



## Minutes of HUST Board Meeting held at the Richmond Club, Hereford, at 7.00pm on Thursday 25 August 2016.

**Present:** Board Members: Richard Tomkins, Andy Carr, Tristan Edwards, Craig Goodall and Frank Williams.

Non-voting attendees:

Minutes Secretary: Peter Davies. Prospective Independent Secretary: David Evans.

Attending by invitation: Caroline Preedy and Nick Vaughan of UITC and Martin Watson (for part of meeting).

<b>1.00</b>	<b>Apologies for Absence</b>	<b><u>Action</u></b>
1.01	Chris Williams, Mike Langford and Russell Cheasley tendered their apologies.	
1.02	The chairman welcomed Caroline Preedy and Nick Vaughan who had been invited to the meeting to give a presentation on UITC and to discuss future collaboration between HUST and UITC.	
<b>2.00</b>	<b>Minutes</b>	
2.01	The minutes of the July board meeting were reviewed and agreed to be a true record.	
<b>3.00</b>	<b>UITC</b>	
3.01	Nick Vaughan circulated hard copies of a PowerPoint presentation giving background information about United in the Community.	
3.02	Nick Vaughan made the presentation which covered the activities undertaken by UITC, their aims and objectives, personnel and advisors, their football philosophy, community programmes, school activities, soccer schools, the development centre, education scholarships and other activities. He also outlined UITC's relationship with Hereford FC and key priorities for 2016-17 giving details of how the community programme was to be developed.	
3.03	Since the appointment of new Trustees which began at the end of the 2015/16 season it was emphasised that UITC's financial management is now more efficient with regular subscription collections by standing order. The subscriptions have also been increased to balance the budget but to ensure that the organisation remains inclusive a hardship fund has been set up. Nick Vaughan stated that he considered that in many ways the organisation was not fit for purpose when he was appointed chairman last year.	
3.04	In addition from revenue from subscriptions and revenue from Summer Schools and other income streams UITC receives a grant from Cargill's and has also claimed money from the Football Conference that could have been, but was not, claimed by Hereford United FC. It was pointed out that should Hereford FC gain promotion the National League South or North then a sum of up to £20,000 could be claimed by UITC. If promoted to the National League then this sum would increase to up to £25,000. I was noted that UITC has worked very hard building a strong relationship with the National League Trust in the past 12 months.	

3.05	Nick Vaughan stated that the long-awaited Memorandum of Understanding with HFC was being finalised and circulated a list of what the club was able to offer.	<b>Action</b>
3.06	The aim is for UITC to always be the best academy system for the league in which Hereford FC play. There have been significant developments over the last 12 months with the introduction of a Girls' team, a goalkeeping school, football development centre and the expansion of other community activities.	
3.07	With regard to fundraising Nick Vaughan stated that UITC had not requested and did not want a cut from the 50/50 draw. However, after a short discussion it was agreed that it would be beneficial to both organisations if a relaunched lottery was run jointly.	TE CP
3.08	Caroline Preedy reported that she was forming a fundraising committee and it was agreed that she coordinate activities with Tristan Edwards and Richard Tomkins.	CP TE/RT
3.09	Details of discounts available to HUST members are to be forwarded to Frank Williams for wider publication.	CP FW
3.10	Nick Vaughan stressed that UITC's day to day relationship via Martin Watson has been excellent with various queries being answered promptly. He also stated that he thought that the appointment of Liam Brewer will result in further positive changes for UITC going forward.	
3.11	It was agreed to hold further liaison meetings in future.	ALL
<b>4.00</b>	<b>HFC Feedback</b>	
4.01	The chairman welcomed Martin Watson, HUST representative on the HFC Board, to the meeting.	
4.02	Martin Watson outlined his role as football director which covers a wide range of activities from completing match reports for the league to arranging the payment of wages to the playing staff. He confirmed that this voluntary role was almost a full-time job. Frank Williams queried whether, as the club progressed through the leagues, it would be sustainable to continue on a voluntary basis or should it be a salaried post. It was pointed out by Martin Watson that, although the club had had a very successful first season, after the deduction of costs the club only received about £4.40 from each admission ticket.	
4.03	In reply to a question from Frank Williams about potential conflicts between Martin Watson's role as an HFC director and HUST representative, Martin Watson replied that under company law his first responsibility was to the club board and then to the fans whose opinions he garnered through social media and meeting fans at matches. He also commented that his role as director of the football club which required him to attend meetings was useful operationally as it meant he could make day to day decisions in his other roles that might otherwise require him to seek authorisation.	
4.04	There then followed a discussion of how HUST and HFC can best work together. Craig Goodall commented that comments in the recent fans' survey indicated that fans thought that HUST had no influence on the HFC board. It was suggested that this was because of what had happened at the beginning of last season with postponed elections and a subsequent period of inactivity. Frank Williams pointed out that the current board had been resolving governance issues and working on	

		<u>Action</u>
	the 5 <sup>th</sup> investor proposal and was only now in a position to take forward other priorities that the HFC board might think more important. Reference was made to the timing, immediately after the 5 <sup>th</sup> investor ballot, of the HFC proposal to split the proceeds of the 50/50 draw and it was questioned why any proceeds could not be distributed to other organisations by HFC after the purchase of shares by HUST using the 50/50 proceeds. Martin Watson stated that share capital is effectively a loan and that if the company closed then in theory the loan has to be repaid. He did not consider that the money used to purchase shares by HUST could be simply redistributed as suggested.	
4.05	In reply to a query from Craig Goodall, Martin Watson stated that the best way to communicate with him was by email.	
4.06	Martin Watson pointed out that the existing constitution needs to be on the revamped website and queried whether the amendments to the constitution agreed at the SGM had been submitted to the Financial Conduct Authority.	AC CG
4.07	A discussion took place on how the three HUST nominated members on the HFC Board represent the Trust and the need to formulate a mechanism for their appointment or replacement. It was confirmed by Martin Watson that the previous board had no policy. A suggested policy will be put before the AGM.	CG
4.08	Craig Goodall stated that social media comment on the “Andrew Munsley Affair” was coming to a head and suggested that in order to clear the air Martin Watson should make a statement on the matter. Martin Watson commented forcefully that he had already stated that he was not Andrew Munsley and reiterated the assertion.	
4.09	The chairman thanked Martin Watson for his attendance.	
<b>5.00</b>	<b>Annual Accounts and Audit Requirements</b>	
5.01	David Evans stated that he believed that the accounts should technically be subject to an audit. Members could agree, by passing the required resolution at the AGM, for HUST to begin to submit unaudited accounts as of the next financial year.	
5.02	Nick Vaughan informed the meeting that UITC’s accountant, Kevin Tong, might be willing to audit the accounts for a reasonable fee.	ML
5.03	Following a discussion it was agreed that the accounts should be audited and that Hawkins Priday be requested to submit a fee bid.	
5.04	Richard Tomkins referred to the treasurer’s report forwarded to board members by Mike Langford before the meeting which shows that the current account is £5,540.03 in credit and the PayPal account is £4598.08 in credit.	
<b>6.00</b>	<b>Blackfriars End</b>	
6.01	It was confirmed that HFC’s property consultant has replied to Craig Goodall’s email that posed a number of questions regarding the development of the Blackfriars end of the ground. From the reply it is apparent that development proposals are at a very early stage and are dependent on Hereford Council taking the development forward with a development partner who is yet to be recruited.	

6.02	There was a discussion on how the development might be affected by or affect the Asset of Community Value which expires in 2018, and whether any community facilities could be incorporated into the development.	<b>Action</b>
6.03	Nick Vaughan pointed out that UITC had a lease on part of the Blackfriars end and he offered to introduce members of the HUST board to Tony Featherstone and Geoff Hughes of Hereford Council.	NV RT
6.04	It was agreed to ask Russell Cheasley to look into the implications of any development with regard to the ACV and for UITC and HUST to write a joint letter to the Council asking what are its intentions in relation to the Blackfriars End and community use.	RC NV RT
<b>7.00</b>	<b>Fans' Survey Outcome and Initial Findings</b>	
7.01	Richard Tomkins was pleased with the response to the survey stating that the 506 completed surveys was over 300 more than received by Cardiff City, a club with a far greater number of supporters, to a similar survey.	
7.02	He thanked Tristan Edwards for compiling the survey and providing an analysis of the results. He stated that it was now important to contact all those fans who had indicated that they would be willing to help. Rather than sending a blanket email it was agreed that they be contacted individually by a board member.	
7.03	Richard Tomkins and Tristan Edwards are to divide the respondents who agreed to help into groups and forward to board members who are to contact them by phone, email or personally.	RT/TE ALL
7.04	A discussion took place on the results of the survey in general with Andy Carr commenting that it was apparent from some comments that some fans do not know what HUST is or what its aims are. It was agreed that after further analysis a statement can be issued in reply to some negative comments and observations.	TE AC FW
7.05	Tristan Edwards stated that he did not wish to rush a press release out on the results of the survey until he was able to properly analyse individual comments. It was agreed that an initial press release thanking fans for their participation be released immediately to be followed up at 12 noon on Wednesday 31 August by a more detailed release.	FW TE
<b>8.00</b>	<b>Fundraising Update</b>	
8.01	Tristan Edwards reported that he had not been able to spend much time progressing fundraising plans as he had been concentrating on preparing, releasing and analysing the fans' survey. However, he had received some responses to the appeal for members to serve on a fundraising working group with replies from Joan Roberts, Wil Cheshire, Russell Cheasley and Richard Tomkins. Further members may be recruited from fans who stated in the survey that they would be willing to be contacted about helping HUST.	
8.02	It was agreed that Tristan Edwards arrange a fundraising working group meeting before the next board meeting. Ick Vaughan offered the use of the UITC office for the meeting.	TE
<b>9.00</b>	<b>Update from EMG</b>	

		<u>Action</u>
9.01	It was confirmed that election notices had been sent out on schedule and that nominations close on 8 <sup>th</sup> September.	
<b>10.00</b>	<b>Selection of Two Retiring Members</b>	
10.01	Richard Tomkins confirmed that Chris Williams and Andy Swift were standing down from the board at the AGM and that two more members of the board would have to stand down and seek re-election.	
10.02	Frank Williams stated that, due to health reasons, he would also be standing down but would be pleased to continue in his role as volunteer press officer.	
10.03	A computer program was used to determine the other member to stand down with Craig Goodall drawing the "short straw".	CG
<b>11.00</b>	<b>Any Other Business</b>	
11.01	Nick Vaughan invited the members of the HUST Board to attend either of the UITC meetings to be held at 10.30 am on 1 <sup>st</sup> October and 3 <sup>rd</sup> December.	ALL
11.02	Craig Goodall issued an update on the programme for the Governance Review. He stated that four members had come forward to help with the review, three of whom had a legal background.	
11.03	Peter Davies reported that he had revised the membership list which now has all members' addresses split as requested by the EMG. In consequence he queried whether Excel was still an appropriate format for the list. Andy Carr and David Evans are to investigate alternative formats.	AC DE
11.04	Peter Davies reported that following the press release on membership he had received several applications in person before matches and by email. However, he had not received any applications for the past 10 days and therefore asked Frank Williams to issue another press appeal.	FW
11.05	It was agreed to contact David Pembridge to develop a spread sheet to identify lottery winners.	TE AC
11.06	Richard Tomkins reported that he was on a committee to investigate improving the food kiosks and toilet facilities at the ground and he would keep members apprised of progress.	RT
<b>12.00</b>	<b>Date of Next Meeting</b>	
	The next meeting will be held at Edgar Street on Thursday 29 September at 7.00pm.	ALL
	<i>The meeting ended at 10.00pm</i>	

