

NOTTS COUNTY SUPPORTERS TRUST



BOARD MEETING OPEN MINUTES

Meeting No.	67
Date	Thursday 28 th June 2007
Time	8.00 p.m.
Venue	John Collin's House
Version	1

Present

Keri Usherwood (Chair), John Collin (Secretary), Peter Dennis (Treasurer), Eric Kerry (Supporter Director), Cheryl Thompson, Trevor Woolley.

1. Apologies For Absence

Nigel King, John Armstrong-Holmes, David Hindley, Gareth Marklew, Glenn Rolley, Stuart Rolley

2. Meeting Agenda

Agreed.

3. Declarations of Interest

EK as a Director of Blenheim 1862 Ltd.

4. Minutes of Previous Meeting

The Minutes of Meeting 66 were accepted as a true record.

5. Community Open Day

Arising from queries from DH in his report,
**PD agreed to provide the float, EK agreed to organise name badges.
KU agreed to talk to GD regarding some queries to the Club.**

6. Officers' Reports

a. Chair -- Keri Usherwood

"Since the last meeting, the main issues I have been involved in are:

Gained the consent of Haydn's family for the "View from the Chair" article for the newsletter

Attended the Lifeline event and spoke on behalf of the Trust

Met with Jeff Moore about the Memorandum of Understanding

Met with and had conversations with Geoff Davey about the Trust Office which is now nearly resolved. Co-ordinated the response to the sad news about Haydn

I will update on these more fully tomorrow

You'll also recall I said I would stand down as Chair at the end of the season. I

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have reconsidered this and will be seeking your consent tomorrow to stay on as Chair until October. I will explain my reasons for this at the meeting. If you can't be at the meeting, but have a strong view on this, please let me know either on or off-list. Please accept my apologies for the short notice on this."

KU spoke about the article and the Lifeline event. He said that the MOU was pretty much OK and any problems regarding the MOU should be easily resolvable.

With regard to the Trust Office, agreement had now been reached on using part of the current FITC office.

With regard to his proposed resignation as Chair, he said that HG's death had put a different perspective on things and now, if possible, he would like to continue, at least until the AGM.

With regard to CIC's and the possibility of turning the Club into one, it was confirmed that the Football League still do not approve of them as a vehicle for Clubs.

PD said that he would liaise with JAH so that prizes for the raffle can be presented at the Community Open Day.

b. Treasurer – Peter Dennis

The bank balance at 26.06.07 is £14287.43.

Looking at the current situation, the available funds stand at £9834.18.

With regard to the consolidation of accounts as reported at the last meeting, PD said he had spoken to Stockport who had obtained an exemption from having to supply consolidated reports. **PD agreed to progress the possibility for us with the Auditor and the FSA.**

The Audit for the year ending 31/5/07 for the Trust would start with a meeting with the Auditor on 30/7/07 and another Trust Board member is required to attend the opening meeting.

c. Secretary – John Collin

JC reported that he had nothing specific to report but that next time, we would need to discuss election procedure for the coming AGM.

7. Supporter Director's Report – Eric Kerry

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EK reported:

8. Sub-Group Reports

a. PR

SR

"Newsletter has now been compiled and set to JAH for the clever bit. Hopefully we should have it ready early next week. Thank you to everybody who contributed.

In order to go out before the Open day it will need to be stuffed sometime next week.

Nigel, can you let me know what stamp value and the number needed (it is A5 but will be same weight as A4 folded in half). Also any chance of using your kitchen for stuffing?

Nigel, do you have any envelopes left.

Can we please have plenty of volunteers please. There were only 3 or 4 last time and it makes it a long job.

I have spoken to John Townsend (the artist) and he is progressing well. He has met with Jimmy and had a good chat and is now well underway with the portrait. He has kindly offered to source a decent frame as he is in the business and will let me know prices beforehand.

He says he will finish within 4-6 weeks but guarantees it in 8 so we can start planning for the unveiling dinner in 2 months time. Cher I am happy to help just let me know what you need. I am looking into prints and will report back when I know more.

I am away the first couple of the weeks of the season so cannot do the programme, can somebody please volunteer. I have teed Nigel up for one of the games."

b. Community

DH

"Most of my efforts this month have been directed towards organising the Community Open Day. Please find below timings for the event as well as a draft list of the attractions and their locations (I have copied and pasted an e-mail to the Club, which also include a number of questions ahead of the Community Day).

Work, as ever is incredibly busy so I haven't been able to spend as much time

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as I would have liked doing this, so apologies. To top it off I have got the in-laws staying this weekend and from 3rd-10th July I will be in Ireland and then in London on the 12th, so won't be around much now until the actual event.

Thanks to everyone that has offered to volunteer on the day. I will send out some instructions/details shortly.

I think most aspects of the Open Day are now covered apart from:

Sorting out when the beer can be delivered/set up

Putting together the treasure hunt (route and questions)

The display of memorabilia needs organising (Cher - any news from Tom?)

The Trust Boards need updating - I have made a start on this but would welcome some suggestions re: content. Nigel - would it be possible to print off a load of photographs from past Trust events (usual size) for a photo montage?

In addition there are the practical things for the day i.e. float, paying for JS, the bouncy castle, and name badges for volunteers. Can anyone help with these please?"

Outstanding actions were dealt with previously in the meeting.

c. Membership, Recruitment, Retention

TW

Membership Report – June 07.

"

1. Open Day.

I will be there all day. Would appreciate some cover for comfort breaks and to look around a while.

A fair amount of working space would be nice so any money & forms processed on the day can be stored.

A large notice ("Membership – Join / Renew Here!") would be really useful.

No decision received as to ordering any 'goodies' to give out. Maybe it's too late now, but if needed, I can still help on this.

2. Membership Database.

Nigel and I have not been able to organise a session to go through this yet.

Both of us are busy. It is clear that there are a number of anomalies in the data, caused by 'typos' and lack of understanding. Ideally, a massive re-vamp is needed, but would cost time/money to do.

In the meantime, in order to get a clearer picture, I have exported the data into Excel (a product I am more familiar with), and have produced a number of pivot tables to assess the membership. This was a bit time consuming, but I feel it has been worthwhile.

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Number of Current Members:

Adults	-	1,019
Juniors	-	216
Life Members	-	54
Sub - Total	-	1,289

Suspended	-	37
Lapsed		784 (currently recorded as 'live' on database, but should not)
Sub – Total	-	821

Total Number On Database – 2,110.

Renewals Analysis:

I have calculated the renewal date of every member based on the membership payments (e.g. £35.00 = 5 years etc.). If a member re-joined after 31st December I have calculated that the period from 1st January to 31st July is extra to their payment. If the board feel that this is too generous, then we can alter it (although it makes Excel life easier).

Members due to renew on 1 st August 2007	-	696
Life Members (see above)	-	54
Lapsed Members (see above)	-	784
Memberships running beyond 2007 (but not life)	-	539
Sub – Total	-	2,073

Add Suspended (see above) - 37

Total Number On Database – 2,110. *Balanced.*

The spreadsheet that produced this data has all contact details on, and so can be used for a mail merge to contact groups (lapsed / renewal etc.).

3. Renewal Process.

I think it is vital that we communicate about membership status. A letter can be sent to all members requiring a renewal after the open day (thus reducing the mail out for any renewals taken then. We should acknowledge all renewals and send out a car sticker (still time to order those by August). This will obviously impact on finance; therefore I would like Board approval to proceed with this process. I'd expect at worst it would amount to £1 per member for sticker, paper & postage (financed from their membership payment).

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On the point of the car sticker, one idea I had is to change the wording to "My Trust – My Club", personalising the fact that we are majority shareholders."

d. Fundraising

GR

See previous Minutes.

9. Any Other Business

The sponsorship of ST's kit at £400 plus VAT was confirmed.

10. Date of Next Meeting

Tuesday 24th July, 2007 (somewhere!!)

The meeting ended at 10.15 p.m.