

**Minutes of HUST Board Meeting held at Edgar Street
at 7.00pm on Wednesday 4th April 2017.**

Present: Elected Board Members: Richard Tomkins, Craig Goodall, Russell Cheasley, Andy Carr, Mike Langford.

Co-opted Member (non-voting): Tony Taylor

Non-voting attendees: Independent Secretary: David Evans, Minutes Secretary: Peter Davies, Deputy Press Officer: Keith Hall

1.00	Apologies for Absence	<u>Action</u>
1.01	Apologies were received from Frank Williams.	
2.00	Previous Minutes and Matters Arising	
2.01	The minutes of the board meeting held on 1 st March 2017 were reviewed and agreed to be a true record.	
2.02	Matters arising were dealt with in the course of the meeting.	
3.00	Treasurer's Report	
3.01	Tony Taylor presented his report, that had previously been emailed to those present, showing income and expenditure for March, cash balances, HUST management accounts for March, 50/50 match day draw analysis, Bulls lottery analysis and membership share donations. A copy is attached to these minutes.	
3.02	It was noted that the estimated free cash balance was £7,456.48	
3.03	Income receipts of £247.98 for January and £186.28 for February have been processed and handed to the treasurer. The £345.72 receipt for March is now due.	
3.04	Keith Hall suggested that a day be allocated to promote the Bulls Lotto and other fundraising initiatives.	
3.05	It has been noted that sales spike when the jackpot rises to a large sum.	
3.06	There was a discussion on how the random numbers for the 50/50 and Prize Lottery were generated and whether board members or anybody involved in the sales of tickets should be allowed to participate in the draws. It was concluded that Craig Goodall and David Evans should prepare a protocol on this matter.	CG DE

3.07	To facilitate online payments the treasurer recommended that two NatWest debit cards be issued to himself and Mike Langford.	Action
3.08	After a discussion Richard Tomkins proposed that the treasurer authorises the issue of debit cards and prepares a procedure for their use. This was seconded by Craig Goodall and the motion was passed unanimously.	TT
3.09	The termination of the Co-op bank account was discussed and it was agreed that rather than close the account it would be better if the signatories were changed to accord with those on the NatWest account using the mandate forms obtained by Mike Langford. This would involve removing Jack James, Chris Williams and Martin Watson and adding Tony Taylor, Richard Tomkins, Russell Cheasley and Craig Goodall.	
3.10	Richard Tomkins proposed that the Co-op bank account mandates be changed to accord with those on the new NatWest account. The motion was seconded by Andy Carr and passed unanimously.	TT ML
4.00	Membership Report	
4.01	Peter Davies presented his membership report copies of which had previously been issued to those present and which are appended to these minutes.	
4.02	It was noted that there were now 369 paid up members following the latest email reminder, the response to which was disappointing. 190 adult members and 90 junior members remain 5 months in arrears.	
4.03	The problem with the online application process was discussed and it was agreed that Tony Taylor send Andy Carr a screenshot to see if he could resolve the issue.	TT AC
4.04	There was a short discussion on introducing a CRM system to deal with membership. David Evans reported that Birmingham City FC had a system that might be suitable for adoption by HUST. He is to investigate further,	DE
4.05	It was agreed that Mike Langford take to the HFC board the proposal to assist HFC in the processing of season tickets in return for giving applicants information on joining HUST,	ML
4.06	Peter Davies is to investigate the cost of providing "goody bags" to those who renew or join HUST whilst purchasing season tickets. Keith Hall suggested that he contact Badgebase for a quotation for lapel badges.	PD
4.07	Should the HFC Board approve the proposal then Peter Davies	

	agreed to help coordinate HUST volunteers to man a HUST table. Tony Taylor and Keith Hall offered to help with season ticket sales and administration.	Action
5.00	Report on the 50/50 Draw	
5.01	Mike Langford reported that the proportion of fans attending matches purchasing had increased from about 60% last season to over 70% and had recently been nudging up o 80%.	
5.02	To date the draw has raised £19,386. Although the number of home games played this season is less than last season, with 4 home games to go it is possible that the draw will raise over £25,000.	
5.03	Mike Langford reported that a decision on the future of the draw by the HFC Board had been deferred. There followed a discussion on this subject.	
6.00	FED Policy Update	
6.01	Craig Goodall explained that he had been unable to complete the actions from the previous meeting. He agreed to circulate the draft document to board members for comments.	CG
7.00	Fundraising and Events	
7.01	Keith Hall reported that the feedback received following the recent Tommy Cooper “Just Like That” show had been positive. There were 66 online ticket sales and 50 direct face-to-face sales. The estimated profit, after the deduction of production company and room hire fees, is £250 which includes the raffle and 50/50 profits made at the event. Four tickets were donated to UITC and two to the Air Ambulance.	
7.02	Keith Hall stated that the Sports Quiz had made a profit of £152	
7.03	It was noted that the Jamie Cuss knee appeal had raised almost half the sum required. Keith Hall revealed that back issues of “Talking Bull” would be on sale for £1 before the Barnstaple match with the proceeds going directly to the Jamie Cuss Appeal. A former Town Crier would be helping to promote a bucket collection before kick-off. It was suggested that HUST may wish to work alongside these volunteers on the day.	KH ALL
7.04	Peter Davies reported that the response to the recently launched “Spot the Ball” competition had not been as high as anticipated. After a discussion it was agreed to open up the competition to all fans and not just HUST members and donate the proceeds to the Jamie Cuss knee operation appeal until this reached the £10,000	AC/PD

		<u>Action</u>
	target. It was also agreed to accept postal entries, subject to UITC agreeing to use their office as the postal address, and to have no limit on the number of individual entries. Pre-printed Spot the Ball coupons are also to be issued ahead of the next two home games and handed in immediately to boost sales.	
7.05	Russell Cheasley is to confirm with UITC that their address can be used. Andy Carr is to amend the online entry and Peter Davies is to circulate a postal entry sheet.	RC
7.06	The possibility of having a goal of the month competition next season with text voting was discussed. Carl Haffenden has been approached by Craig Goodall. The costs are to be investigated further.	
7.07	Following a discussion it was agreed that the voting for HUST player of the year award should be open to current and past members on the email list.	
7.08	It was also agreed that the trophy should not be a perpetual trophy. Richard Tomkins is to arrange the purchase of an engraved trophy possibly through Club Sport in Hereford if they are able to offer a competitive price.	RT
7.09	The suggestion that the trophy be presented by one of the fans voting in the competition drawn at random was agreed.	
7.10	To enable the trophy to be presented before the end of the season a closing date of 19 April was agreed.	RT/AC
7.11	In order to facilitate future text voting it was agreed that Tony Taylor would complete the application form for the regulator.	TT
7.12	Russell Cheasley reported that Simon Wright had volunteered to be the HUST administrator for Easy Fundraising.	
7.13	Keith Hall proposed have a Sportsman's Evening at the Rankin Club in Leominster in June and August. He offered to approach Tommy Hughes and Dixie McNeil for one event and Kevin Sheedy and Gareth Davies for the other,	KH
7.14	There was a discussion on the winding up of the Prize Bull Lottery and its replacement by a 500 Club in August. It was agreed that, in order to increase the chances of winning, the number of selections drawn would be increased to 5.	KH AS
7.15	It was noted that the cost of entering the 500 Draw would be £10 per month. Keith Hall offered to contact existing Prize Bull subscribers to ascertain whether they would switch to the new draw.	KH

7.16	Tony Taylor queried how the draw for the 500 Club would be made. It was proposed that there will be one draw each week on Tuesday nights, and this will be broadcast live on Radio Hereford FC at half time at home or away games , or at 8.30pm on other Tuesday evenings. There will be a HUST representative and two independent witnesses present at each draw.	Action
7.17	Other possible future events were briefly discussed including a games league and a draw for a football weekend in a major European city.	
7.18	The chairman commented that, in order to fully consider and discuss current and future fundraising activities, a separate meeting should be held. He will circulate possible dates to board members and officers.	RT
8.00	Board Member and Officer Roles	
8.01	It was agreed that the secretary should forward a candidate statement to Andy Carr and that other board members and officers should also forward short statements and profiles by 14 April for inclusion on the website.	DE ALL AC
9.00	Feedback from Joint HFC/HUST Board Meeting	
9.01	In answer to a query on player insurance Mike Langford stated that part-time players were deemed to be self-employed and it was therefore their responsibility to take out personal injury insurance. With respect to the recent injury to Jamie Cuss he informed the meeting that the club had paid for an MRI scan.	
9.02	Mike Langford reported that the playing budget was to be increased next season and that a structured bonus system was being put in place.	
9.03	The rearranged Didcot game and the decision to hold it behind closed doors had been discussed by the HFC board.	
9.04	With promotion to the Southern League Premier Division it is anticipated that the number of away supporters will increase and expenditure will be required for improved catering and toilet facilities in the away enclosure.	
9.05	Mike Langford reported that the Sportsman's Dinner had been rearranged for 19 May. It was noted that HUST could have held the Giant killers event that was scrapped due to a clash of dates with the original date of the Sportsman's Dinner.	
9.06	Mike Langford stated that he would arrange for a table at the Sportsman's Dinner but would not be able to host as he would be	

	away on holiday.	<u>Action</u>
9.07	The club is to hold an open day on 29 July.	
9.08	Craig Goodall queried whether there would be a surplus at the end of the year. Mike Langford replied in the affirmative.	
9.10	Russell Cheasley asked whether a decision had been made on the bar and catering contract for next season. Mike Langford stated that a decision was pending. There then followed a discussion on this matter.	
10.00	Any Other Business	
10.01	The secretary distributed copies of proposals for the Board Membership and Conduct Policy and Officer Appointment and Conduct Policy that are based on Supporters Direct guidelines.	
10.02	The board and officers are to consider and to forward any comments to the secretary	ALL
10.03	Russell Cheasley reported that another HUST beer had been brewed and would be on sale soon and that there were plans to produce a cider in the summer.	
10.04	Craig Goodall queried whether there had been any feedback from the HFC board on the HUST strategy presented at the joint meeting.	
11.00	Date of Next Meeting	
11.01	The next Board meeting will be held at Edgar Street on Tuesday 2 th May at 7.00pm <i>The meeting closed at 10.05pm</i>	ALL