

**Minutes of HUST Board Meeting held at Edgar Street
at 7.00pm on Tuesday 6 June 2017.**

Present: Elected Board Members: Richard Tomkins, Russell Cheasley, Mike Langford.

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

Non-voting attendees: Independent Secretary: David Evans, Minutes Secretary: Peter Davies, Press Officer: Frank Williams, Deputy Press Officer: Keith Hall, prospective co-opted member Joanie Roberts.

The chairman welcomed Joanie Roberts and introduced her to those present.

1.00	Apologies for Absence	<u>Action</u>
1.01	Apologies were received from Craig Goodall, Andrew Graham and Andy Carr.	
2.00	Previous Minutes and Matters Arising	
2.01	The minutes of the board meeting held on 2 nd May 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	Feedback from HFC	
3.01	Mike Langford reported that the 50/50 draw had been discussed again at the last HFC board meeting but no decision had been reached on whether HUST would retain the draw. It is to be discussed again at the next board meeting. He stated that he was hopeful that the board would agree to HUST retaining the draw.	
3.02	Tony Taylor commented that it was acceptable for a business set up such as HFC to run at a loss if that loss was covered by a surplus in equity funding.	
3.03	Frank Williams observed that the main income streams for the club and HUST came from face-to-face sales on match days and t it was important that this was recognised and that efforts continue.	
3.04	The dwindling number of volunteers to help with the painting and joinery work that needed to be done during the summer had been discussed by the HFC board. Mike Langford asked if HUST could issue a press statement appealing for more volunteers.	FW
3.05	Keith Hall enquired whether any arrangements had been made by the club to involve HUST volunteers in the sale of season tickets.	

	Mike Langford confirmed that the club would welcome any help and Keith Hall agreed to compile a rota.	Action
3.06	Russell Cheasley suggested that, in the hope that HUST would continue running the 50/50 draw, a sponsor for ticket printing be sought. This was discussed and it was agreed that the sponsor's name should appear on the ticket face and be announced over the PA system when the winning numbers are drawn.	RC JR ALL
3.07	Mike Langford stated that a number of new signings had been made as reported on the club website and Bulls News. A discussion took place on the release of Joel Edwards.	
3.08	The HFC board have also been looking at ways of making better use of the bar facilities. A new bar, the Stowford Bar for which Westons is providing sponsorship, is being installed in Radfords and the toilets are being refurbished. Sky Sports will be broadcast on match days if a cost effective agreement can be made with Sky TV.	
3.09	In answer to a query from David Evans Mike Langford updated the board on the Edgar Street lease.	
3.10	Mike Langford gave a brief update on the club's financial situation.	
3.11	Mike Langford confirmed that in order for the pitch improvements to bed in there would only be two pre-season games against Leamington on Tuesday 25 July and Stourbridge on 5 th August. In addition there would be a trialists' match against the Lads' Club on Wednesday 12 th August.	
3.12	Mike Langford referred to the number of emails that had to be dealt with on a daily basis by the club and in particular Martin Watson who in the past 12 months had received 8,750 emails excluding spam. An average of 75 emails are received daily.	
4.00	Treasurer's Report	
4.01	The treasurer circulated and went through copies of the HUST management accounts for May.	
4.02	With regard to the Bulls Lottery/500 Club he recommended that £1,000 be carried forward into the 2017-18 financial year as a prize fund. This was discussed and a motion, proposed by Richard Tomkins and seconded by Mike Langford, was passed unanimously.	
4.03	RESOLVED: That a sum of £1,000 be carried forward into the 2017-18 financial year as a prize fund for the 500 Club.	TT
4.04	Keith Hall handed over to the treasurer a number of receipts,	

	invoices and cheques for processing.	Action
4.05	The treasurer requested board members and officers to forward to him any invoices, expenses, or receipts for the past financial year that ended on 31 May 2016.	TT ALL
4.06	It was noted that the month end account balances were: Paypal £851.61, Co-op Bank 816.85, NatWest Bank £14,505.25: A total closing balance of £16,173.61.	
4.07	The cash balance for the end of May was £4,400.35 which includes £500 donated by Joanie Roberts from her Bulls Lottery prize.	
4.08	The chairman thanked Joanie Roberts for her generous donation.	
4.09	The treasurer stated that in order to meet the target for share purchase £68,000 would have to be raised in the 2017-18 financial year commenting that this was a large investment for a club of the size of Hereford FC.	
4.10	The treasurer informed the meeting that he had not yet been able to prepare a job specification for the role of independent financial inspector. Russell Cheasley stated that he had approached the Council's accountant, Gareth Rees, who indicated that he would be willing to take on the role. The treasurer is to forward the job specification to Russell Cheasley who will pass this onto Mr Rees.	TT RC
4.11	The treasurer reported that small prize sums for the Lotto 500 would be paid into the winners' Paypal accounts as there was no charge for this service.	
4.12	The Paypal account has now been transferred to Tony Taylor with Keith Hall and Peter Davies being given read only rights to view the account.	
5.00	Membership Report	
5.01	The previously circulated membership report for May was discussed it being noted that membership currently stands at 380 of which 75 were new members who joined during the last financial year. 47% of members reside in Herefordshire.	
5.02	Frank Williams commented that it was more important to have an active membership than to chase numbers and Richard Tomkins observed that HUST membership exceeded that of Cardiff City, a much bigger club.	
5.03	It was agreed that the membership welcome letter drafted by the chairman should be sent to renewing and new members with their membership cards.	PD

		<u>Action</u>
5.04	Peter Davies tabled a draft letter and revised membership form to be distributed to season ticket holders. This was approved. A Pdf version is to be emailed to Keith Hall for printing.	PD KH
5.05	Payment of membership fees by standing order was discussed and it was agreed that the treasurer will prepare a standing order form for inclusion on the back of the printed application form.	TT KH PD
5.06	With 4% of members living in the London area, Richard Tomkins is to renew contacts with the London Bulls.	RT
5.07	In answer to a query from Tony Taylor, Peter Davies confirmed that corporate memberships were due for renewal shortly. He will remind existing corporate members of the renewal date.	PD
6.00	Report from the HUST Fundraising Meeting	
6.01	Tony Taylor reviewed the previously circulated minutes of the May fundraising meeting.	
6.02	It was agreed that the Trust should have a stall at the Hereford FC open day and to run a 50/50 draw, bottle stall, and Radio Hereford FC road show.	ALL
6.03	Keith Hall reported that the number of participants in the Bulls Lotto and Prize Bull 500 Club was rising. It was agreed to take photographs of the winners of the draw to be held on 27 June for publication on the website and Bulls News.	FW KH
6.04	Peter Davies agreed to continue with the Spot the Ball competition. In order to try and boost the number of participants it was agreed that a further press release be issued and to promote the competition on Radio Hereford FC when the next Prizr Bull 500 draw is made.	PD KH
6.05	Keith Hall stated that only 11 tickets were left for the Sportsmans' night at the Rankin Club. He reported that he had been in contact with Ben Smith who has agreed to be the speaker on 19 July. It was noted that the estimated profit was £500 per event.	
6.06	The possibility of using an exhibition trailer to promote HUST at events and on match days was discussed. Joanie Roberts reported that the Council trailer that she hoped that the rust may be able to use had been sold. It was agreed that she approach the buyer to ascertain the hire cost.	JR
6.07	Peter Davies floated the idea of producing a limited edition Christmas Ale package to include a HUST logoed tankard, beer mat and bottle of ale in a presentation package to be launched at the	

	AGM with one being a prize in a free draw for those attending. He will prepare a mock up for the next fundraising meeting.	Action PD
6.08	The idea of printing the home fixture list on the back of a HUST drip mat was discussed. Mike Langford will enquire whether the club intend to print a fixture list.	ML
7.00	FED Policy Update	
7.01	The chairman stated that Craig Goodall had issued the draft policy to Phil Eynon. Mike Langford reported that the policy was to be discussed at the next HFC board meeting.	
8.00	2017 AGM and election Preparation	
8.01	The secretary confirmed that one existing board member would have to step down for re-election and that there would be 4 new vacancies.	
8.02	As the member who has served the longest Mike Langford agreed to step down. He confirmed that he would be standing for re-election.	
8.03	Both Tony Taylor and Joanie Roberts confirmed that they would stand for election. Joanie Roberts also confirmed that she would be willing to be co-opted as an external director in the meantime. The chairman asked her to forward a resume.	JR
8.04	The chairman is to approach Richard Clark to ascertain whether he is willing to be co-opted as an external director and then to stand for election o the board.	RT
8.05	In answer to a query from Keith Hall, Peter Davies confirmed that he would stand for election to the board if numbers fell short. He stated that if a full board was elected then he would expect one of the elected members to take over the membership secretary role if the board wished him to continue as the minute taker.	
8.06	The treasurer confirmed that there would be no problem preparing the accounts in the time-scale required.	
8.07	The secretary reported that he would approach previously serving members of the EMG to ask whether they would serve this year.	DE
8.08	Frank Williams commented that in order to ensure maximum attendance the AM should not be held during half-term week. Peter Davies pointed out that the expiry date on most members' cards was 19 October and it was agreed that this was a suitable date to hold he AGM.	

8.09	The secretary is to prepare a draft agenda which is to include a resolution on having the accounts inspected rather than audited and ratification of the board's decision to purchase shares with surplus monies.	Action DE
8.10	The secretary is to confirm rule changes agreed at the 2016 AGM to the FCA (note: after the meeting 2 board members signed the appropriate forms).	DE
9.00	Any Other Business	
9.01	Russell Cheasley queried what advertising streams HUST would use next season. Keith Hall commented that HUST would have a presence on the official HFC website.	
9.02	Peter Davies asked whether HUST would be conducting a fans' survey this summer. It was agreed that this should be expedited and the chairman requested board members and officers to forward to him questions to be included in the survey. Mike Langford is to liaise with the HFC board.	ALL
9.03	Richard Tomkins requested that board members and officers forward to him their preferred email contact address.	ALL
9.04	Richard Tomkins reported that he would arrange a meeting with Ken Kinnersley and asked Tony Taylor and Andrew Graham to accompany him.	RT TT AG
9.05	Richard Tomkins stated that he would be attending the Supporters' Direct Summit at the beginning of July but would not claim expenses.	
10.00	Date of Next Meeting	
10.01	The next Board meeting will be held at Edgar Street on Tuesday 6 th July at 7.00pm	ALL
10.	It was agreed to hold the next fundraising meeting on 4 July at Hereford Snooker Club. <i>The meeting closed at 10.00pm</i>	ALL