their workshop choices to FM

### **b) Next Forum – Keri Usherwood**

Plan was to include the new manger and hold forum ASAP but GT has gone to Iceland’

## **11) Matters Arising**

- A1** ST to investigate club room hire charges policy - **DONE**
- A2** ST to explore CRB checks through junior football club – **Can be done if required**
- A3** PR group to cost displays and leaflets – **Ongoing – Deal with at PR Group**
- A4** ST to check detail of gaming licence - **Done**
- A6** KC & MN to look for potential sponsors of newsletters etc. – **As required**
- A7** ST to pass videos to the club shop - **Done**

## **12) AOB**

No AOB

## **13) Date of Next Meeting**

Wednesday 15<sup>th</sup> June, Vat and Fiddle.

The meeting was closed by KU at 10.40pm