



Minutes of HUST Board Meeting held at Edgar Street, Hereford, at 7.00pm on Thursday 29 September 2016.

Present: Board Members: Richard Tomkins, Tristan Edwards, Craig Goodall, Mike Langford, Russell Cheasley and Frank Williams.

Non-voting attendees:

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

1.00	Apologies for Absence	<u>Action</u>
1.01	Andy Carr tendered his apologies.	
2.00	Minutes	
2.01	The minutes of the August board meeting were reviewed and agreed to be a true record subject to the following amendments: Minute 2.01 date of last meeting was July 2016 not June. Minute 4.02 to be reworded following consultation with Martin Watson.	PD
2.02	The chairman confirmed that a copy of the draft minutes had been forwarded to UITC and their comments had been incorporated. It was noted that the information referred to in minute 3.09 had not yet been received and that it had not had been possible to ascertain whether the UITC meeting planned for 1 October, referred to in minute 11.01, was still taking place.	
2.03	With regard to UITC Mike Langford reported that huge steps forward had been made in agreeing a way forward with HFC following a recent meeting and Russell Cheasley reported that he was to meet Caroline Preedy during week commencing 3 October to discuss joint fundraising.	
3.00	Preparations for the AGM, Treasurer's Report and Governance Review	
3.01	The chairman confirmed that he would prepare a report on what had been achieved since the 2015 AGM and what was planned for 2016-17. He will circulate his report to board members before the meeting.	RT
3.02	The treasurer circulated copies of the latest version of the independent examiner's financial report.	
3.03	There followed a lengthy discussion on whether a full audit was required and it was concluded that to comply with the Trust's constitution an audit would be required.	
3.04	It was agreed that, pending an audit, financial information should be presented to members at the AGM in the form of a treasurer's report and that members' agreement sought to forgo an audit for 2016-17.	ML
3.05	Russell Cheasley commented that the positive side of having an audit would be that any failings in procedures would be identified and improvements put in place.	
3.06	The treasurer stated that current board members would have to be identified in the accounts and that banking mandates required completion.	ML/ ALL

		<u>Action</u>
3.07	The treasurer reported that the local branch of the Co-op Bank was due to close but that the Trust could continue to bank with the Co-op by using the Post Office. However, there may be a charge for this service and so he would investigate whether HUST can secure a free banking service from other High Street banks.	ML
3.08	This season the 50/50 draw has so far raised £9,980 with a profit of £4,362. The treasurer commented that this was not as much as last season because many matches had been on a Tuesday night when the gates are lower than Saturday and many fans arrive at the ground just before kick-off and so do not buy a ticket.	
3.09	Mike Langford pointed out that the number of participants in the Bulls Lottery is currently 160 which has reduced from 237 last August and 264 in March 2015. He confirmed that the lottery license had been renewed. A discussion followed on the lottery and 50/50 draw after which it was confirmed that HUST hold the license for the 50/50 draw which they operate at the ground by permission of HFC.	
3.10	The treasurer reported that there was £7,835.48 in the current account and £5,299.05 in the Paypal account.	
3.11	A discussion took place on the sharing of HFC financial information with the HUST board. It was acknowledged that other shareholders do not have sight of the HFC accounts until the end of year results are published in November and that monthly income can fall short of budgeted income due to a number of factors. Craig Goodall commented that he considered that one of the tasks of the HUST board was to ensure that the club was being run sustainably and that if financial information was shared in confidence then the board could cooperate with the HFC board and perhaps inject capital at appropriate times to ensure that targets are met.	
3.12	The chairman acknowledged receipt of the membership secretary's report to be presented at the AGM and stated that he intended to publish the membership diagrammes.	RT
3.13	David Evans confirmed that the period for members to be proposed for election to the HUST board had closed and that as Craig Goodall was the only candidate an election would not be required but there would be a need for an affirmative vote at the AGM.	
3.14	As a result of resignations there are three places on the board that could be filled by co-option. Mike Langford identified one member, who missed the election deadline, who would be interested in joining the board and helping with fundraising. There followed a discussion on whether co-opted board members including external directors should have voting rights on the board. Craig Goodall pointed out that the constitution was currently silent on this matter.	
3.15	It was agreed to invite members in the notice of the AGM to put themselves forward for co-option.	RT/ DE
3.17	It was confirmed that the review of the constitution would be completed before the AGM where changes would be put to the members. David Evans stated that the SD 2016 model constitution was being used as a template. Election procedure, board membership and disciplinary side policies and standing order documents are also being based on the standard SD policies.	
3.18	It was noted that, following the discussion earlier in the meeting, paragraphs on whether co-opted and external directors have voting rights are to be clarified.	CG/DE

		<u>Action</u>
3.19	It was further noted that policies would be reviewed on an annual basis.	
3.20	Craig Goodall distributed draft copies of the Elected Director Policy, based on that of Cambridge United, which was discussed.	
3.21	Peter Davies commented that the paragraph regarding eligibility should read “be a current member of HUST and have been a member for at least 1 year.”	
3.22	The maximum period (12 years proposed) that a HUST nominee can remain as an HFC director was discussed. Whilst it was noted that in certain circumstances a longer period may be appropriate, the policy could be amended in the future if necessary.	CG
3.23	It was agreed that Craig Goodall should consult with HFC on the suggested policy prior to the AGM.	
3.24	Craig Goodall suggested that the policy be implemented in November 2017.	CG
4.00	Fundraising	
4.01	Tristan Edwards reported that he, Joanie Roberts, Wil Cheshire and Russell Cheasley had met to discuss fundraising.	
4.02	Russell Cheasley is investigating the launch of a HUST beer which he hoped would be available in November ready for Christmas sales. Caroline Preedy has offered to help with online ordering.	
4.03	The relauching of the Bulls Lottery was briefly discussed and it was agreed that a sub-committee be formed to progress this matter.	TE
4.04	Tristan Edwards informed the meeting that he had not been able to spend much time on fundraising over the past month due to work commitments but would organise another meeting shortly.	TE
5.00	Feedback from members who provided contact details in the Fans Survey	
5.01	There were few responses from those fans contacted. Frank Williams had a response from a member in Manchester who might form a local group. Tristan Edwards did not have any responses, Russell Cheasley had no responses but has yet to ring one fan. Craig Goodall had no responses. Peter Davies had one response from a Welsh member who offered to help in any way he could but when emailed with a request to help with the 50/50 draw did not answer. Mike Langford has yet to contact the fans on his list. Richard Tomkins had five responses and is meeting ne Bristol based member who wants to help clarify HUST’s aims and objectives.	FW ML RT
6.00	AOB	
6.01	Frank Williams reported on the stewarding of the coach to the cup match at Tonbridge that is being organised by HFC in association with HUST. The steward, Richard McPherson does not have printing facilities and so Russell Cheasley is to liaise with James Griffiths to ensure that a passenger list is handed over to Richard before the coach departs.	RC
6.02	As Peter Davies will be on holiday at the time of the AGM he handed Richard	

	<p>Tompkins membership cards and forms with instructions and forms for taking renewals on the night. It was noted that the membership of those attending would have to be checked against the online list to which Andy Carr has access. A backup copy will be emailed to Craig Goodall. As Peter Davies also takes the minutes this will have to be delegated to another member. A request for members to bring their cards to the meeting will be included in the AGM press release.</p>	<p>RT AC PD FW</p>
<p>6.03</p>	<p>Tristan Edwards queried whether an account could be opened with a local printed. This was agreed.</p>	
<p>7.00</p>	<p>Date of Next Meeting</p>	
<p>7.01</p>	<p>The next meeting will be held at Edgar Street on Thursday 27 October at 7.00pm.</p> <p><i>The meeting ended at 10.15pm</i></p>	